Dear Adelphi Student:

It is my pleasure to welcome you into the Adelphi University family. You are joining a distinguished community of students, faculty and staff and an alumni community of more than 90,000 across the state, country and globe.

We have prepared this handbook to help answer the frequently asked questions which adult and graduate students have when getting started as an Adelphi student. However, I understand that, like many of our students, you are balancing both school and life demands and there may be matters unique to you that we have not addressed here. Our commitment to excellent service is a point of pride for our staff, so please do not hesitate to ask for our help by calling 1.800.ADELPHI (233.5744).

Once again, on behalf of the faculty and administration of Adelphi, I welcome you to Adelphi University and look forward to meeting you.

All the best,

Christine M. Riordan, Ph.D.
President
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INTRODUCTION

As a new graduate or adult student, please know that the University is committed to assisting your transition to this exciting education experience.

This handbook was developed with the graduate and adult student in mind. We hope this resource will help guide you through your studies at Adelphi University. As no handbook can be completely comprehensive, follow the links for additional information and visit adelphi.edu for current details.

In addition to the Graduate and Adult Student Handbook, many graduate programs have specific handbooks or similar resources to guide you in that progress. A complete list of the contacts for Adelphi University graduate programs is included on the next few pages. Contact your graduate program for resources available to you.

For University College students, there are also specific guidelines for your adult experience in this program. To assist adult students seeking to begin or complete their undergraduate degrees, University College offers personalized academic advising, an adult-friendly admissions process, credit for work and experience. These services, plus high retention and graduation rates, are all hallmarks of the University College experience.

Additional information for all students is available in various Division of Student Affairs publications, particularly in the Guide to Student Life. To access online copies of these publications, visit students.adelphi.edu/handbooks. Academic information can be accessed at catalog.adelphi.edu.
CONTACT INFORMATION

College of Arts and Sciences
Art and Art History (M.A.) Courtney Weida 516.877.4105 artedma@adelphi.edu
Biology (M.S.) Tandra Chakraborty 516.877.4202 chakraborty@adelphi.edu
English (M.F.A.) Igor Webb 516.877.4030 webb@adelphi.edu
Environmental Studies (M.S.) Jonna Coombs 516.877.4196 coombs@adelphi.edu

Gordon F. Derner Institute of Advanced Psychological Studies
General Psychology (M.A.) Errol Rodriguez 516.237.8572 erodriguez@adelphi.edu
Mental Health Counseling (M.A.) Errol Rodriguez 516.237.8572 erodriguez@adelphi.edu
School Psychology (M.A.) Jonas Sapountzis 516.877.4743 isapountzis@adelphi.edu
Clinical Psychology (Ph.D.) Christopher Muran 516.877.4803 jcmuran@adelphi.edu
Postgraduate Certificate Programs Marybeth Cresci 516.877.4826 cresci@adelphi.edu

Robert B. Willumstad School of Business
Management (M.B.A.) Michael Minutoli 516.877.4673 mminutoli@adelphi.edu
Certificate Programs Michael Minutoli 516.877.4673 mminutoli@adelphi.edu

Ruth S. Ammon School of Education
Curriculum and Instruction
Early Childhood, Childhood and
Adolescent Education (M.A., Cert.) Dorothy Phalen 516.877.4025 phalen2@adelphi.edu
Art Education (M.A.) Courtney Weida 516.877.4105 artedma@adelphi.edu
Literacy (M.S., Cert.) Evelyn O’Connor 516.877.4173 eoconnor@adelphi.edu
Educational Leadership (M.A., Cert.) Susan Eichenholtz 516.877.4393 eichenholtz@adelphi.edu
Educational Technology (M.A., Cert.) Matthew Curinga 516.237.8623 mcuringa@adelphi.edu
Educational Theatre (M.A., Cert.) Chia Yuan Hung 516.877.8159 hung@adelphi.edu
Bilingual Education and
ESL (M.A., M.S., Cert.) Eva Roca 516.877.4072 roca2@adelphi.edu
Special Education (M.S., Cert.) Anne Mungai 516.877.4096 mungai@adelphi.edu

Communication Sciences and Disorders
Communication Disorders (M.S., D.A.) Elaine Sands 516.877.4765 sands@adelphi.edu
Audiology (Au.D.) Yula Serpanos 516.877.4774 serpanos@adelphi.edu

Exercise Science, Health Studies,
Physical Education and Sport Management
Health Studies (M.A., Cert.) Jean Harris 516.877.4273 harris@adelphi.edu
Physical Education and Human
Performance Science (M.A., Cert.) Stephen Virgilio 516.877.4262 virgilio@adelphi.edu
Exercise Science Robert Otto 516.877.4276 otto@adelphi.edu
Sport Management Gregory Letter 516.877.4289 letter@adelphi.edu
### College of Nursing and Public Health

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult/Geriatric Nurse Practitioner (M.S., Cert.)</td>
<td>Joan Valas</td>
<td>516.877.4571</td>
<td><a href="mailto:valas@adelphi.edu">valas@adelphi.edu</a></td>
</tr>
<tr>
<td>Nursing (Ph.D.)</td>
<td>Patricia Donohue-Porter</td>
<td>516.877.4532</td>
<td><a href="mailto:donohue-porter@adelphi.edu">donohue-porter@adelphi.edu</a></td>
</tr>
<tr>
<td>Nursing Administration (M.S., Cert.)</td>
<td>Joan Valas</td>
<td>516.877.4571</td>
<td><a href="mailto:valas@adelphi.edu">valas@adelphi.edu</a></td>
</tr>
<tr>
<td>Nursing Education (M.S., Cert.)</td>
<td>Joan Valas</td>
<td>516.877.4571</td>
<td><a href="mailto:valas@adelphi.edu">valas@adelphi.edu</a></td>
</tr>
<tr>
<td>Nutrition (M.S.)</td>
<td>Diane Dembicki</td>
<td>516.877.4522</td>
<td><a href="mailto:dembicki@adelphi.edu">dembicki@adelphi.edu</a></td>
</tr>
<tr>
<td>Public Health (M.P.H.)</td>
<td>Lorry Crecco-Feigenbaum</td>
<td>516.877.4562</td>
<td><a href="mailto:crecco-feigenbaum@adelphi.edu">crecco-feigenbaum@adelphi.edu</a></td>
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</table>

### School of Social Work

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<thead>
<tr>
<th>Workshop</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Addictions Workshops</td>
<td>Audrey Freshman</td>
<td>516.877.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Garden City</td>
<td>Audrey Freshman</td>
<td>845.471.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Hudson Valley</td>
<td>Andrew Peters</td>
<td>516.877.8340 x8358</td>
<td><a href="mailto:apeters@adelphi.ed">apeters@adelphi.ed</a></td>
</tr>
<tr>
<td>Manhattan Center</td>
<td>Audrey Freshman</td>
<td>516.877.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Advanced Trauma Studies and Treatment</td>
<td>Bradley Zodikoff</td>
<td>516.877.4439</td>
<td><a href="mailto:zodikoff@adelphi.edu">zodikoff@adelphi.edu</a></td>
</tr>
<tr>
<td>Bilingual School Social Work</td>
<td>Audrey Freshman</td>
<td>516.877.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Clinical Supervision –</td>
<td>Elizabeth Szpilka</td>
<td>516.877.4384</td>
<td><a href="mailto:eszpilka@adelphi.edu">eszpilka@adelphi.edu</a></td>
</tr>
<tr>
<td>Military Trauma (Postgrad. Cert.)</td>
<td>Audrey Freshman</td>
<td>516.877.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Garden City</td>
<td>Audrey Freshman</td>
<td>516.877.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Hudson Valley</td>
<td>Audrey Freshman</td>
<td>845.471.4339</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
</tr>
<tr>
<td>Summer Institute (Cert.)</td>
<td>Audrey Freshman</td>
<td>516.877-4939</td>
<td><a href="mailto:afreshman@adelphi.edu">afreshman@adelphi.edu</a></td>
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### University College

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Emergency Management (M.S., Cert.)</td>
<td>Jaime Pober</td>
<td>516.877.3414</td>
<td><a href="mailto:jpober@adelphi.edu">jpober@adelphi.edu</a></td>
</tr>
<tr>
<td>Healthcare Informatics (M.S., Cert.)</td>
<td>Thomas Virgona</td>
<td>516.877.4516</td>
<td><a href="mailto:tvirgona@adelphi.edu">tvirgona@adelphi.edu</a></td>
</tr>
<tr>
<td>A.A., A.S., B.A., B.S., Cert.</td>
<td>Academic Advisor</td>
<td>516.877.3412</td>
<td><a href="mailto:jpober@adelphi.edu">jpober@adelphi.edu</a></td>
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</tbody>
</table>
## DIRECTORY OF SERVICES

### Campus Locations and Phone Extensions (All campus numbers are 516.877.ext.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Admissions, Office of</td>
<td>Levermore Hall, Room 114</td>
<td>3050</td>
</tr>
<tr>
<td>Art and Art History</td>
<td>Blodgett Hall, Room 302</td>
<td>4460</td>
</tr>
<tr>
<td>Art Education</td>
<td>Blodgett Hall, Room 302</td>
<td>4460</td>
</tr>
<tr>
<td>Art Galleries</td>
<td>Adele and Herbert J. Klapper Center for Fine Arts Gallery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AUPAC Center Gallery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manhattan Center Gallery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ruth S. Harley University Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Swirbul Library Gallery</td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences, College of</td>
<td>Science Building, Room 127</td>
<td>4120</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>Center for Recreation and Sports</td>
<td>4240</td>
</tr>
<tr>
<td>ATM</td>
<td>Ruth S. Harley University Center, First Floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post Hall, First Floor</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Science Building, Room 103</td>
<td>4200</td>
</tr>
<tr>
<td>Bookstore, Textbooks and Supplies</td>
<td>Ruth S. Harley University Center, LL</td>
<td>3900</td>
</tr>
<tr>
<td>Bridges to Adelphi</td>
<td>Ruth S. Harley University Center, Room 302</td>
<td>3665</td>
</tr>
<tr>
<td>Business, Robert B. Willumstad School of</td>
<td>Hagedorn Hall, Room 121</td>
<td>4600</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>Woodruff Hall</td>
<td>4242</td>
</tr>
<tr>
<td>Car Registration (Office of Public Safety and Transportation)</td>
<td>Levermore Hall, LL</td>
<td>3500</td>
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<tr>
<td>Career Development, Center for</td>
<td>Post Hall</td>
<td>3130</td>
</tr>
<tr>
<td>Change of Address, Name, Telephone Number,</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
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<tr>
<td>Major (Office of the University Registrar)</td>
<td></td>
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<tr>
<td>College Work-Study Program, Student Financial Services</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
</tr>
<tr>
<td>Commuter Student Services, Center for Student Involvement</td>
<td>Ruth S. Harley University Center, Room 110</td>
<td>3603</td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>University Center, Room 108</td>
<td>3660</td>
</tr>
<tr>
<td>Delphian, The (student newspaper)</td>
<td>Earle Hall, LL</td>
<td>6935</td>
</tr>
<tr>
<td>Derner Institute of Advanced Psychological Studies, Gordon F.</td>
<td>Hy Weinberg Ctr., Room 302</td>
<td>4800</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Ruth S. Harley University Center Café</td>
<td>3950</td>
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<td>Service/Moment</td>
<td>Location</td>
<td>Phone Number</td>
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<tr>
<td>Disability Support Services</td>
<td>Ruth S. Harley University Center, Room 310</td>
<td>3145</td>
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<td>Drop/Add Courses, Office of the University Registrar</td>
<td>Levermore Hall, LL</td>
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<tr>
<td>Education, Ruth S. Ammon School of Education</td>
<td>Harvey Hall, Room 130</td>
<td>4100</td>
</tr>
<tr>
<td>English</td>
<td>Harvey Hall, Room 216</td>
<td>4020</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>Science Building, Room 201</td>
<td>4170</td>
</tr>
<tr>
<td>Exceptions to Academic Regulations, Office of Academic Services and Retention</td>
<td>Levermore Hall, Room 303</td>
<td>3150</td>
</tr>
<tr>
<td>Financial Services, Office of Student</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
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<tr>
<td>Grants-in-Aid, Student Financial Services</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
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<tr>
<td>Health Services Center</td>
<td>Waldo Hall</td>
<td>6000</td>
</tr>
<tr>
<td>ID Cards, Office of Public Safety and Transportation</td>
<td>Levermore Hall, LL</td>
<td>3500</td>
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<tr>
<td>Information Technology (Help Desk)</td>
<td>Swirbul Library, Second Floor</td>
<td>3340</td>
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<tr>
<td>Insurance, Health Services Center</td>
<td>Waldo Hall</td>
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<tr>
<td>Interfaith Center</td>
<td>Ruth S. Harley University Center, Room 302</td>
<td>3113</td>
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<tr>
<td>Catholic Chaplain</td>
<td>Center, Room 302</td>
<td>3116</td>
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<tr>
<td>Jewish Chaplain</td>
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<tr>
<td>Muslim Chaplain</td>
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<tr>
<td>Protestant Chaplain</td>
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<tr>
<td>Interfaith Chapel</td>
<td>Ruth S. Harley University Center, Room 306</td>
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<tr>
<td>International Education (Study Abroad), Center for</td>
<td>Alumnae Hall, Room 111</td>
<td>3487/3486</td>
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<td>International Student Services</td>
<td>Ruth S. Harley University Center, Room 110</td>
<td>4990</td>
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<tr>
<td>Language Resource Center</td>
<td>Earle Hall, LL, Room 3</td>
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<td>Learning Center</td>
<td>Earle Hall, LL</td>
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<td>Learning Resource Program</td>
<td>Chapman Hall, LL, Room 7</td>
<td>4710</td>
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<td>Leave of Absence, Letters of Recommendation, Good Standing, (Office of Academic Services and Retention)</td>
<td>Levermore Hall, Room 303</td>
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<td>Library Hours</td>
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<tr>
<td>Lockers</td>
<td>Ruth S. Harley University Center, Room 301</td>
<td>4299</td>
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<tr>
<td>Lost and Found</td>
<td>Ruth S. Harley University Center, Room 201</td>
<td>4299</td>
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<tr>
<td>Mail Room</td>
<td>Chasner Street, Hempstead</td>
<td>3090</td>
</tr>
<tr>
<td>Mail Room for Resident Students</td>
<td>Earle Hall</td>
<td>6180</td>
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<tr>
<td>Service</td>
<td>Address</td>
<td>Phone</td>
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<tr>
<td>Major, Declaration/Change</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
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<tr>
<td>(Office of the University Registrar)</td>
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<tr>
<td>Management</td>
<td>Hagedorn Hall, Room 121</td>
<td>4600</td>
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<td>Meal Card (University Dining Services)</td>
<td>Ruth S. Harley University Center Café</td>
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<td>Multicultural Affairs, Center for Student Involvement</td>
<td>Ruth S. Harley University Center, Room 110</td>
<td>3603</td>
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<tr>
<td>Nursing and Public Health, College of</td>
<td>Alumnae Hall, Room 220</td>
<td>4510</td>
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<tr>
<td>Parking Permits and Decals, Parking Tickets, Office of Public Safety and Transportation</td>
<td>Levermore Hall, LL</td>
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<td>Pass/Fail Option, Office of the University Registrar</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
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<tr>
<td>Permission for Courses at Another University (forms available at Office of the University Registrar)</td>
<td>Respective dean's offices</td>
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</tr>
<tr>
<td>Pre-Professional Advising and Fellowships, Office of</td>
<td>Levermore Hall, Room 303</td>
<td>3140</td>
</tr>
<tr>
<td>President's Office</td>
<td>Levermore Hall, Room 100</td>
<td>3700</td>
</tr>
<tr>
<td>Provost</td>
<td>Levermore Hall, Room 100</td>
<td>3160</td>
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<td>Public Safety and Transportation, Office of</td>
<td>Levermore Hall</td>
<td>3500</td>
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<tr>
<td>Readmission, Office of Academic Services</td>
<td>Levermore Hall, Room 303</td>
<td>3150</td>
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<td>Registrar, Office of the University</td>
<td>Levermore Hall, LL</td>
<td>2210</td>
</tr>
<tr>
<td></td>
<td>Off campus</td>
<td>516.877.3300</td>
</tr>
<tr>
<td>Residential Life and Housing, Office of</td>
<td>Earle Hall, Room 100</td>
<td>3650</td>
</tr>
<tr>
<td>Room Reservations (UC), Reservations Coordinator</td>
<td>Ruth S. Harley University Center, Room 301</td>
<td>3604</td>
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<tr>
<td>Schedule Change, Office of the University Registrar</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
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<tr>
<td>Scholarships, Office of Student Financial Services</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
</tr>
<tr>
<td>School Closing Information</td>
<td>Garden City Campus</td>
<td>516.877.6870</td>
</tr>
<tr>
<td></td>
<td>Manhattan Center</td>
<td>516.877.6872</td>
</tr>
<tr>
<td></td>
<td>Hauppauge Education and Conference Center</td>
<td>516.877.6871</td>
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<td></td>
<td>Hudson Valley Center</td>
<td>845.471.3348</td>
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<tr>
<td>Social Work, School of</td>
<td>Social Work Bldg., Room 201</td>
<td>4300</td>
</tr>
<tr>
<td>Speech and Hearing Center</td>
<td>Hy Weinberg Ctr., Room 211</td>
<td>4850</td>
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<td>Sports Information</td>
<td>Center for Recreation and Sports</td>
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<td>Student Accounts Office</td>
<td>Levermore Hall, LL</td>
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<tr>
<td>Student Conduct and Community Standards</td>
<td>Ruth S. Harley University Center, Room 308</td>
<td>3612</td>
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<tr>
<td>Service</td>
<td>Location and Building</td>
<td>Extension</td>
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<td>Student Counseling Center</td>
<td>Ruth S. Harley University Center, Room 310</td>
<td>3646</td>
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<td>Student Financial Services, Office of</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
</tr>
<tr>
<td>Student Involvement, Center for</td>
<td>Ruth S. Harley University Center, Room 110</td>
<td>3603</td>
</tr>
<tr>
<td>Student Loans, Office of Student Financial Services</td>
<td>Levermore Hall, LL</td>
<td>3080</td>
</tr>
<tr>
<td>Study Abroad (Center for International Education)</td>
<td>Alumnae Hall, Room 111</td>
<td>3486/3487</td>
</tr>
<tr>
<td>Teacher Certification, School of Education</td>
<td>Harvey Hall</td>
<td>4100</td>
</tr>
<tr>
<td>Telephone Services</td>
<td>Swirbul Library, Room 200B</td>
<td>3000</td>
</tr>
<tr>
<td>Transcripts, Office of the University Registrar</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
</tr>
<tr>
<td>Tutoring, Learning Center</td>
<td>Earle Hall, LL</td>
<td>3200</td>
</tr>
<tr>
<td>University Center Operations</td>
<td>Ruth S. Harley University Center, Room 301</td>
<td>3611</td>
</tr>
<tr>
<td>University College</td>
<td>Hagedorn Hall, Room 201</td>
<td>3400</td>
</tr>
<tr>
<td>Veterans’ Affairs, University College</td>
<td>Hagedorn Hall, Room 201</td>
<td>3412</td>
</tr>
<tr>
<td>Withdrawal, Course Office of the University Registrar</td>
<td>Levermore Hall, LL</td>
<td>3300</td>
</tr>
<tr>
<td>Withdrawal, University Office of Academic Services and Retention</td>
<td>Levermore Hall, Room 303</td>
<td>3150</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Earle Hall, LL</td>
<td>3296</td>
</tr>
</tbody>
</table>

*Note on making telephone calls: When making calls from on campus, dial only the extension (for example: 3600); from off campus, simply add the 877 prefix (for example, 877.3600). Area code is 516.*
CAMPUS MAP
ACADEMIC CALENDAR
For the most up-to-date calendar visit adelphi.edu/calendar

2015–2016
Fall 2015

August 31
Classes begin—Fall 2015

September 7
No classes—Labor Day

September 14
Late registration ends.
Last day to add a course

September 28
Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process course section change

October 12
Columbus Day—No classes

October 19
Open planning for Spring 2016 begins.

November 5
Last day to withdraw from a course

November 5
Graduate priority registration for Spring 2016 begins.

November 9
Undergraduate priority registration for Spring 2016 begins.

November 25–29
Thanksgiving break—No classes

December 8
Regular class schedule

December 9–14
Make-up day (available to faculty to schedule for a missed class)—regular classes not held

December 15
Finals begin

December 21
Finals end
December 22
Emergency day (scheduled by the registrar, if necessary)

December 23
Emergency day (scheduled by the registrar, if necessary)
Last day of classes—Fall 2015

**Spring 2016**

**January 4–25**
Intersession

**January 26**
Classes begin—Spring 2016

**February 9**
Late registration ends
Last day to add a course

**February 23**
Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process a course change

**March 7**
Open planning begins for Summer and Fall 2016

**March 14–20**
Spring break, no classes

**March 29**
Last day to withdraw from a course

**March 30**
Graduate priority registration begins for Summer and Fall 2016

**April 4**
Undergraduate priority registration begins for Summer and Fall 2016

**April 12**
Research Day—no classes

**May 11**
Make-up day (available to faculty to schedule for a missed class)—regular classes not held

**May 12**
Make-up day (available to faculty to schedule for a missed class)—regular classes not held

**May 13**
Emergency Day (scheduled by the registrar, if necessary)

**May 14**
Finals begin
May 20
Finals end
Last day of classes—Spring 2016
Doctoral Hooding Ceremony

May 22
Commencement

**Summer 2016**

May 25
Classes begin—Summer Session I

June 29
Last day of classes—Summer Session I

July 4
Independence Day—no classes

July 11
Classes begin—Summer Session II

August 9
Classes end—Summer Session II

* Calendar subject to change
For additional academic calendar information, visit registrar.adelphi.edu/academic-calendar.

**ACADEMIC RESOURCES**

As each graduate program has particular guidelines and requirements, graduate students should familiarize themselves with the policies and procedures of the school and program in which they are enrolled.

At University College, academic advisers work with students to create a plan of study and assist them with creating and completing their educational goals. Admitted students are assigned an adviser and keep the same adviser until graduation. Students are also provided with an Academic Advisement Syllabus, which outlines student and adviser responsibilities.

**ACADEMIC ADVISEMENT**

**Academic Advisers**

Academic advising is a critical component of a successful university experience. An adviser will not only help students pick appropriate classes, but will also make the student aware of internships, research opportunities and possible career paths following degree completion. The adviser is the person to whom a student may bring any academics-related concern.

Every student at Adelphi University is assigned an academic adviser. The name of the student’s academic adviser and the adviser’s office location, telephone number and email address is listed under My Adviser in the CLASS system, accessible through ecampus.edu.

As a new student, you should contact your academic adviser during the first semester. Introduce yourself, set up a meeting and start to build a relationship with your academic adviser before registration time.

University College students who do not have an adviser should contact the University College office at 516.877.3150. Undergraduate students must declare a major when they reach 60 credits. If you do not have an adviser and have declared a major, contact your major department. Visit university-college.adelphi.edu.

Graduate students should contact their academic department and meet with the adviser for guidance on course registration and requirements.
Pre-Professional Advisement
prepare.adelphi.edu

The Office of Pre-Professional Advising and Fellowships provides support and individual advising for current students and recent graduates who are seeking admission to professional school beyond Adelphi in the areas of medicine, dentistry, optometry, physical therapy and other health professions, as well as law, environmental studies and engineering.

A strong liberal arts and sciences education is the best preparation for professional careers, including law and medicine. Students contemplating or planning to pursue careers in law and the health professions can receive guidance from pre-professional councils established for this purpose.

In addition, the office can assist in the application process for fellowships that require institutional support, and can provide information and assistance on locating funding opportunities for post-Adelphi study.

COURSE REGISTRATION

Registration is the process by which the Office of the University Registrar certifies the enrollment of students in courses of study and verifies their right to use the University's available services. To access registration information, and to register for courses, log in to ecampus.adelphi.edu and access CLASS via the Services tab.

The Directory of Classes can be found online at registrar.adelphi.edu. Click on the link for online course search to search for courses by semester. You can also go directly to the course search link via adelphi.edu/course.

There is a priority registration schedule according to the number of credits earned. The Course Listing, Advising, and Student Service (CLASS) system will allow you to select your courses, and submit your registration at your appointed registration time. Important information regarding registration as well as graduate priority registration dates and times can be found at adelphi.edu/grad-reg.

For specific semester dates and deadlines, refer to the University’s academic calendar at adelphi.edu/calendar.

INDEPENDENT STUDY

The purpose of independent study is to pursue an academic interest not adequately covered by the regular course offerings. Students must register for independent study during the regular registration periods and never later than the last day to drop courses. Each college and school has separate requirements concerning independent study. Information concerning these requirements is listed by school. Independent study may not be taken as pass/fail.

ACADEMIC PROCEDURES

Add/Drop

Students who wish to add a course to their program after they have processed their initial registration can add the course using the CLASS system until the deadline stated on the academic calendar. Students are advised that there is a fee for adding courses and that there may be additional tuition charges.

Students who wish to drop a course from their program after they have processed their initial registration can drop the course using the CLASS system until the deadline stated on the academic calendar.

Students are advised that there is a fee for dropping courses. Dropped courses will not appear on the transcript. Students should be aware that their status as a full-time student will be affected by dropping courses if their resulting credit load is less than 12 credits. It may also affect their financial aid.

Unfinished Course Work—Incomplete

The designation, I (Incomplete), will be issued when the student has not completed the course requirements by the end of the semester and has obtained permission from the instructor to take additional time to complete the course work. The Incomplete designation may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances.
Students may have no more than 12 months after the end of the semester in which the grade was given to resolve Incompletes. An unresolved Incomplete will convert to an F after this time. This then becomes the final grade.

**Withdrawing From Courses**
Withdrawals from courses are possible after the deadline to drop courses, but no later than the ninth week of the semester, the third week of a summer term or the second week of a one-month term. Students who wish to withdraw from a course must complete an Action Request Form, obtain appropriate signatures of academic approval and process the form in the Office of the University Registrar by the deadline stated in the academic calendar. Withdrawals from courses appear on the transcript as a W. Nonattendance in a course does not constitute an official drop or withdrawal from a course. The student’s failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted. Changes of the program must meet with the approval of the adviser, chair and dean of the pertinent degree program.

**Withdrawal for Medical Reasons**
Students requesting a withdrawal from the University because of medical reasons must submit the appropriate medical documentation and a letter requesting a medical withdrawal to the Office of Academic Services and Retention. This must be done during the semester for which the leave is requested. Students approved for medical withdrawal might have a credit posted to their account to be applied toward future semesters. All unused credit will be forfeited after one year of issuance and tuition and fee charges will not be refunded. Students who withdraw from the University for medical reasons will be dropped from all of their courses. Students wishing to return after a medical withdrawal must submit medical documentation clearing them for return to the Office of Academic Services and Retention. Adelphi University retains the right to obtain supplemental medical information.

Changes to a student’s registration must be filed with the Office of the University Registrar according to established deadlines. For action deadlines, visit adelphi.edu/calendar.

Additional information regarding all academic policies can be found at catalog.adelphi.edu.

**Academic Petitions**
Academic regulations are established by the University to maintain and enforce academic standards, and are adhered to rigorously. If special and unique circumstances occur, any individual student has the right to petition for a waiver of a regulation. The University has the right to turn down any petition on the grounds that the circumstances are not compelling enough to warrant an exception to that regulation.

To petition for an academic waiver of academic regulation, the student must do the following:

Consult with the Undergraduate and Graduate Bulletin (catalog.adelphi.edu) to be sure the student understands the academic policies and regulations.

1. Meet with the major adviser or chair to discuss the request.
2. Submit the petition package to the academic administrator in the dean’s office of the student’s major.

For a complete list of the names and office locations for each school’s administrator, visit academic-services.adelphi.edu/petitions.

**Please note:**
- The academic approval of retroactive drop/withdrawals does not imply a right to a refund.
- The academic approval of retroactive adds may constitute new or additional financial obligation to the University.
- Instructor consent or support does not mean the petition will be approved.
ACADEMIC SUPPORT SERVICES
To support classroom studies, students have available online and in-person support services. (See the Support Services section for information about the Offices of Disability Support Services and Information Technology, the Learning Center, the Writing Center and Swirbul Library.)

MOODLE TUTORIAL
As many course assignments and instructions are communicated via Moodle, the online learning management system, students should ensure they are familiar with how to access and use Moodle. Go to it.adelphi.edu/moodle for details and video tutorials.

GRADUATION REQUIREMENTS AND DEADLINES FOR FILING

Graduation
All students must apply for graduation by the designated deadlines. Commencement requires a separate application. For details on both the Graduation and Commencement applications, visit adelphi.edu/graduation.

Graduate Student Requirements
The graduate student requirements vary according to the program. Students are encouraged to familiarize themselves with these requirements by visiting the department office or the appropriate website.

For additional details about graduation requirements, visit adelphi.edu/graduation.

Undergraduate Student Requirements

GPA Required for Graduation
Undergraduate students who have completed the minimum number of credits required by their major for graduation and attained a 2.0 cumulative GPA must apply for graduation. Majors in the Robert B. Willumstad School of Business, the College of Nursing and Public Health and the School of Social Work are required to have a higher cumulative GPA for graduation (2.3, 2.5 and 2.8, respectively). Physical education and communication sciences majors should refer to the Ruth S. Ammon School of Education section of the bulletin for specific requirements.

For additional details about graduation requirements and to access the application, visit adelphi.edu/graduation.

Degrees will not be conferred to students who have not applied for graduation.

Determination of Graduation Requirements
Normally, matriculated students follow the graduation requirements established in the bulletin under which they are admitted to the University; however, students who interrupt enrollment for two or more consecutive semesters (fall and spring) are governed by the bulletin in effect when they are readmitted. Requests for exceptions are reviewed by the appropriate academic dean.

Residence Requirements (Undergraduate Students Only)
A student must complete the final 30 credits toward a degree at Adelphi to be eligible for the degree.

Note for University College Students: Students should schedule a graduation clearance appointment with their University College academic adviser before filing an Application for Graduation form. Deadlines for filing the Application for Graduation are listed in the current University College Registration Guide. (Students engaged in the prior learning process may not file for graduation until they have received their final award notice.)
ACADEMIC AWARDS AND HONORS
Latin Honors (Undergraduate Students Only)
An undergraduate student whose cumulative GPA is between 3.3 and 3.599 may graduate with honors (*cum laude*); whose cumulative GPA is between 3.6 and 3.849, with high honors (*magna cum laude*); and whose cumulative GPA is 3.85 and above, with highest honors (*summa cum laude*).

In addition to the cumulative GPA, 56 Adelphi credits of graded courses—excluding P grades—must be completed for a student to be considered for Latin honors.

Departmental or School Honors
Students graduating with the highest averages in their major may be nominated for departmental or school honors, provided that the GPA of the nominated student is 3.5 or above for courses taken in that department. A student must have completed 30 credits in a major field to be eligible for departmental or school honors.

CAREERS AND EMPLOYMENT

Center for Career Development
In choosing to pursue a degree at Adelphi University, you understand the value of investing in yourself, thus shaping your own career path in this highly competitive global economy. Your commitment to honing your skills, deepening your knowledge base, enriching your self-understanding and enhancing career prospects are significant benefits of obtaining your graduate or adult degree. The Center for Career Development team is available to support you throughout your journey at Adelphi and beyond. Our career educators are dedicated to developing and implementing innovative programs and services that promote lifelong career management skills. Our workshops, online resources and events prepare you to excel in the global workplace. Through our Adelphi community, we connect you with alumni and employers who may assist in linking you to opportunities in a diverse range of fields and industries. Our tools and resources will enrich your studies, enhance your professional development and direct you toward well-defined career goals, enabling you to conduct an effective and productive job search.

Center for Career Development (Post Hall*)
*Relocating to Nexus Building and Welcome Center as of Spring 2016

Career Development
Individual career counseling: Email careercounselor@adelphi.edu or make an appointment by visiting career-center.adelphi.edu/appointment.

• Career assessments: The Strong Interest Inventory or Type Focus Assessment may be administered by your career counselor to help you focus on the professional career path that is most appropriate for you, and to discuss ways to navigate that path.

• Workshops: Sessions on résumé development, interviewing skills, the job search, workplace professionalism and building your social media presence (LinkedIn profile development) are targeted to specific student majors, organizations or classes, and may be customized to be relevant to the groups’ specific professional development needs.

Internship preparation (seminar): The growing importance of experiential learning in a collegiate career necessitates a structured approach to preparing for the challenges ahead. For more information, visit career-center.adelphi.edu/seminar.

On- and Off-Campus Opportunities
Graduate assistantships: A limited number of graduate assistantships are available to qualified graduate students to assist in teaching, research or other technical services. In return for such services, the student will receive either tuition remission or a stipend. Assistantships are awarded at the discretion of the individual
administrative office or academic department, and may be based on academic merit and/or financial need. Contact your graduate school/department to obtain applications and specific eligibility requirements. Read the Graduate Assistant Handbook (operations.adelphi.edu/handbooks) for more details.

**Hire a Panther:** Hire a Panther provides on-campus experiential learning opportunities to Adelphi students who work in an array of environments, collaborating with professors on projects ranging from research and tutoring to new technology and social media. These semester-long opportunities pay $10 an hour and students can work up to 10 hours a week. Visit career-center.adelphi.edu/hire-a-panther.

**Handshake:** When you’re looking for employment, you need to visit PantherZone, the Center for Career Development’s online service for Adelphi students and alumni seeking full time or part time jobs, internships and work-study positions. For details, visit career-center.adelphi.edu/jobs.

**Community Fellows Program:** The Community Fellows Program offers competitive, paid summer internships to 60 Adelphi students, in any major, to gain valuable experience in the nonprofit sector. Visit career-center.adelphi.edu/cfp.

**Leadership Certificate Program:** This interdepartmental initiative offers Adelphi graduate student, adult student and alumni communities opportunities to develop leadership and professional skills. By attending various workshops offered by the Center for Student Involvement, the Robert B. Willumstad School of Business and the Center for Career Development, participants may earn a certificate of accomplishment. Visit adelphi.edu/leadership.

**Mentoring:** We believe in the power of human relationships. Learning through interaction with experts and mentors changes how we view and relate to the world. That’s why we bring Adelphi students, alumni and professionals together for mentoring opportunities. These learning experiences can be ongoing, or be a single informational interview in person or by phone. Some mentoring relationships turn into internships and eventual career prospects. Visit career-center.adelphi.edu/mentoring.

**Going Global:** Going Global is the leading provider of international career and employment information, with more than 600,000 internship and job listings within the United States and around the world. Going Global Country Career Guides and USA City Career Guides provide professional job search advice and cultural information; contacts with executive recruiters, staffing agencies and professional networking groups; workplace permit regulations; cost of living data; and résumé writing and interviewing tips for specific countries. Visit goinglobal.com.

**Events**

- **Annual Job and Internship Expo:** This event, hosted each spring for Adelphi University students and alumni, increases job and internship opportunities between employers and prospective candidates.
- **Welcome Back Block Party:** Our part-time job and internship fair is usually held during the first week of the fall semester, where campus departments and local employers recruit student employees for their part-time and internship opportunities.
- **Accounting on-campus recruitment:** Accounting majors seeking either full-time accounting positions or internships attend an Accounting Recruitment Seminar (during September) prior to October interviews.
- **Business on-campus recruitment:** Candidates in the current graduating class and Adelphi alumni are welcome to participate. Each candidate must attend one Recruitment Seminar (offered January–March). Interviews are conducted at Adelphi during the spring semester.
- **Education and social work on-campus recruitment:** Candidates in the current graduating class and Adelphi alumni are welcome to participate. Each candidate must attend one Recruitment Seminar (offered December–February). Interviews are conducted at Adelphi during the spring semester.
- **Out-of-area recruitment:** Candidates in the current graduating class or Adelphi alumni. Each candidate must attend one Recruitment Seminar (offered December–February). Interviews are conducted on one day during the spring semester.
• **Employer engagement**: These events and programs engage a diverse array of employers in a wide range of industries for networking, mentoring and interviewing opportunities for our adult and graduate students, including:
  - Accounting Networking Social
  - Careers in Healthcare
  - Careers in Nonprofits
  - Count on Alumni for Career Help (C.O.A.C.H.) programs
  - Executive Speaker Series
  - Mock Interview Night

**CAMPUS LIFE AND RESOURCES**

**DEAN OF STUDENT AFFAIRS**
Ruth S. Harley University Center, Room 108
Campus ext. 3660
students.adelphi.edu/dean

The Office of the Dean of Student Affairs oversees all areas of student life at Adelphi, including Bridges to Adelphi, International Student Services, the Interfaith Center, the Offices of Auxiliary Services, Disability Support Services, Health Services, Residential Life and Housing, Student Conduct and Community Standards and Student Counseling, as well as the Center for Student Involvement. The office creates a supportive, educational environment that provides students with opportunities for growth and success through diverse experiences that are challenging, rewarding and meaningful. Services, programs and support are provided to enrich and complement the academic experience. As student advocates, the office promotes involvement, skill development and the overall health and well-being of the students.

Students with suggestions for augmenting student life at Adelphi, or who have other issues or concerns, are invited to see the assistant vice president and dean of student affairs in the Ruth S. Harley University Center, Room 108.

**CAMPUS LIFE**

**Center for Student Involvement**
Ruth S. Harley University Center, Room 110
Campus ext. 3603
csi.adelphi.edu

The Center for Student Involvement (CSI) is a resource for campus life and activities. CSI offers support services and resources to students. All students are encouraged to get involved at AU. To find out the many ways available for involvement, go to adelphi.edu/get-involved.

**Civic Engagement and Service Program**

There are many ways to volunteer for community service at Adelphi, a number of which are organized through the Division of Student Affairs. The Center for Student Involvement is the hub for volunteer services. Whether you are looking for a one-time service opportunity or ongoing involvement in the community, the division can match your interests with a way to help the community.

**Mentoring/Tutoring Opportunities**

If your interest includes becoming a mentor or tutor, there are many opportunities at Adelphi to serve in this role. Students receive notifications through the Adelphi email account about positions available to both undergraduate and graduate students.
THE ARTS

Art Exhibitions
Adelphi hosts a variety of exhibits, highlighting sculpture, works on paper, mixed media, oil painting, watercolor, silkscreen, lithographs, sketches and photography, including portraits, landscapes and abstract images.

Ongoing exhibitions are coordinated by the Department Art and Art History in galleries located at the Garden City Campus, in the Adele and Herbert J. Klapper Center for Fine Arts Gallery, the Ruth S. Harley University Center Gallery, the Performing Arts Center Gallery, the Swirbul Library Gallery and Alumni House, as well as at the Adelphi Manhattan Center Gallery. Rotating exhibitions display works by renowned artists, and feature art by faculty and students.

The Adelphi University Virtual Art Museum can be accessed at art-galleries.adelphi.edu.

MUSIC

Department of Music
In addition to a rich concert season featuring well-known guest artists, the Department of Music presents a number of student-based performances in both fall and spring semesters. All students with appropriate instrumental or vocal background are welcome to participate in a wide variety of music performance groups. Auditions for such ensembles are held at the beginning of each semester. All ensembles are part of the departmental course offerings and require registration to earn credit. For further information, call the Department of Music Department at 516.877.4290.

Music Performance Groups
Adelphi Symphony Orchestra
Adelphi Chorus
Concert Band
World Music Ensemble (Fall)
Flute Ensemble
Jazz Ensemble

Classical Guitar Ensemble
Percussion Ensemble
Vocal Ensemble
Chamber Music Ensemble
Opera Workshop
Improvisation Ensemble (Spring)

All students are invited to audition for the music performance groups. Go to music.adelphi.edu/audition for details and contact the department for more information about auditions.

ADELPHI UNIVERSITY PERFORMING ARTS CENTER (AUPAC)
aupac.adelphi.edu

The Adelphi University Performing Arts Center (AUPAC) is home to five intimate venues. Although they are primarily used by our students and faculty throughout the academic year, all of our venues are available for rent by outside organizations.

The Adelphi University Lucia and Steven N. Fischer Box Office provides full-service ticketing for our guest artist series, Departments of Theatre, Music and Dance performances, film series, as well as other ticketed events on campus. Tickets can be purchased online, by phone or in person—you choose your favorite way to buy tickets. For performance schedules, membership opportunities and more, visit aupac.adelphi.edu.

Student ticket guide: For the best deals, reserve a ticket in advance and check out the savings for students.

- Opening nights are always FREE for Adelphi students. Most dance, music and theatre departmental events have more than one performance. Attend the first show and your ticket is free!
- The student ticket rate is $5 for Departments of Dance, Theatre and Music events.
- The student ticket rate is $10–$20 for guest artist events.
Adelphi student rush: Free rush tickets are a great way to catch a show at the last minute or to see a show you loved so much on opening that that you want to try to catch it again. Rush availability is regularly posted to the AU Facebook and Twitter pages, so make sure you’re connected. Or you can call the box office and check with one of the tickets agents. (Rush tickets cannot be reserved in advance and are subject to availability one hour prior to the show.)

The following discounts are available for most performances at the AUPAC:

- Senior citizens (60 and older)
- Adelphi students
- All non-Adelphi students
- Alumni, AU faculty and staff
- Groups (15 or more)

Lucia and Steven N. Fischer Box Office
Contact the Lucia and Steven N. Fischer Box Office at 516.877.4000 for discount information.

Hours
Tuesday–Friday: 1:00 p.m.–6:00 p.m.

CULTURAL EVENTS AND LECTURES
adelphi.edu/events
The Cultural Events Committee brings fascinating world-renowned speakers to the Garden City campus. Past speakers have included primatologist Jane Goodall, Pulitzer Prize winner and New York Times columnist Thomas Friedman, historian of education Diane Ravitch and Top Chef host Tom Colicchio. Adelphi also hosts lectures from experts in their fields to enhance your understanding of local, national and international issues.

Events are advertised by semester at adelphi.edu.events, and most are open and free to the public unless otherwise noted. For ticketed events, and information about reservations, the Cultural Events Hotline can be reached at 516.877.4555 or visit adelphi.edu.events.

PANTHERTAINMENT BOOTH
Located in the first floor lobby of the Ruth S. Harley University Center, the PantherTainment Booth serves as the window to all that the Center for Student Involvement has to offer.

The booth provides Adelphi University students with resources including:

- Discounted movie tickets
- Broadway show tickets (undergraduate priority)
- Various student events (senior, commuter, etc.)
- Free student academic planner
- Umbrella lending service
- Free ice scrapers for inclement weather
- General information/customer service desk

Hours
Monday–Thursday: 9:00 a.m.–5:45 p.m.
Friday: 9:00 a.m.–4:15 p.m.

CHILD CARE
The Alice Brown Early Learning Center (ELC) provides a wonderful opportunity for parents of children 18 months to 5 years of age. The center offers a high-quality childcare program to Adelphi faculty, staff, students and the surrounding community. The new facility is a state-of-the-art complex that fosters the education and socialization of children, in coordination with their parents.
The ELC houses 68 children in four spacious, bright rooms. The program operates in conjunction with the University calendar and it also rotates approximately 300 University students throughout the year who use the center for performing required observation hours for course work.

The child care program includes full- and part-week sessions. If interested in enrolling a child in the ELC program, please contact the Alice Brown Early Learning Center or visit elc.adelphi.edu/register.

**Hours**
Monday–Friday: 8:00 a.m.–6:00 p.m.
Alice Brown Early Learning Center
516.877.3906
adelphi.edu/elc

### STUDENT AND FAMILY SERVICES
As the engaged university, Adelphi encourages student, faculty and staff participation in various service projects and community involvement. In addition, there are campus programs and services available for family members of Adelphi students, such as the Institute for Parenting, and for speech and hearing and audiology. Interested members should contact the program directly for additional details and requirements. For details, visit adelphi.edu/community.

**Adelphi NY Statewide Breast Cancer Hotline & Support Program**
The hotline provides information, referrals and emotional support to educate and empower breast cancer patients.

**Center for Nonprofit Leadership**
The center provides multifaceted programs providing services for executives, boards of directors and emerging leaders of local nonprofit organizations.

**Civic Engagement and Community Service Programs**
The Center for Student Involvement’s Civic Engagement and Community Service program provides opportunities to students to become active within various organizations and communities in the surrounding area.

**Gordon F. Derner Institute of Advanced Psychological Studies**

**Center for Psychological Services**
The Institute provides affordable mental health services for children, adolescents and adults at the Center for Psychological Services.

**Hy Weinberg Center for Communication Disorders**
The state-of-the-art facility and exceptional staff offers comprehensive testing, speech, language and audiological services.

**Institute for Parenting**
The institute provides parents, educators, practitioners and students with training, education and service in a culturally sensitive framework.

**Institute for Social Research and Community Engagement**
The institute serves as an incubator of serious study and community dialogue to develop new ways to understand and address critical social issues on Long Island.

**Literacy Center**
The center offers assessment and instruction for students in first through 12th grades with difficulties in decoding, fluency, writing, vocabulary, comprehension or study skills.
Regents Preparation Courses
Provided by Regents Review and hosted by Adelphi, these courses help local high school students prepare for New York State Regents Examinations.

Virtual Health and Wellness Center
Adelphi offers a Virtual Health and Wellness Center that promotes awareness of wellness; disseminates information about, and provides access to, wellness programs; acts as a clearinghouse for health and wellness projects; recommends wellness guidelines, policies and standards; coordinates existing and new wellness programs on campus; and promotes education and research in wellness. For more information, visit wellness.adelphi.edu.

Vital Signs: Measuring Long Island’s Social Health
This campus-community research action project identifies, tracks and assesses Long Island’s social health, informs policy and reduces disparities.

RECREATION
Campus recreation brings people together in ways that foster a positive and active lifestyle. We are committed to creating an atmosphere of fun that encourages students to participate in many activities. In fulfilling our mission, campus recreation aspires to be the best part of your day. The 60,000-square-foot Center for Recreation and Sports and connecting Woodruff Hall is the home of our Panthers. Additional intramural teams and events are offered year-round. More information can be found at recreation.adelphi.edu.

Adult Fitness Program
The program offers individualized evaluations and exercise programs that improve health and fitness and encourage lifelong wellness. A current student ID card is required, and some adult fitness programs may require a fee. For schedules, visit recreation.adelphi.edu/adult-fitness.

Facilities offered are:
Atrium and Mezzanine
The spacious atrium provides views to the outdoors as well as the fitness center, pool and studio in Woodruff Hall. A friendly staff member will greet you at the information control desk and direct you to your desired destination. Relax or meet up with friends, in the mezzanine lounge or grab a healthy snack or smoothie at the Legends Café after your workout.

Indoor Track
Enjoy views of the outdoors from the three-lane walking and jogging track, which is approximately 1/10th of a mile (9.5 circuits equates to a mile).

Gymnasium
A three-court gymnasium for basketball, volleyball, badminton and many other activities is located on the lower level. Sneakers are required for participating in any activities in the gym. Food, drinks and gum are prohibited.

Recreation Locker Rooms
Located on the lower level, equipped with grooming stations and swimsuit dryers, there are both day-use and long-term (annual) lockers. Locker registration takes place at the recreation department located in Woodruff Hall, Room 240. Access to the swimming pool is at the rear of the recreation locker rooms.

Recreation Equipment Issue Desk
Just bring your ID to check out any number of items such as basketballs, volleyballs, badminton or tennis rackets and much more. Visit the equipment issue desk to register a locker. We’re located in Center for Recreation and Sports, Room 028.
Recreation Fitness Center

Our state-of-the-art, 5,000-square-foot fitness center has everything needed for a complete workout, including:

- Cybex selectorized weight training circuit
- 14 free weight stations
- Cable machines
- Stretching area
- 28 cardio machines featuring (primarily) Life Fitness with entertainment such as iPod connections and 17-inch personal TV screens, enhanced training with landscaped views, virtual trainers and USB data connections for tracking personal workouts.

Arvilla E. Nolan Swimming Pool

The Arvilla E. Nolan Swimming Pool is four lanes and 25 yards in length. Lap swimming is the general rule during open swim times. Access to the pool is through the recreation locker rooms in the lower level of the Center for Recreation and Sports.

Racquetball and Squash Courts

Located on the second floor, one conversion court transforms from racquet ball to squash in minutes and there is a dedicated squash court. Rackets and balls are available at the control desk next to the Fitness Center.

Tennis courts

Four newly built tennis courts are located at the south end of the outdoor soccer/lacrosse complex. The courts are open daily (March–October) from 8:00 a.m.–dusk (except during varsity practices or physical education classes) on a first-come, first-served basis. No reservation required.

Athletic Events

Adelphi has 23 teams that compete at the NCAA Division II level and it has been a member of the Northeast-10 Conference since 2009.

All students are welcome and encouraged to attend any sporting event, most of which are either nominally priced or offer free admission.

Panther teams include:

<table>
<thead>
<tr>
<th>Men’s Teams</th>
<th>Women’s Teams</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
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<td>Basketball</td>
<td>Bowling</td>
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<td>Cross-country</td>
<td>Cross-country</td>
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<td>Golf</td>
<td>Field Hockey</td>
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<td>Lacrosse</td>
<td>Golf</td>
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<tr>
<td>Soccer</td>
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<td>Swimming and diving</td>
<td>Soccer</td>
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<td>Tennis</td>
<td>Softball</td>
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<td>Track and Field</td>
<td>Swimming and diving</td>
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<td>Tennis</td>
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<td>Track and field</td>
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<td>Volleyball</td>
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Schedules and locations can be found at aupanthers.com/calendar.aspx
CAMPUS MEDIA

The Delphian

*The Delphian*, Adelphi’s independent student newspaper for more than 50 years, publishes news, art, opinions and sports. It’s a great opportunity to gain journalism experience and get involved in campus life. *The Delphian* is available to all Adelphi University campuses free of charge. For details, visit [adelphi.edu/delphian](http://adelphi.edu/delphian).

P.A.W.S. Radio

P.A.W.S. is a highly involved, student-run organization at Adelphi University. Its priority is to provide constant, quality streaming radio to the campus. It aims to represent the opinions and voices of students and is open to all. For the past few years, P.A.W.S Radio has expanded to offer DJ services to on- and off-campus organizations as well. All content and services are put together by student members who volunteer their time. P.A.W.S. is located in the lower level of Earle Hall and can also be found at [adelphi.edu/paws](http://adelphi.edu/paws).

ADELPHI UNIVERSITY BOOKSTORE

**Hours**

Monday through Thursday: 9:00 a.m.–6:00 p.m.
Friday 9:00 a.m.–3:00 p.m.
Open select weekends

At the start of each semester, the bookstore has extended hours. Check the website [adelphi.edu/bookstore](http://adelphi.edu/bookstore) for weekly store hours.

Owned and operated by Barnes & Noble Education Inc., the campus bookstore is located on the lower level of the Ruth S. Harley University Center. It sells all required and recommended textbooks, as well as school and office supplies. The store also carries nursing supplies, Adelphi University clothing and gifts, magazines, reference books, trade paperbacks, candy, cards and health and beauty products.

Students can pre-order textbooks through their eCampus account. Once you log in to eCampus, click on the Services tab and scroll to the My Textbooks button. Click the button to view and print the textbook listing for your courses and place your order online if desired.

The bookstore buys back texts from students at the end of the semester and beginning of summer. The bookstore also offers book rental on select textbooks. Visit [adelphi.bncollege.com](http://adelphi.bncollege.com) for more information.

ATM

There are two ATM kiosks located on campus—one is on the main floor of the Ruth S. Harley University Center, outside the door to the UC Café, and the other is located across campus on the ground floor of Post Hall in the vestibule outside the dining hall.

COMPUTER LABS (SEE INFORMATION TECHNOLOGY)

COPY/PRINT/SCAN SERVICES

**Copy**

For photocopy service, coin-operated machines are available in the Swirbul Library. Document binding is also available at Swirbul Library.

**Print Management**

Adelphi University utilizes a printing management program to manage student printing balances. Printing management is installed in Swirbul’s Information Commons and in all computer labs to manage each student’s printing allotment. The service is also available in the Manhattan Center Library. For the number of free prints allotted each semester and additional details, visit [it.adelphi.edu/print](http://it.adelphi.edu/print).
Scan Services
Bring your USB drive and check out our BookScan, which lets you scan—without cost—from books, journals or any other document to your own USB drive. (As with photocopying, be sure to observe the copyright laws.) The service is available at both the Garden City and Manhattan Center libraries.

With BookScan you can choose your preferred file format and scan it into text-searchable PDF, JPEG, TIFF and Word file formats. Then you can use your USB drive to download or email the file as an attachment. Multilingual optical character recognition is available for English, French, Italian, German and Spanish.

Digital copies can be referenced repeatedly and shared with others while saving paper.

For additional information about scan services, visit libguides.adelphi.edu/printing.

DINING SERVICES
adelphi.edu/dining

Each dining location has its own identity, with numerous food platforms and a large variety of items that can be enjoyed whenever your schedule allows. There is a meal plan to fit any lifestyle on campus with seven retail restaurant locations, including a convenience store and Starbucks. There is a selection of meal plan options varying in declining balance, tailored for either part- and full-time students. Dining service hours are only when classes are in session. Visit adelphi.edu/dining for updates.

C-Store (Convenience Store): Late-night meal options are available in the C-Store. This site offers assorted grab-and-go sandwiches and snacks. In addition, the grill menu has selections such as hamburgers, quesadillas, grilled chicken, hot dogs and a variety of options. Assorted bottled beverages and brewed Starbucks coffee are available as well. In addition to the late-night grill, the convenience store has a full selection of grocery and toiletry items.
Monday–Thursday: 9:00 a.m.–2:00 a.m.
Friday: 9:00 a.m.–1:00 a.m.
Saturday and Sunday: 6:00 p.m.–1:00 a.m.

Legends Café: Looking for healthy, low-cost food options? Enjoy healthy breakfast options, Seattle's Best coffee as well as energy and protein bars—healthy food for a healthy mind and body.
Center for Recreation and Sports
Monday–Friday: 8:00 a.m.–8:00 p.m. Saturday and Sunday: Closed

Melt Shoppe (Seasonal): Perfect for a delicious meal on the go! Build your own grilled cheese sandwich or try one of our signature melts.
Located outdoors between the Center for Recreation and Sports and Motamed Field
Monday–Friday: 11:30 a.m.–3:00 p.m. (seasonal); Sunday and Sunday: Closed

Post Dining Hall: This location features all-you-care-to-eat dining, including a deli, homestyle entrees, a grill, a salad bar and more.
Monday–Friday: 7:30 a.m.–10:45 a.m. (breakfast)
11:30 a.m.–3:30 p.m. (lunch) 4:30 p.m.–9:30 p.m. (dinner)
Saturday: 10:00 a.m.–2:00 p.m.
Sunday: 11:00 a.m.–2:00 p.m. (brunch)
5:00 p.m.–9:30 p.m. (dinner)

Ruth S. Harley University Center Cafeteria
Ruth S. Harley University Center, main level
Monday–Friday: 7:30 a.m.–8:30 p.m.
Saturday: 8:30 a.m.–7:30 p.m.
Sunday: 8:30 a.m.–6:30 p.m.
Underground Café: Grab a quick bite to go or kick up your feet at the trendy Café, which features Junior’s cheesecakes, Wolfgang Puck salads, Au Bon Pain soups and Starbucks coffee and beverages.
Ruth S. Harley University Center, lower level (next to the Commuter Lounge)
Monday–Thursday: 8:00 a.m.–11:00 p.m.
Friday: 8:00 a.m.–6:00 p.m.
Saturday: 10:00 a.m.–2:00 p.m.
Sunday: Closed

Meal Cards
The NEW Snack Smart Card

At Adelphi University, we understand that graduate and adult students have different dining needs. We know that some students are just looking for a quick cup of coffee or a healthy snack to get them through class. In an effort to give these students a convenient dining option that fits their needs, Adelphi University designed the new Snack Smart Card.

• Save with every swipe because all purchases are tax free.
• Add $50 or above onto your Snack Smart Card and you will receive an additional 10 percent during the fall semester.

For graduate students residing in the residence halls, there is a requirement to purchase the University meal plan. For details, visit adelphi.edu/meals.

EMERGENCY SERVICES
Mass Notification System
We encourage Adelphi students, faculty and staff to sign up for Adelphi’s University Mass Notification System to receive instant alerts and closing information. Information is available on the reverse side of your Adelphi ID card. For information about how to update and change your contact information, go to adelphi.edu/emergency-alerts.

University Alert Hotlines
Call the University alert hotlines for vital campus alerts, emergency information and announcements regarding inclement weather, delays, closings or power outages:
Garden City Campus: 516.877.6870
Manhattan Center: 516.877.6872
Hauppauge Education and Conference Center: 516.877.6871
Hudson Valley Center: 845.471.3348 or cancellations.com

Major storm closings will be announced on the following local stations, at cancellations.com or visit adelphi.edu/safety:

Radio
AM 660 WFAN
AM 880 WCBS
AM 1055 WLNY
AM 1010 WINS
AM 1100 WHLI
FM 92.1 WLNG
FM 94.3 WMJC
FM 97.5 WALK

Television
Channel 2 WCBS
Channel 4 WNBC
Channel 12 News 12
Channel 109 Adelphi on campus
FAX MACHINE

A student fax machine is located in Swirbul Library, Room 109, and is available between the hours of 8:00 a.m. and 4:00 p.m. Faxes may also be sent free via the Internet. One service is available at myfax.com/free.

FINANCIAL ASSISTANCE
financial-aid.adelphi.edu

Adelphi University offers a wide variety of financial assistance programs in addition to the various federal and state programs that currently exist. Financial assistance is any grant, scholarship, loan or employment opportunity that is offered to an enrolled or prospective student with the express purpose of helping the student meet educational expenses.

The amounts and types of financial assistance that a student receives are determined by the eligibility of the applicant for each program. The combination of these various awards is commonly referred to as the financial aid package. Graduate students are encouraged to file the appropriate application forms and to contact their graduate school/department for a listing of additional sources and assistantship information.

Financial Assistance for University College Students

Adelphi University’s Office of Student Financial Services is committed to helping you find the resources you need to fund your studies, and our numbers show our dedication. University College students are uniquely eligible for several grants and scholarships. For more information, visit uc.adelphi.edu/financial-aid.

Responsibilities of Financial Assistance Recipients

Students receiving financial assistance have the following responsibilities:

- To complete the Free Application for Federal Student Aid (FAFSA) each academic year by the deadline prescribed by the University
- To meet the requirements of good academic standing and maintain satisfactory academic progress toward their degree
- If a student transfers from another institution to Adelphi University during the same award year, federal regulations require that we request through the National Student Loan Data System (NSLDS) updated information about any fall disbursements so that your spring disbursements are accurate and do not exceed federal guidelines. Your assistance package may change after review of your record on the NSLDS system.
- To report to the Office of Student Financial Services any changes in enrollment status, changes of name or address, receipt of any additional internal or external financial assistance

Financial Assistance Policies

All financial assistance awards are made based on the information available as of the date of the financial assistance award letter. If the student receives financial assistance from sources not specified in the award letter, either from Adelphi or from outside sources, Adelphi reserves the right to adjust the financial assistance package.

The Office of Student Financial Services should be notified of any change to the family’s financial situation after the completion of the FAFSA if the student or parents believe it could affect the student’s eligibility for assistance. Adjustments to a student’s financial assistance award may be made at the discretion of the Office of Student Financial Services. Some common reasons for adjustments are changes in budgets and awards (e.g., if the student moves from University housing to private housing), changes in enrollment (e.g., enrolling part time when full time was originally indicated on the application), documentation of incorrectly reported income and asset information, changes in family circumstances, receipt of outside or academic scholarships or any other changes in information that, in the opinion of the Office of Student Financial Services, justifies a change in the financial assistance awards.

Students receiving institutional scholarships that exceed the cost of tuition may be subject to federal income
We recommend that students check with their tax consultant for further information.

Institutional scholarships and grants are applicable to tuition and, in some cases, University fees. The University reserves the right to adjust the financial assistance previously awarded when these awards, in combination with other sources of assistance, exceed the cost of tuition and fees. Awards include, but are not limited to, external awards and state scholarships and grants.

**Nondegree Students**
Individuals registering for courses in the University without applying to the Office of University Admissions for degree status are considered nondegree students. The courses taken are considered to be for personal enrichment and the student is not eligible for any financial assistance.

**International Students**
Federal and state financial aid programs are limited to U.S. citizens and certain permanent resident aliens—persons with Forms I-151, I-551 (a green card) or I-94.

**FAFSA Application Procedures**
Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Applications can be completed online at [fafsa.gov](http://fafsa.gov). All New York State residents who are receiving financial assistance from Adelphi are encouraged to apply to New York State for the Tuition Assistance Program (TAP) grant. (Note: As of 2011, only undergraduate students are eligible for TAP.) Students will be presented with a link to the TAP application when they have completed the FAFSA online. They must follow this link to apply for TAP.

If a student transfers from another institution to Adelphi University during the same award year, federal regulations require that we request, through the National Student Loan Data System (NSLDS), updated information about any fall disbursements so that your spring disbursements are accurate and do not exceed any federally mandated maximums. Since the information on the NSLDS system may not be accessed earlier than 30 days before the start of the spring semester, your assistance package may change after our review of your record on the NSLDS system.

Although award decisions will not be made until an applicant has been officially accepted by the Office of University Admissions, it is important to note that financial assistance applications can and should be completed prior to admission acceptance.

**Application Deadlines**
Applications for all financial assistance programs should be made by all new and continuing students as soon as possible after January 1 each year. The various state and federal programs have deadlines that extend throughout the academic year.

Consult the Office of Student Financial Services for specific dates that may affect applications for these programs. The entire FAFSA should be completed online at [fafsa.gov](http://fafsa.gov) as soon as possible after January 1 each year. Filing by February 15 for continuing students and March 1 for new students maximizes your access to the various financial aid programs. Applications made after those respective dates will only be considered if funds remain available.

Students currently enrolled are required to reapply for financial assistance each academic year. Eligibility for financial assistance cannot be determined prior to the student’s acceptance into an eligible program of study at the University. The published financial aid priority deadlines are used when determining eligibility for certain limited sources of funding.

Please note: Any student selected for verification who has not completed the federal verification process cannot receive federal financial aid or need-based university grants.

First-time students at Adelphi must complete entrance counseling and the master promissory note before
Federal Direct Stafford Loan funds can be applied to their account. Students who have been offered a Federal Perkins Loan in their financial aid package must complete a separate master promissory note and separate entrance counseling before funds may be disbursed.

**Academic Requirements to Maintain Financial Assistance**
Adelphi University, in compliance with Federal and New York State regulations governing satisfactory academic progress, will review the records of all students who apply for financial assistance. Recipients of financial assistance must be in good academic standing and must be making satisfactory academic progress. Failure to meet the established various criteria governing Federal, state or institutional assistance will result in the loss of that source of financial assistance. Details concerning established criteria are available in the Office of Academic Services and Retention, the Office of Student Financial Services and online at [financial-aid/faq](https://financial-aid/adelphi.edu/faq). If a student is officially withdrawing from the University, the W grades will not count in the GPA toward unsatisfactory credits (see University Withdrawal). Hours attempted constitute all courses for which a student registers, including courses in which grades of F, I and W are given. Credits earned include all courses in which grades of A, B, C, D or P are given. Students who do not make satisfactory progress because they have failed to earn the required ratio of credits attempted to credits completed, due to grades of W, F or I, are not eligible for financial assistance. The federal criteria and New York State Tuition Assistance Program requirements may vary from the University criteria governing University aid. A chart detailing these requirements will be included with each financial aid award letter. Contact the Office of Student Financial Services for more specific information.

For more information on paying your bill, visit [financial-aid.adelphi.edu/bill](https://financial-aid/adelphi.edu/bill).

**LIBRARIES**
Adelphi Library Collection is a major resource for students. There are well over a half million volumes (just books alone) in Swirbul Library at the Garden City campus, plus library materials available to students attending Adelphi’s Manhattan Centers and the Suffolk County centers (Hauppauge and Sayville). There are millions more titles available through the interlibrary loan resources of Connect NY and NExpress. For details, visit [libraries.adelphi.edu](https://libraries/adelphi.edu).

**Ask a Librarian:** Students should avail themselves of Adelphi’s research libraries via email, chat or in-person services. For details, visit [libraries.adelphi.edu/students/ask-a-librarian](https://libraries/adelphi.edu/students/ask-a-librarian).

**Information Commons, Collaboration Units and Renovated Labs:** Students have computer and printer access in the Information Commons area on the second floor of Swirbul Library. Each student is given free prints each semester, accessible from any printer on campus. Balances can be checked on eCampus. Students also have technical support and services available through the IT Help Desk.

Student study groups are encouraged to reserve and use the state-of-the-art Collaboration Units located on the main floor of Swirbul Library. For information, visit [libraries.adelphi.edu/students/collaboration-studios](https://libraries/adelphi.edu/students/collaboration-studios).

The newly renovated Gallagher Lab on the second floor of Swirbul, used often for daytime classes, may also be available during nonclass time for study groups. After hours, students have computer and study space access in Swirbul, Rooms 100 and 101. These labs are available only for Adelphi students, with access via the student ID card.

For details about these and other services available to students from the University Libraries, visit [libraries.adelphi.edu/about](https://libraries/adelphi.edu/about).

**LOCKERS**
Lockers are available for student use in the Angela and Barry Zeman Commuter Student Lounge and in the Performing Arts Center. With a student ID and $10, a student can rent a lock from Auxiliary services located
in Ruth S. Harley University Center, Room 301. The deposit will be refunded upon return of the lock, so the rental is actually free.

The Center for Recreation and Sports offers recreation lockers available on a first come, first served basis to students, faculty, staff, alumni and community members. The lockers are free of charge but must be registered through the recreation office in Woodruff Hall, Room 240. Only an approved combination lock may be used, the lock must be shown at registration and the lock combination must be provided in case of an emergency. The lockers are good for one calendar year running June to May of each year. The majority of lockers are reserved in August and early September, so early registration is highly recommended.

For additional information, contact:
Office of Auxiliary Services
Ruth S. Harley University Center, Room 301
516.877.4299

LOST AND FOUND
All found property should be sent to the University’s Lost and Found located in Ruth S. Harley University Center, Room 301. All found property is logged and stored for 90 days. Lost claims should also be made at the Ruth S. Harley University Center, Room 301.

Lost and Found
Auxiliary Services, Room 301
Ruth S. Harley University Center, Third Floor
516.877.3611

LOUNGES
Located in the Ruth S. Harley University Center lower level and in Woodruff Hall on the third floor, the commuter lounges feature desktop computers, a printer and wireless network access. Informal seating areas are also located in various campus buildings.

INFORMATION TECHNOLOGY SUPPORT
The Office of Information Technology (IT) is dedicated to providing you with the technology resources that you need to succeed, including training and support so that you can take full advantage of Adelphi’s resources. If you need assistance with campus-related technology issues, please contact us for support.

IT Help Desk
Located in the Information Commons on the second floor of Swirbul Library

it.adelphi.edu
516.877.3340
helpdesk@adelphi.edu
it.adelphi.edu/chat

Hours (fall and spring semesters)
Monday–Thursday: 7:30 a.m.–12:00 Midnight
Friday: 7:30 a.m.–6:00 p.m.
Saturday: 8:00 a.m.–6:00 p.m.
Sunday: 10:00 a.m.–12:00 midnight
Hours vary by semester and during exam periods.

The Office of Information Technology is a diverse group of professionals committed to serving the needs of Adelphi’s students, faculty, staff and administration to facilitate their educational and cocurricular activities at Adelphi University. Adelphi has plenty of workstations with a full complement of software for your research and assignments. Or check out one of our kiosks around campus for quick computing needs.
Student Technology Training
The Help Desk offers brief workshops on topics such as Google Apps, Microsoft Office, 3D printing and more. You can set up an appointment for assistance with other topics. it.adelphi.edu/workshops

General Access Computers Workstations
Adelphi has plenty of workstations with a full complement of software for your research and assignment. For locations and more info, go to it.adelphi.edu/workstations.

Kiosks
Conveniently located around the Garden City campus, computer and iPad kiosks are available for you to quickly check email and grades and perform other on-the-go tasks. There are also several ALICAT research database kiosks in Swirbul Library. Find locations at it.adelphi.edu/kiosks.

Computer and Accessory Discounts
Registered Adelphi students are eligible for discounts on desktops, laptops and software through our partner programs. Get details at it.adelphi.edu/discount.

Equipment Loan Programs
Borrow laptops, iPads and wireless presenter devices for daily checkout and return. Additional equipment is available for longer loan periods. Get details at it.adelphi.edu/loan.

Print Management
In an effort to reduce paper use, the University established a printing policy for printing in campus labs and lounges. Mobile printing can be used from desktops, laptops, tablets and phones. View details at it.adelphi.edu/print.

Wireless Access
Register your device with eduroam to access wireless at Adelphi and member campuses worldwide. Get details at it.adelphi.edu/wifi.

Personal Web Pages
Create a personal website or team project using Google Sites via your AU Gmail. Specialized courses may require different programs. Get more info at it.adelphi.edu/sites.

Online Learning
Adelphi’s online courses are led by expert faculty members, who use emerging technology and communication styles to emulate the personal nature of a classroom environment. In addition to fulfilling students’ academic needs, online and blended formats augment information literacy and technology skills that are essential for today’s technology-driven world. Find out more at online.adelphi.edu.

AU2Go: Mobile Adelphi
You can access some of Adelphi’s essential information on your mobile device, including semester grades, shuttle schedules, the campus directory, news and events, and campus maps. For details on how to download, visit adelphi.edu/au2go.

Information Security Awareness
Never give out your password to anyone, for any reason. Your password is yours, and you will be accountable for everything that happens with it. For tips on creating secure passwords and advice on preventing phishing, spyware and viruses, visit it.adelphi.edu/security.

File Sharing
Adelphi does not allow sharing of copyrighted materials, such as music or movies, without proper authorization from the copyright owner. Go to it.adelphi.edu/file-sharing to review Adelphi’s file sharing policy.
eCampus
The Adelphi eCampus portal gives you access to applications and services with a single sign on. Once you log in to eCampus, you can read your email, access Moodle for course materials and check CLASS for registration, grades, on-campus housing, financial aid status and more.

My eCampus Homepage
Once you log in, your eCampus home screen features plenty of resources, including:
- Message Center: Important personal alerts about your registration, payments and more
- Favorite Services: Bookmark your favorite eCampus services for faster access
- Enrolled courses: Click your course title to see location, time and textbook information. Click the Moodle icon to access course materials.
- Quick Links: News, announcements

Intranet Sites
These sites host specialized information available only to the Adelphi community. You have access to specific departments or groups, such as Student Life.

Services Tab
This is the central gateway to all online services provided by the University. Users see only those services to which they have access. Some of the most used services include:
- AU Gmail: Students are issued an official AU Gmail account to keep after graduation.
- Course Evaluations: Evaluate your courses and instructors near the end of each semester. Responses are anonymous.
- Course Search: You can specify your search criteria to find Adelphi course offerings by semester, level, school, department, day of the week and campus location.
- Degree Audit: Use this advisement tool to match your course history with University degree requirements to identify courses that still need to be taken.
- Moodle Course Management: Access course materials, submit assignments, take quizzes and participate in class discussions.
- My Housing: Review residential housing options online, reserve rooms and select roommates for the upcoming semester.
- My Profile: Review personal information, such as your Adelphi student ID number and your print balance.
- Off-Campus Housing: View housing options in the surrounding community.
- Password Security: Set up security questions in case you forget or need to reset your Adelphi password.
- Panther Express Shuttle Schedule: Access the schedule for shuttles to the train, bus terminal and shopping locations.
- Transcript Order System: Order a copy of your official transcript (fees apply). For an unofficial transcript, you can use the My Transcript option under CLASS.
- University Mass Notification System: Adelphi broadcasts urgent messages via phone, text and email. You can modify your notification settings and preferred methods of contact.
- Verification: Access your enrollment history, print an enrollment certificate and get real-time loan information.
- CLASS: Adelphi’s Course Listing, Advising and Student Services (CLASS) system enables you to register for courses, see your bill, make payments, check grades, apply for housing, get a transcript, manage health requirements and access other personal, academic and financial information. If you are a new student paying your tuition deposit online, you will need to access CLASS directly at class.adelphi.edu. Otherwise, you can conveniently access CLASS through eCampus.

Want more? Information on nearly a hundred IT services available to Adelphi students can be found at it.adelphi.edu/catalog.
(UNIVERSITY) ID CARDS
adelphi.edu/id

University identification cards are required and are issued to all faculty, staff and students. ID cards are necessary to access all residence halls and may be required for some academic or administrative buildings. The cards are also used for the library, entry to sporting events, access to the underground parking garage and University facilities such as the gym and pool. ID cards expire on a student’s graduation or leaving the University. Alumni ID cards are issued upon request after confirmation of graduation.

To obtain an ID card, contact the Office of Public Safety and Transportation on the lower level of Levermore Hall. Bring your proof of payment, confirmation of classes or other evidence that you are a currently registered student. Alumni should provide a photo ID and student number (if known) for graduation confirmation.

There is a $15 replacement fee for lost or damaged ID cards. For more information, call 516.877.3500 or 516.877.3502.

Hours
Monday–Thursday: 8:30 a.m.–6:00 p.m.
Friday: 8:30 a.m.–4:30 p.m.

OFFICE OF THE UNIVERSITY REGISTRAR
adelphi.edu/registrar

The Office of the University Registrar acknowledges its primary mission is to provide the most efficient and highest quality of service to students, faculty, deans, administrators and others, without compromising institutional, professional or legal standards.

The office has the responsibility to maintain timely and accurate academic records of its students, while also maintaining the privacy and security of those records. The office also assists schools and departments by furnishing needed data and other services and rendering services to alumni by providing transcripts, certifications and other records.

The Office of the University Registrar pledges to be an exemplary model within the University for service and execution of duty. The highest quality of service is sought through the performance of its staff on behalf of the Adelphi community.

An accurate student record is very important to ensure proper and prompt communication between the University and all students. Students should provide the registrar with any changes to their information, including updating permanent address, email and phone contact.

Office of the University Registrar
Levermore Hall, Lower Level

Hours
Monday–Thursday: 8:30 a.m.–6:00 p.m.
Friday: 9:00 a.m.–4:30 p.m.

New York State Certification (for Ruth S. Ammon School of Education students)
The Office of Certification and Student Records serves as a resource for students, faculty and staff regarding certification information related to Adelphi University’s New York State-approved teacher, administrative and pupil personnel preparation programs. The office provides access to current information about state certification requirements, regulations and related topics, and it supports students throughout matriculation in the University’s preparation programs and assists with alumni inquiries.

The office has the responsibility of clearing students for graduation, certification and student teaching. In addition, it maintains student records for the Department of Curriculum and Instruction in the Ruth S. Ammon School of Education. We also verify program completion for graduates applying for out-of-state certification.
For additional information, contact:
Office of Certification and Student Records
Harvey Hall, Room 123
516.877.4081

VETERAN SERVICES
Adelphi welcomes the opportunity to assist qualified veterans in their academic plans and preparations for the future. The University considers, on an individual basis, the needs, interests and purposes of veterans who desire higher education.

The Post-9/11 G.I. Bill represents the largest expansion of education benefits to veterans since World War II. Eligible veterans can receive benefits to pay tuition, housing and textbook costs that could allow them to study at Adelphi for little to no cost. Our president is a veteran, and we’re a Yellow Ribbon school. Active, reserve and veteran military students using Post-9/11 G.I. Bill benefits or any other Veterans Affairs program benefits can apply and enroll in any of the associate, bachelor’s degree, credit certificate, master’s degree or doctoral programs across our eight schools.

Visit admissions.adelphi.edu/military for further details, or visit University College Academic Adviser Christine Wease in Hagedorn Hall, Room 201, call 516.877.3411 or email cwease@adelphi.edu.

DEPARTMENT OF PUBLIC SAFETY AND TRANSPORTATION
safety.adelphi.edu

The Department of Public Safety and Transportation provides round-the-clock service all year, and includes 26 carefully selected and trained male and female officers. Officers provide vehicle, bicycle and foot patrol of the entire campus, parking lots, buildings and residence halls; protect life and property; work in concert with health services to ensure that those sick or injured receive prompt medical treatment; respond to and investigate reports of crime; enforce traffic regulations and conduct crime-prevention programs and seminars.

The Department of Public Safety and Transportation maintains a close working relationship with the Garden City, Hempstead, Nassau County, Suffolk County and New York City police departments, all of whom provide police, criminal investigation and emergency services. Although Adelphi public safety officers are not peace officers, they do provide crime-scene services pending the response of the law enforcement agency concerned.

The office primarily focuses on:
• Crime prevention and reporting
• Fire safety
• Emergency phones
• Traffic regulations
• Vehicle, foot, and bike patrol
• Campus transportation
• Locksmith

During normal business hours, the office can be reached at 516.877.3500. Off hours, or in the case of an emergency, call 516.877.3507 or 516.877.3511. A public safety supervisor is always present on campus.

There are also 42 blue-light exterior call boxes throughout campus and 59 red interior telephones that provide immediate communication with the Department of Public Safety and Transportation.

Transportation
Parking Regulations
Parking regulations apply to any vehicle using campus parking facilities, including those of visitors. Parking is permitted in lined areas only and is prohibited in fire lanes.

For a complete list of University roadways and fire lanes, visit adelphi.edu/driving.

To view guidelines for parking while space is limited, as well as a list of campus traffic regulations, visit adelphi.edu/parking.
Parking Permits
When obtaining and displaying your parking decal and temporary permits:

1. You must bring the following items/documents to the Department of Public Safety and Transportation to obtain a parking decal or temporary permit:
   a) University ID
   b) Valid vehicle registration showing plate number, description of vehicle, and the owner’s name
   c) Bursar’s receipt or other proof that you are a registered student or employee
2. Parking decals must be affixed to the rear bumper, driver’s (left) side.
3. Temporary permits must be displayed on the dashboard (driver’s side).
4. Special permits and day passes must be displayed on the dashboard (driver’s side).
5. One-day visitor permits can be obtained at the Public Safety Command Center (next to Levermore Hall).

Permits/decals expire September 30 each year.

Parking Off Campus
Most streets adjacent the campus have restricted parking. Students who park off campus are cautioned to respect the privacy of the University’s neighbors.

Campus Transportation
Adelphi University provides free shuttle transportation to local train stations, bus stations and various shopping destinations. Shuttle schedules are set at the beginning of each semester, but will change if the local public transportation schedule changes. For the most current schedule, see the Department of Public Safety and Transportation in Levermore Hall or visit adelphi.edu/shuttle.

For MTA and Long Island Rail Road schedule information, visit lirr42.mta.info.

For more information, contact:
Department of Public Safety and Transportation
Levermore Hall
During regular business hours, call 516.877.3500
For an emergency, use 516.877.3511 or dial 5 from any on-campus phone.

RESIDENTIAL LIFE
The Office of Residential Life and Housing has beds available for graduate students. The University maintains seven distinct residential communities to meet the needs of all our students. Each residence hall is supervised by a full-time professional residence hall director, as well as paraprofessional resident assistants.

It’s just three easy steps to apply for on-campus housing:

1. Complete a Housing Agreement,
2. Pay a $300 housing deposit, and
3. Be registered for class.

Newly admitted graduate students interested in living on campus should start by visiting http://housing. adelphi.edu/apply/

For more information, contact:
Office of Residential Life and Housing
Earle Hall, Room 100
516.877.3650
housing@adelphi.edu
SUPPORT SERVICES

STUDENT ACCESS OFFICE (FORMERLY DISABILITY SUPPORT SERVICES)

Students who have a documented disability may be eligible for cost-free reasonable accommodations and academic assistance. Students with disabilities who are in need of accommodations must contact the Student Access Office. Reasonable accommodations are determined individually by the office according to documented need. Some of the more typical accommodations include, but are not limited to, extended-time testing, distraction-reduced test environment, readers for exams, note takers, books and class materials in alternative format, sign language interpreters for students who are deaf or hard of hearing and accessible parking permits.

In addition, assistive technology is available for students with disabilities (for example, Kurzweil Firefly 3000, Premiere Suite AT, Zoomtext and Dragon Naturally Speaking). The Student Access Office also arranges for such accommodations as modified residence hall facilities, accessible classroom seating and classroom relocation to accessible sites. To apply for accommodations, the student must complete the Petition for Reasonable Accommodations and Academic Adjustment form and the Consent for Release of Information form, and also provide recent, valid disability documentation from a qualified professional. Guidelines for disability documentation are available at the Student Access Office or online at adelphi.edu/sao.

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

**For more information, contact:**
Student Access Office
Ruth S. Harley University Center, Room 310
516.877.3145 or TTY: 516.877.3138

**HEALTH SERVICES CENTER**
health.adelphi.edu

The Health Services Center, located at Waldo Hall, provides multiple modes of healthcare and health education to the University community. The center also provides students with information on immunization requirements and insurance, and maintains all health forms required by the University. A nurse practitioner is available to see students by appointment when needed. Registered nurses and emergency medical technicians are also available to evaluate health concerns and provide health education to the student body. The center is open round-the-clock while school is in session and on a reduced schedule during breaks and holidays. Nurse practitioners are advanced practice registered nurses who are trained to diagnose and treat health conditions. Our practitioners are trained in primary and urgent care. Students may be treated by the nurse practitioner or can be referred out to specialists when needed.

The staff also provides emergency response to accidents or injuries on the Adelphi campus. In case of emergency when the Health Services Center is closed, call the Office of Public Safety and Transportation by dialing 5 from any campus telephone, or by dialing 516.877.3511. For nonemergency concerns, the staff will make referrals to other healthcare professionals or community organizations, as appropriate.

The center also oversees students who provide health and wellness education on the Adelphi campus in a variety of topics:

- Risk reduction strategies
- Stress management techniques
- Nutritional counseling
- Weight loss programs
- Smoking cessation programs
Immunization Requirements
New York State Immunization Law requires all students registered for 6 or more credits and born after 1956 to prove immunity to measles, mumps and rubella prior to the first day of classes. Students are also required to complete the Meningococcal Meningitis Response Form and Health History. These forms can be found online at health.adelphi.edu/forms.

Please note: Course registration and attendance at Adelphi University will not be possible without the above proof of immunizations.

Medical Insurance
All residence hall and international students are automatically enrolled in Adelphi’s student medical insurance plan and will be billed accordingly. A student who is already covered by alternative medical insurance who wishes to waive the school health insurance must do so by October 15 (for the fall semester) or March 15 (for new students in the spring semester). Visit health.adelphi.edu/insurance for information on how to waive the school health insurance.

Students who do not have medical insurance and wish to enroll in Adelphi’s plan must do so by the same dates, unless there is a qualifying event. There is an opportunity for dependents of insured students to also purchase insurance coverage. Visit health.adelphi.edu for more information.

INTERFAITH CENTER/CHAPLAINS
Religious life and practice is a matter of choice at Adelphi. As a private, nonsectarian university, Adelphi does not promulgate any particular religious belief. The Interfaith Center provides a campus ministry to suit individual needs through spiritual guidance, counseling, educational programs, social events and opportunities for worship. Participation is voluntary and all are welcome. Students are served by Catholic, Jewish, Muslim and Protestant chaplains. The Interfaith Center fosters an ecumenical and interfaith presence on campus and introduces interested members of the University community to houses of worship in the area. For more information, go to interfaith.adelphi.edu, call 516.877.3113 or visit the Interfaith Center, located in Room 302 of the Ruth S. Harley University Center.

LEARNING CENTER
The Learning Center offers free academic support in the following areas:

- Content specific tutoring (e.g., help with specific course material or assignments)
- General tutoring (e.g., basic academic skills like time management, note taking, study skills, reading comprehension and strategies)
- Satellite academic programs tailored to specific academic needs

These services can help students who are having academic difficulty, or those who are doing well and want to develop or refine their skills (particularly in advance of study at the postgraduate level), increase their knowledge, and/or raise their GPAs. Programs run on all campuses and may include:

- One-on-one and small group tutoring (either in person, or via video chat) with highly qualified, extensively trained undergraduate and graduate students across the curriculum
- Workshops in areas of special interest
- Specialized resources for practice and training

Online scheduling allows for convenient management of appointments and registration for supplementary programming. The scheduling website, adelphi.mywconline.com, can be linked to from our home page, learning.adelphi.edu, which provides detail on our programs, staff, operating hours and how to access us in person or via the Internet.

For more information, contact:
Learning Center
Earle Hall, Lower Level
516.877.3200
MULTICULTURAL AFFAIRS
Under the direction of the Center for Student Involvement, and in cooperation with other offices and programs, the Office of Multicultural Affairs assists the University in developing special recruitment, retention and educational strategies. The office supports an environment that encourages students from diverse backgrounds to actively participate in campus life, and offers diversity workshops that allow students to discuss their differences in a safe and comfortable setting. Diversity workshops are held during Freshman Orientation, as well as throughout the year, for faculty, staff and students. For information, visit csi.adelphi.edu/multicultural.

STUDENT COUNSELING CENTER
scc.adelphi.edu
The Student Counseling Center assists undergraduate and graduate students with problems or concerns that may interfere with their academic and personal goals. The center offers a variety of services including confidential individual and group counseling, evaluation, crisis intervention, psychiatric services, rape crisis counseling, anger management counseling and education, outreach and consultation services, psychoeducational workshops and referrals to on-campus and off-campus resources.

The Student Counseling Center is staffed by a psychiatrist, licensed clinical psychologists, social workers, graduate-level social work interns and doctoral level clinical psychology interns.

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

Drugs and alcohol use are a concern on college campuses nationwide. At times, the use of drugs and alcohol becomes problematic for students, resulting in personal or academic difficulties. The Student Counseling Center offers education and confidential counseling on substance abuse issues.

Hours
Monday–Thursday: 8:30 a.m.–7:00 p.m.; 8:30 a.m.–4:30 p.m. (summer hours)
Friday: 8:30 a.m.–4:30 p.m.
Saturday: 8:30 a.m.–12:00 noon (by appointment only)
To schedule an appointment, call 516.877.3646 or visit the Student Counseling Center, located in Room 310 of the Ruth S. Harley University Center.

WRITING CENTER
The Writing Center helps students of all abilities learn to use writing more effectively within their programs. The staff of trained peer tutors works with students in the process of writing term projects, theses or other assignments in all disciplines. However, we are not a proofreading or editing service. Students may make an appointment or simply drop in. Standing appointments and long-term arrangements can be made for those working on larger projects. You can schedule an appointment at the Writing Center by visiting writing.adelphi.edu and registering for an account. Once registered, you’ll be able to reserve an appointment with a Writing Center peer tutor. Tutoring sessions are generally 45–60 minutes and are free to current Adelphi students.

The Writing Center also offers other resources, including a computer lab and printer, a library of composition handbooks and a variety of citation style guides and useful handouts. They also offer periodic writing workshops, which are advertised on writing.adelphi.edu.
**Hours**
The Writing Center on the Garden City campus is open during the fall and spring semesters.

Earle Hall, Lower Level
Monday–Thursday: 9:00 a.m.–7:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.

Tutors are available at Swirbul Library on the Garden City campus Monday–Thursday evenings, with afternoon weekend hours.

**Manhattan Center (Room 277)**
Monday–Thursday: 3:00 p.m.–7:00 p.m.
Saturday: 12:00 noon–4:00 p.m.

**Hauppauge Education and Conference Center and Hudson Valley Center**
Face-to-face appointments may be scheduled at any of our sites offering these services. Round-the-clock online services are available from our website.

Visit [writing.adelphi.edu](http://writing.adelphi.edu) for information about our summer session hours. In addition, the Writing Center provides afternoon and evening tutoring at the Manhattan Center in the Learning and Writing Centers’ Annex, located in Room 277. Students from the Manhattan, Hudson Valley and Hauppauge Education and Conference Centers may schedule online tutoring sessions by contacting the main office at 516.877.3296 or by email for more information.

**OTHER RESOURCES**

**Center for International Education/Study Abroad**
Now is your time to see the world! Gain new perspectives, meet fascinating people, experience unique cultures and visit unforgettable places. The Center for International Education (CIE) assists students in finding study opportunities abroad that fit their academic and personal needs. Adelphi study abroad programs include semester, summer, January intersession and spring break options in more than 90 locations around the world. Adelphi also offers short-term programs led by Adelphi faculty in various locations. For program descriptions and destinations, visit [study-abroad.adelphi.edu](http://study-abroad.adelphi.edu).

Corporate employers and government agencies are searching for university graduates with international experience and a command of a foreign language. Did you know that your job prospects and lifelong earnings could be considerably enhanced by these two factors? The Center for International Education will help you with the process—application, course approval, credit transfer and financial estimates. CIE offers fall and spring study abroad fairs for students to explore their options as well as individual advising appointments.

For more information, contact:

Center for International Education
Alumnae Hall, Room 111
516.877.3487

**Study Abroad Financial Information**
Adelphi University supports semester-long study abroad by granting Adelphi students portability of on-campus financial aid and scholarships and by applying Adelphi tuition toward payment of their foreign tuition. The Center for International Education is committed to making study abroad affordable for all Adelphi students and has adopted policies and practices to ensure that a semester abroad will not substantially exceed the costs of a semester on campus. Additional financial aid and/or alternative loans can also be made available; please consult with the Office of Student Financial Services. For a list of study abroad scholarships, visit [study-abroad.adelphi.edu/students/scholarships](http://study-abroad.adelphi.edu/students/scholarships).

**Campus Sustainability/Recycling**
Featured in *The Princeton Review’s Guide to 322 Green Colleges*, Adelphi makes sustainability a priority—from the solar panels installed on Swirbul Library to sharing compost with our neighbors in Garden City.
**Water Filling Stations**

There are more than 50 water bottle filling stations located in various buildings at the Garden City campus, and additional systems at two of Adelphi’s off-site centers. Reduce plastic bottle consumption and waste from landfills—while saving money—by filling a reusable water bottle with chilled, filtered water.

At the end of June 2015, almost 900,000 bottles have been filled in these systems. For information about Adelphi’s Project Water, which includes a map for all bottle filtration system locations, visit students.adelphi.edu/water.

**Recycling**

Adelphi recycles not only cans, bottles and paper, but also ensures that hazardous waste is not mixed with inert refuse. The Office of Facilities Management recycles all fluorescent light bulbs, batteries and computer equipment. Cardboard and metals are also sorted into separate containers.

The office has also revised its construction standards to include recycling of all construction debris and the use of environmentally friendly materials whenever possible.

A laser toner recycling program for the administration is facilitated by Adelphi’s Mail Room and our new printing services partner, AM Exclusive. Inkjet toner should be returned by individuals to the vendor using a prepaid label which is usually included in the original box. Inkjet printer toner cartridges are recycled in all residence hall and in many academic buildings throughout the campus.

**UNIVERSITY POLICIES**

UNIVERSITY POLICIES INCLUDED HEREIN ARE ACCURATE AT THE TIME OF PRINTING, AND SUBJECT TO CHANGE. REFER TO ACADEMICS.ADELPHI.EDU/POLICIES FOR POLICY UPDATES.

**CODE OF CONDUCT**

This code was revised on June 4, 2015, and supersedes all previous versions.

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

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

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

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

This Code applies to all members of the University community, as well as all others on University premises. For the complete Code of Conduct, visit operations.adelphi.edu/conduct, or the appendix at the back of this handbook.
ACADEMIC HONESTY AT ADELPHI

Adelphi University Honor Code
“The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University’s Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals.”

All members of the University community are responsible to familiarize themselves and abide by all rules and procedures related to academic honesty at Adelphi. Thes materials can be found in multiple sources, including on Adelphi’s Academic Integrity site at academics.adelphi.edu/academic-integrity.

Note: University College students should also refer to the department handbook for explicit instructions.

ADELPHI UNIVERSITY’S ANTI-DISCRIMINATION, HARASSMENT, (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY

Statement from the President

Dear Member of the Adelphi Community,

Adelphi is a community that is committed to diversity and inclusiveness and to fostering a positive environment in which we can learn and work together. It is in that spirit that I share the following with you:

Discrimination, harassment (including sexual misconduct), and retaliation of any type will not be tolerated at Adelphi University. Upon notice, the University will act to end the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects on the victim and the University community. If you have any questions or concerns about discrimination, harassment (including sexual misconduct), and/or resulting retaliation, or if you need help in resolving a problem, I strongly encourage you to contact one of the Anti-Discrimination Panel members listed below, or any of the Panel members listed in Section XI. For emergency or immediate assistance at any hour of the day on any day of the week, contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone.

While providing detail is essential to investigating your complaint, please be advised that some or all of the information you provide may be shared with the person(s) you are accusing. You may supplement this description later if you wish to share additional details. You may fill out a complaint form at hr.adelphi.edu/title-ix/report/.

You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Employment, Employee and Labor Relations and the Title IX Coordinator, Director, Equity and Compliance.

Here is the contact information for a complaint or information:

• If you are a student complainant, contact Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs at kessler@adelphi.edu or 516.877.3151.

• If you are an employee or third party complainant, or if you have questions pertaining to this policy, contact Jane Fisher (Director of Employment, Employee, & Labor Relations) at fisher2@adelphi.edu or 516.877.3222 or Rhonnie Jaus (Title IX Coordinator, Director, Equity and Compliance) at titleix@adelphi.edu or 516.877.4819.

If you have questions about this policy, you may contact Dean Kessler, Jane Fisher or Rhonnie Jaus at the contact information above. Thank you for helping make Adelphi a community built on trust and respect.

Thank you.

Christine M. Riordan
President
Adelphi University

To read the entire anti-discrimination, harassment, (including sexual misconduct) and retaliation policy, visit the appendix in the back of this handbook. Or visit hr.adelphi.edu/title-ix/university-policy.
DEADLY OR DANGEROUS WEAPONS

Firearms, ammunition, explosives and other deadly or dangerous weapons are banned on all campuses of the University. A student charged with violation of this policy may be placed on emergency suspension and his/her case will be adjudicated under the provisions of the Code of Conduct.

Weapon means any object or substance designed to wound, cause injury or incapacitate, including, but not limited to, firearms, ammunition, explosives, other lethal weapons, and chemicals such as mace and tear gas. Within the provisions of Article 265 of the New York State Penal Law, firearms and other dangerous weapons include, but are not limited to, a billy club, blackjack or bludgeon, cane/sword, chuka stick, pistol, revolver, rifle, shotgun, machine gun, switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, electronic dart gun, kung fu star, electronic stun gun, metal knuckles, sand bag, sand club, wrist-brace type slingshot or slungshot, dagger, dangerous knife, imitation pistol or any other instrument or weapon. Also included are air guns, spring guns or any other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge. A harmless instrument designed to look like a firearm, explosive or other weapon is expressly included within the meaning of weapon.

FIRE POLICY

1. All occupants must leave the building immediately, using the nearest exit, whenever a fire alarm sounds or when instructed to do so by University or emergency personnel during times of emergency. Shut your door and windows as you leave to prevent the fire from spreading.

2. Fire drills will be conducted in all residence halls to familiarize you with evacuation guidelines. You must leave the building during the drill.

3. Tampering with fire equipment, smoke detectors and/or fire alarms is a violation of New York State law and University policy. Persons involved will be subject to University disciplinary action and may also be subject to law enforcement action including arrest.

4. Municipal fire safety regulations forbid cooking in the residence halls, except in lounges equipped with kitchen facilities. Kitchen areas are provided for residents to use in each building.

While sanctions are determined on a case-by-case basis, typical sanctions for various violations of University fire regulations are:

A. Carelessly or recklessly causing a fire: $100 fine, restitution for property damage and one-year University disciplinary probation (and residence hall probation for a resident student)

B. Intentionally causing a fire (arson): Referral to police/fire authorities for prosecution, restitution for property damage and expulsion from the University

C. Knowingly filing a false fire alarm: Referral to police/fire authorities for prosecution, $250 fine and one-year suspension from the University

D. Carelessly or recklessly activating a smoke/heat detector or fire alarm: $100 fine

E. Intentionally activating a smoke/heat detector or fire alarm: Referral to police/fire authorities for prosecution, $250 fine and one-year suspension from the University

F. Carelessly or recklessly activating a sprinkler system: $100 fine and restitution for property damage

G. Intentionally activating a sprinkler system: Referral to police/fire authorities for prosecution, $250 fine, restitution for property damage and a one-year suspension from the University

H. Tampering with fire equipment: $250 fine, restitution for property damage, and a one-year University disciplinary probation (and residence hall probation for a resident student)
I. Failure to evacuate during a fire alarm
   a. First offense: $100 fine
   b. Second offense: $200 fine, seven-day suspension from the residence halls and residence hall probation (if a resident student)
   c. Third offense: Permanent removal from housing (if a resident student) and possible suspension from the University

Please note: In New York State, knowingly activating a false fire alarm is a felony punishable by a minimum of one year in prison. Repeated fire safety violations will result in harsher sanctions, which may include suspension or expulsion from the University. The University may terminate a student’s Residence Hall Agreement at any time for violation of University policies concerning student conduct and discipline, regulations governing the residence halls, nonpayment or for health, safety or social reasons.

ILICIT DRUGS AND ALCOHOL

The University Policies, Rules and Standards Regarding Illicit Drugs and Alcohol
Adelphi University—in its mission to provide a quality education for students and to prepare them for a productive and civilized life—realizes the importance of a drug-free campus and is therefore strongly committed to the prevention of substance abuse.

To maintain an atmosphere conducive to this mission, the following policies, rules and standards have been implemented. They apply to all students, employees and organizations, and are in accordance with all applicable federal, state and local laws.

A biennial review of this program will be conducted to determine its effectiveness and suggest the implementation of changes to the program, if deemed necessary. This review will also ensure that the sanctions developed by the University are consistently enforced.

To read the entire policy on illicit drugs and alcohol, visit academics.adelphi.edu/policies/drugs.php or refer to the appendix in the back of this handbook.

INFORMATION SYSTEMS: ACCEPTABLE USE POLICY

The first time any student signs on to eCampus, you will be asked to agree to the terms of the Acceptable Use Policy. If the policy is updated, an alert will occur again for acceptance of the policy. The University enforces not only the Acceptable Use Policy, but other policies that impact the Information Technology options available to students. Refer to it.adelphi.edu/security/policies for all IT policies.

POLICY ON HAZING

This policy is deemed to be part of the bylaws of all organizations operating on the Adelphi University campus. Each organization has the responsibility to review annually such bylaws with individuals affiliated with such organizations.

Hazing Regulations Preamble
Adelphi University opposes hazing (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with the University. In recognition of the enactment of Chapter 676 of the Laws of 1980, which amends Section 6450 of the Education Law to prohibit dangerous activity conducted for the purpose of initiation into an affiliation with any organization, the Board of Trustees reaffirms as University policy its opposition to hazing.

No student, faculty, staff member, visitor, licensee, invitee or group or organization of such persons on the campus of Adelphi University in Garden City, New York, and on any other University property used for educational purposes (collectively called campus), shall engage in any action or situation which, among other things, recklessly
or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the anti-hazing rule).

To read the entire policy on hazing, visit the appendix in the back of this handbook.

PROTOCOL FOR STUDENT COMPLAINTS CONCERNING THE ACTIONS OF FACULTY MEMBERS

Members of the Adelphi faculty are expected to meet the highest standards of the academy in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students, contractual agreements, the law and expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

I. Issues dealing with harassment should be dealt with under the University’s anti-harassment policy, which can be found online at adelphi.edu/harassment. An online reporting form is available at hr.adelphi.edu/title-ix/report/.

II. Issues related to grades follow the procedures set forth in the Undergraduate and Graduate Bulletin, found online at catalog.adelphi.edu and included below.

Grades are submitted only by the instructor of the course. Any change of grade must be approved by that instructor. A grade may be changed only if there is unequivocal evidence that it was the result of computational or mechanical error. Students who believe their grades are incorrect or unfair should:

• Discuss their course work with the instructor.
• Review with the course instructor the grading policies for the course.

If still dissatisfied, disputes concerning grades should be brought to the chair of the department (if there is a chair). The chair may choose to discuss the matter with the instructor to try to resolve the issues.

If still dissatisfied, or if there is no chair, students should bring their concerns to the assistant or associate dean of the school responsible for the course.

The dean may choose to discuss the matter with the chair and/or the instructor to try to resolve the issues.

If the issues remain unresolved, the student may request that the Office of Academic Services discuss the matter with the instructor.

The associate provost may choose to discuss the matter with the dean.

If the chair, dean or provost concludes that a grade was a result of arbitrary or capricious conduct on the part of the instructor, the student may be allowed to withdraw from the course. In the case of arbitrary or capricious conduct, the department or school may allow the substitution of another course to replace the course in question.

All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor, followed by the department chair and the appropriate dean, before being submitted to the Office of the University Registrar.

III. Student complaints of bias-related incidents against University employees (including faculty) are to be filed with the Office of the Dean of Student Affairs.

IV. Other complaints, not covered above, should be addressed as follows:

Discuss with the faculty member concerned, if appropriate.

If not appropriate, or the student remains dissatisfied, the issue should be brought to the chair of the department (if there is a chair).
If still dissatisfied, or if there is no chair, the issue should be brought to the assistant or associate dean of the school in which the faculty member belongs.

If still dissatisfied, the issue should be brought to the dean of the school in which the faculty member belongs. If the issue remains unresolved, the student may request that the Office of Academic Services help resolve the matter.

**SMOKING POLICY**

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking.

Adelphi University prohibits the smoking or carrying of any ignited tobacco-containing products in ALL buildings on campus. The University’s Smoking Policy includes in its prohibition e-cigarettes and any and all similar products (such as hookah pens, e-hookahs, vaping pens, vape pipes, etc.).

Smoking (including cigars, e-cigarettes, hookah pens, e-hookahs, vaping pens, vape pipes, as well as any and all similar products) on the Garden City campus will be permitted only at four designated sites that will be clearly marked. No smoking will be allowed while traveling on walkways or traveling to or from sites where smoking is permitted. Please place only cigarette butts in units at these four designated areas. This prohibition extends to any University owned or operated transportation.

**Designated smoking areas for 2015-2016:**

- Northeast corner of Levermore Hall near South Avenue and small parking area
- Southern end of Eddy Hall
- Southwest corner of Alumni House
- North of Woodruff Hall and on the far eastern end of parking lot

Civil penalties for violation of this policy are set by New York State and local laws, and are enforced by the local departments of health. In addition, Adelphi University will discipline students and employees for violations of this policy in accordance with established procedures.

**Reason for Policy:**

Significant health risks have been determined to be the result of exposure to environmental tobacco smoke. The Environmental Protection Agency has determined that tobacco smoke is a known carcinogen and is responsible for lung cancer as well as several other diseases in adults and children. Adelphi University has as one of its highest priorities the health and safety of students, faculty, and staff, and believes that environmental considerations are part of the educational process. Our goal is to reduce the risk of exposure to potentially hazardous conditions.

**Enforcement:**

Employees who are in violation of this policy will be informed that smoking is not permitted and that such action is punishable by a civil fine provided by applicable law and will be directed to a “Smoking Permitted” area. Upon the second offense, individuals will be reprimanded in writing, a copy of which will remain on file. Upon the third offense, disciplinary action may be more stringent, up to and including termination from employment, as decided by the appropriate University procedure. Any complaints concerning non-observance of this policy should be directed to the Associate Vice President for Human Resources and Labor Relations, who is the official contact for the University with the local departments of health.

For students, complaints about smoking in Residence Halls should be directed to the Resident Assistant or Residence Hall Director in that building. Other complaints concerning students should be referred to the Office of Student Conduct and Community Standards. Student sanctions range from a letter of warning, to expulsion, including loss of University housing.
APPENDIX

Code of Conduct

This Code of Conduct was revised on June 4, 2015, and supersedes all previous versions.

Introduction

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

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

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

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

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

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

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

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

Adelphi University believes that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development. This Code of Conduct is subject to change. The University will review this Code per Section 31 to ensure that it is up-to-date, applicable, and consistent with the University’s mission, etc. Parts of this Code of Conduct have been inspired by suggestions for model codes by Gary Pavela and Ed Stoner and the Code of Conduct of Polytechnic University.

1.  Definition of Terms

1.1  Business days mean days that University offices are open for business (excluding weekends).

Class days and business days may not correspond.
1.2 **Complainant** means a person who makes a complaint or reports a violation of the Code of Conduct or other University regulations and policies.

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

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

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

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

1.7 **Intentional** means deliberate.

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

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

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

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

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

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

1.14 **Weapon** means any object or substance designed to wound, cause injury, or incapacitate persons or animals, or damage property, including, but not limited to, firearms, ammunition, explosives, other lethal weapons, and chemicals such as Mace and tear gas. Within the provisions of Article 265 of the New York State Penal Code, firearms and other dangerous weapons include, without limitation, a billy, blackjack or bludgeon, cane/sword, chuka stick, pistol, revolver, rifle, shotgun, machine gun, switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, electronic dart gun, Kung Fu star, electronic stun gun, metal knuckles, sand bag, sand club, wrist-brace type slingshot or slungshot, dagger, dangerous knife, imitation pistol, or any other instrument or weapon. Also included are air-guns, spring guns or any other instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge. A harmless instrument designed to look like a firearm, explosive, or other weapon is expressly included within the meaning of weapon.

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

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

2. **Classroom and Field Placement Standards**

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

   An instructor may make a request to the Associate Provost in the Office of Academic Services and Retention to withdraw a student from a course if the student’s behavior continues to disrupt the course. The Associate Provost will seek to resolve the issue by attempting to find a resolution that is agreeable to both the student and the professor. However, the Associate Provost will inform the Student Conduct Officer in all cases of inappropriate behavior, even if a resolution is implemented, and the Student Conduct Officer may need to take additional action. If the Associate Provost is unsuccessful at finding a resolution, the Associate Provost will then refer the matter to the Student Conduct Officer who will proceed in accord with the *Code of Conduct*.

   The Student Conduct Officer will make every attempt to resolve the matter quickly, and whenever possible within 7 business days. The student will not be allowed to return to the class until the matter is resolved by the Student Conduct Officer. The Student Conduct Officer will work with the Associate Provost in the Office of Academic Services and Retention to arrive at an outcome that preserves the integrity of the classroom, the authority of the professor and the rights of the student.

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

3. **Academic Honesty**

   Academic integrity occupies the very center of the educational enterprise. Adelphi University encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the University community are expected to exercise honesty and integrity in their academic work and interactions with members of the University community. Each member of the University community shares the responsibility for securing and respecting an environment conducive to academic integrity. For additional information and resources concerning Academic Honesty please refer to the Committee for Academic Honesty: academics.adelphi.edu/policies/honesty.

   Academic dishonesty will not be tolerated, and persons who breach academic integrity will face disciplinary action. First time violations of the University’s *Code of Academic Honesty* will be resolved by the faculty member who reported the violation. Students who disagree with the faculty member’s resolution may consult the faculty member’s immediate supervisor (course coordinator, department chairperson, assistant dean, etc.).

   Second violations of the University’s *Code of Academic Honesty* will be referred to the Office of Student Conduct & Community Standards for possible disciplinary action as prescribed by the *Code of Conduct*. All previous cases of academic dishonesty involving the student will be considered in determining an appropriate sanction(s).

4. **Identification Cards**

   Each member of the University community is issued a picture identification card or temporary pass, and must carry it with him or her at all times while on University premises or at University-sponsored activities. Identification cards must be presented upon request of any University official or agent in the normal conduct of University business.
4.1 Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. A card will be forfeited if the person to whom it was issued allows any other person to use the card.

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

5. Visitors and Guests

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

6. Office of the Dean of Student Affairs

The Dean of Student Affairs, through the Student Conduct Officer, directs the efforts of students and staff members in matters involving student discipline. In addition, the Student Conduct Officer will provide opportunities for education, ethical development, outreach and assessment in the areas of student conduct, conflict resolution and civility. The responsibilities of the Student Conduct Officer include:

6.1 Determining on a case-by-case basis the disciplinary charges that apply pursuant to this Code.

6.2 Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation at disciplinary conferences or before the University Hearing Board.

6.3 Maintaining student disciplinary records.

6.4 Developing procedures for conflict resolution.

6.5 Resolving cases of student misconduct, as specified in this Code.

6.6 Creating, revising and maintaining forms necessary to implement this Code.

6.7 Developing, disseminating, interpreting, and enforcing campus regulations.

6.8 Maintaining a fair, reasonable and balanced environment when addressing student behavior and in processes associated with this Code and its proceedings. As such, the Student Conduct Officer will be a part of disciplinary conferences and hearings.

6.9 Whenever possible, providing learning opportunities for students found responsible for violating standards.

6.10 Helping foster students’ ethical and personal development.

PARKING/TRAFFIC OFFENSES

7. Parking/Traffic Enforcement

The Department of Public Safety and Transportation is responsible for creating and enforcing parking/traffic regulations on campus. All members of the University community and their guests are responsible for obeying University, local and State parking/traffic regulations. Those who do not are subject to summonses, fines, towing, or immobilizing of their vehicle at the owner’s expense. The University will not be responsible for damages caused by immobilizing or towing. A complete list of campus parking/traffic regulations can be found online at: adelphi.edu/traffic.
8. **Parking/Traffic Offense Appeal Officer**

Those receiving summonses may appeal those summonses. The Assistant Vice President of Public Safety and Transportation, or his or her designee, shall serve as the Parking/Traffic Offense Appeal Officer. This Appeal Officer shall hear and decide all appeals of non-disciplinary parking/traffic summonses issued. The decision of the Appeal Officer is final and not subject to further review.

9. **Repeat or Serious Violators**

Repeated violations of parking/traffic regulations, or those deemed very serious, are subject to disciplinary proceedings as outlined in this Code.

**DISCIPLINE**

10. **Prohibited Conduct**

All members of the University community are prohibited from engaging in conduct resulting in, or leading to, any of the behaviors listed below. The following violations are not listed in any particular order, including seriousness of violation or possible sanction.

10.1A **Assault and Physical Violence**

Intentionally or recklessly causing physical harm to any person including oneself. This section includes but is not limited to physical fights, intentionally or recklessly causing injuries, or any physical acts of aggression.

10.1B **Endangerment, Threatening Behavior, or Intimidation**

All members of the University community, as well as visitors and guests, are required to treat each other with courtesy, consideration, and professionalism. The prohibited behavior includes intentionally or recklessly endangering, threatening, or causing reasonable apprehension of physical or mental harm to any person including oneself. This section also includes stalking or harassing behavior that includes, but is not limited to threatening language, bullying, physical, verbal, or written intimidation, including cyber harassment. The behavior in question is typically such that, if left unaddressed, the person would be denied the ability to participate in or benefit from some educational or other experience.

10.1C **Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy**

Any sexual behavior that occurs without the consent of the victim, or that occurs when the victim is unable to give consent. See Adelphi University’s Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy: adelphi.edu/harassment.

Complaints of sexual misconduct made against students shall be investigated and adjudicated in accordance with this Code and consistent with Title IX of the Education Amendments of 1972, as amended and Adelphi University’s Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy.

10.2 **Weapons**

Unauthorized use, possession, or storage of any weapon, whether or not a federal or state license to possess the weapon has been issued to the possessor. Persons who are licensed and obligated to carry firearms should obtain written permission from the Assistant Vice President of Public Safety or designee to bear such on University premises or at University-sponsored activities. See section 1.14 for the definition of weapons.

10.3 **Interference with University Operation**

Intentionally or recklessly interfering with normal University operation or University-sponsored activities including, but not limited to, studying, teaching, research, and emergency services.
10.4 Violation of Disciplinary Sanction
Knowingly violating terms of any disciplinary sanction imposed in accordance with this Code.

10.5 False Information
Intentionally furnishing false information to the University or to University officials. This includes, but is not limited to, providing untrue or misleading information in a disciplinary conference or hearing, pursuant to this Code.

10.6A Alcohol
The unlawful manufacture, distribution, dispensing, possession, or use of alcohol. In addition, possession of alcohol and alcohol containers are further regulated by University policy. This section also includes intoxication anywhere on any of Adelphi’s campuses. See the Adelphi University Policies, Rules, and Standards Regarding Illicit Drugs and Alcohol in the Guide to Student Life for complete information. Complaints involving alcohol shall be investigated and adjudicated in accordance with the provisions of this Code.

10.6B Drugs
The unlawful manufacture, distribution, dispensing, possession or improper use of either illicit or prescription drugs. This section also includes intoxication, regardless of substance, anywhere on Adelphi’s campuses or at any Adelphi activities. See the Adelphi University Policies, Rules and Standards Regarding Illicit Drugs and Alcohol in the Guide to Student Life for complete information: academics.adelphi.edu/aoa. Complaints involving drugs shall be investigated and adjudicated in accordance with the provisions of this Code.

10.7 Forgery, Unauthorized Use of Documents
Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission (or such form or transmission used or relied upon by the University), or instrument of identification, or academic and non-academic record, signature, seal, or stamp thereof.

10.8 Fire-Safety
Intentionally or recklessly causing a fire. Intentionally or recklessly activating a smoke detector, heat detector or sprinkler system. Tampering with fire equipment. Failing to evacuate in a timely manner during a fire alarm. Knowingly filing a false report or alarm of a fire, explosion or other emergency.

10.9 Theft
Taking property or services, without proper permission.

10.10 Property Damage or Destruction
Intentionally or recklessly destroying, damaging or defacing University property or the property of others.

10.11 Compliance with Official Direction
Failure to comply in a timely manner with reasonable written or verbal direction of University officials including, but not limited to, Public Safety officers, residence hall staff, and Student Conduct staff acting in performance of their duties.

10.12 Violation of University Regulations and Policies
Violating other published University regulations or policies. Such regulations or policies may include, but are not limited to, residence hall agreements and accompanying regulations as well as those regulations relating to entry and use of University facilities, campus demonstrations, parking rules and regulations, solicitation and advertising/ posting, regulations governing student organizations, and smoking restriction or prohibition.
10.13 **Fireworks**  
Unauthorized use or possession of fireworks.

10.14 **Unauthorized Access to Facilities**  
Unauthorized access or entry to, or use of, University facilities, equipment or restricted areas.

10.15 **Unauthorized, Mischievous, Malicious or Inappropriate Use of Computer or Electronic Communication Devices**  
Unauthorized access to, or unauthorized, mischievous, malicious or inappropriate use of, computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment. Knowing transmission of computer viruses, and unauthorized or illegal duplication of software or other electronic content, is also prohibited. =See Information Systems Usage Policy, published in the Guide to Student Life, for more information: students.adelphi.edu/handbooks/. Complaints of unauthorized, mischievous, malicious or inappropriate use of computer or electronic communication devices shall be investigated and adjudicated in accordance with the provisions of this Code.

10.16 **Provoking Others to Misconduct**  
Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

10.17 **Hazing**  
Any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, or causes any misconduct for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the University or not. See the Adelphi University Policy on Hazing, published in the Guide to Student Life, for complete information: students.adelphi.edu/hazing. Complaints of hazing shall be investigated and adjudicated in accordance with the provisions of this Code.

10.18 **Identification Cards**  
Failure to carry, produce or surrender the identification card upon the request of a University official or agent.

10.19 **Animals**  
Bringing or having an animal (including, but not limited to, cats, dogs, and birds) into any University building, with the exception of service animals, animals used for authorized laboratory purposes, or animals for which express permission has been granted.

10.20 **Demonstrations**  
Demonstrations exceeding the bounds of free assembly, and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, or that obstruct or interfere with normal University operations.

10.21 **Harassment and/or Discrimination**  
The University forbids harassment and discrimination based on race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws. This also includes any sexual behavior that creates an intimidating, hostile, or offensive campus,
educational, or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities. See the Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy for complete information: adelphi.edu/harassment.

Complaints of harassment and discrimination shall be investigated and adjudicated in accordance with the provisions of this Code, which is consistent with the Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy.

10.22 Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance.

10.23 Academic Dishonesty

Any action or behavior that can be broadly described as lying, cheating, or stealing in the academic arena. Violations of this section will include the following:

1. Fabricating data or citations
2. Collaborating in areas not approved by the professor
3. Unauthorized multiple submission of one’s own work
4. Sabotage of others’ work, including library vandalism or manipulation
5. Plagiarism
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating
10. Any other forms of academic dishonesty

10.24 Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy

The University forbids acts of retaliation perpetrated against persons who file complaints or report violations of this Code including, but not limited to, complaints involving sexual misconduct, harassment, or discrimination. See the Adelphi University Anti-Discrimination, Harassment (including Sexual Misconduct) and Retaliation Policy for complete information: adelphi.edu/harassment.

Complaints of retaliation shall be investigated and adjudicated in accordance with the provisions of this Code.

10.25 Other Improper Behavior

Any list of prohibited conduct cannot be exhaustive. Therefore, other forms of behavior considered improper through the application of this Code but not specifically listed herein are also prohibited and subject to the procedures outlined in this Code.

11. Off-Campus Conduct

Conduct occurring off University premises is ordinarily not subject to University discipline. However, the University may extend the reach of the provisions of this Code to conduct that takes place off-campus, if in the University’s views, such conduct:

a) Seriously affects the interests of the University or any member of the University community, or

b) occurs in close proximity to University premises and is connected with offensive conduct on University premises, or

c) occurs at University-sponsored activities off University premises.
12. Enforcement of this Code

12.1 Visitors, Invitees, Licensees, or Trespassers whose behavior violates the maintenance or order within the University community will be asked to leave University premises. Failure to leave University premises promptly upon request will result in the University using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students will be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are taking only continuing education course(s) or any other non-credit-bearing courses shall be considered visitors for the purpose of this Code.

12.2 Members of the University community who are charged with violations of this Code are subject to appropriate disciplinary action as follows:

12.2.1 When Faculty are charged with violations of this Code, the charges are considered and determined administratively in accordance with established practices of the University and/or collective bargaining agreements, as applicable. To the extent that there is anything in this Code that is inconsistent with the Collective Bargaining Agreement, the Collective Bargaining Agreement controls.

12.2.2 When Administrators and Staff are charged with violations of this Code, the charges are considered and determined administratively in accordance with established practices of the University and/or collective bargaining agreements, as applicable.

12.2.3 Students who are charged with violations of this Code are subject to disciplinary action pursuant to Parts 13 through 31 of this Code.

13. Sanctions

A student found responsible in accordance with the adjudication procedures of this Code (Sections 17-26) is subject to one or more sanctions as listed below. These sanctions are not listed in order of severity.

13.1 Warning: Written notice to the offender that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

13.2 Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action.

13.3 Educational Sanction: The required completion of one or more assignments, projects, activities, and/or other endeavors, which are determined appropriate to the offense and is designed to provide the student with a better understanding of his or her behavior and that behavior’s impact on others.

13.4 Disciplinary Probation: A period of increased scrutiny of a student’s behavior. This may include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University.

13.5 Residence Probation: A period of increased scrutiny of a resident student’s behavior to determine if the student should remain in housing. This may also include exclusion from participation in privileged residence hall activities for a specified period.

13.6 Restitution: Repayment to the University or to an affected party for damages resulting from a violation of this Code.

13.7 Fines: In certain instances, students may be required to pay a monetary fine if found to have violated certain policies.

13.8 Termination of Employment: Loss of a specific job on-campus, or the privilege of working on-campus in general.
13.9 Removal of Privileges/Restriction from Facilities and Activities: Exclusion from designated privileges, facilities, and/or activities.

13.10 Community Service: Designated service to the University or to another entity designed to compensate the University community for violations of this Code.

13.11 Rehabilitation/Counseling: Mandatory completion of a rehabilitation program for drug or alcohol related offenses and/or mandatory completion of a counseling program for anger-related or other violations. The student may be responsible for paying a fee for such a program.

13.12 Suspension: Exclusion from classes and other privileges and activities as set forth in a written notice for a definite period of time, usually not exceeding one year. A suspended student is persona non grata (banned) from all University facilities, grounds, buildings, programs, and activities. As a condition of suspension, credits earned elsewhere during the period of suspension may not be transferable to Adelphi and will be determined on a case-by-case basis.

13.13A Residence Suspension: Exclusion from residence halls for a specified period.

13.13B Permanent Removal from Housing: Permanent exclusion from residence halls.

13.14 Expulsion: Termination of student status and permanent exclusion from University privileges and activities. An expelled student is permanently persona non grata (banned) from all University facilities, grounds, buildings, programs, and activities.

13.15 Other sanctions as deemed appropriate to the situation.

14. Standards of Fairness in University Disciplinary Proceedings

The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fairness and the provisions of appropriate sections of this Code. Harmless deviations from the prescribed procedure shall not invalidate a decision or proceeding.

15. Interim Suspension

The Dean of Student Affairs or designee may remove from University housing, or suspend a student from the University for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim removal/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat of harm to himself or herself, to others, or to the stability and continuity of normal University functions. The student so removed/suspended may contest the evidence relied upon to make this decision by requesting a conference with the Dean of Student Affairs or designee. Such request does not delay the removal/suspension.

16. Discipline in the Residence Halls

16.1 Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall agreement or policy will be referred for a disciplinary conference with the responsible administrator in the Department of Residential Life and Housing. Determination of sanctions affecting a student’s residential status will be made by the responsible administrator conducting the conference. Additionally, determination of sanctions affecting a student’s status with the University, including suspension and expulsion, will be referred by the Student Conduct Officer for a formal hearing. Students may be subject to both residence hall disciplinary proceedings and University proceedings for the same act of misconduct as provided for in Parts 23 and 24 of this Code.

16.2 Any sanction emanating from residence hall disciplinary proceedings that involves the loss of housing may be appealed by the student to the Dean of Student Affairs who will consider the appeal or refer it to a designee for consideration. A student appealing such sanction must submit a written request for the appeal within 48 hours of receipt of this sanction, including sufficient grounds for the appeal. If sufficient grounds are not presented the appeal will not proceed and the sanction will stand.
ADJUDICATION PROCESS

17. Reporting Violations, Making and Answering Complaints

17.1 Reporting a Violation or Making a Complaint

Any person may report students or student groups or organizations suspected of violating this Code to the Dean of Student Affairs or his designee. Allegations of violations occurring within residence halls should be referred to the responsible administrator in the Department of Residential Life and Housing. Those reporting violations are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Typically, the Student Conduct Officer will request that the complainant complete a Notice of Complaint form. This form includes a brief statement of the complaint, the nature of the evidence and names of witnesses. If the Complainant is unwilling or unable to complete a Notice of Complaint form, the Student Conduct Officer who meets with the Complainant will complete such form with information provided by the Complainant. Once the Student Conduct Officer is aware of an alleged violation of this Code by a student, the Student Conduct Officer will investigate as necessary and determine if further action is warranted. An investigation will occur once a Student Conduct Officer becomes aware of an alleged violation of this Code regardless of whether or not a Complainant completes a Notice of Complaint form or requests action. Upon completion of the investigation a completed copy of the Notice of Complaint will then be sent to the respondent, if appropriate.

17.2 Answering a Complaint

An Answer to the Complaint form is then completed by the respondent. If the respondent contests the complaint, he or she provides a brief statement of explanation, including the nature of the evidence and names of witnesses. If the respondent does not contest the complaint, he or she acknowledges that a sanction may then be imposed. Once received by the respondent, the Answer to the Complaint must be returned to the Student Conduct Officer within three business days. The completed Answer to the Complaint is then forwarded to the complainant within three business days. If the Answer to the Complaint is not received within the allotted time, and the student has not requested and received an extension for good cause by the Student Conduct Officer, the Student Conduct Officer will proceed with the matter as the case indicates. This usually means that the conference or hearing will be scheduled as called for in this Code. Additional charges may be brought against the student pursuant to Section 10.11 of this Code. The respondent will be made aware of the option to consult with a Faculty Advocate. In serious cases (where the result may be suspension or expulsion): (1) At the meeting when the complaint is presented, the Student Conduct Officer will recommend that the respondent consult with a Faculty Advocate, (2) The respondent will be informed that he or she may change his or her mind regarding the use of a Faculty Advocate, (3) To allow time for reflection, an Answer to the Complaint will not be accepted before 24 hours (and the maximum limit of 3 days still applies). See Section 22 for more information on Faculty Advocates.

17.3 Requests to Appear Regarding Disciplinary Matters

Students may be required to personally appear regarding disciplinary matters. Failure to comply with a request to appear may subject the student to disciplinary action. Delivery of such requests to appear will be made to the current address as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

17.4 Timeframe for Reporting Violations and Making Complaints

The University will consider all alleged violations of this Code. Individuals are encouraged to report violations as soon as possible in order to maximize the University’s ability to effectively address the matter.
17.5 Process for Referring Cases

The Student Conduct Officer may seek an informal resolution or agreement if appropriate, or refer the matter for a disciplinary conference or hearing based on the particulars of the case (see section 18—Hearing Referrals.)

17.6 Reporting Violations of Law to Police

Should a complaint made pursuant to this Code also be a violation of law, the complainant will normally be advised of his or her legal right to pursue the matter with the police and will be assisted to the University’s ability should the student wish to contact the police. In certain cases the University may opt to refer violations of law to appropriate law enforcement agencies. Such referral does not preclude University action for the same violations.

18. Hearing Referrals

Students subject to suspension or expulsion from the University will be referred for a formal hearing, pursuant to Section 24 of this Code. Students subject to any other sanction will be referred for a disciplinary conference, pursuant to Section 22 of this Code.

Students referred for a hearing before a hearing board may request instead to have their cases resolved through a disciplinary conference. This option may be selected when completing the Answer to the Complaint. Should the respondent decide to seek a hearing waiver subsequent to the submission of this form, he or she may make this request to the Student Conduct Officer for consideration. In cases adjudicated this way, the full range of sanctions may be imposed, including suspension or expulsion from the University.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

19. Student Withdrawing Prior to Completion of Proceedings

If a student withdraws from the University prior to the completion of disciplinary proceedings, proceedings will be scheduled and held as indicated in this Code.

20. Advocates and Advisers

The University makes a Faculty Advocate available, by assignment, to respondents or complainants in disciplinary matters. The overarching purpose of the Faculty Advocate is to guide the individual toward a constructive outcome. The Faculty Advocate is available to students once a complaint has been made against a student. Students will be advised of their ability to use the services of the Faculty Advocate throughout the process. During the process, he or she may assist in the preparation for a hearing or conference, the hearing or conference itself, or in an attempt at an informal or alternative resolution. Students are expected to speak for themselves at disciplinary proceedings. The Faculty Advocate will make every effort to respect the student’s privacy.

In addition, any student may seek out a Faculty Advocate at any time to discuss any action or circumstance that may potentially violate this Code.

Representation is not permitted in University disciplinary hearings or conferences. In addition to a Faculty Advocate (if desired by the student), respondents and complainants may be accompanied by an adviser of their choosing, only in the following circumstances:

a) The respondent is referred for a formal hearing or
b) The respondent is assigned to an informal disciplinary conference and criminal charges arising out of the same incident have been filed.

The role of advocates and advisers shall be limited to private consultation with respondents. Advisers may not address nor question anyone else at a hearing or conference. A Faculty Advocate, with the consent of the student, may provide clarification and other relevant information in the course of a proceeding.
A person who will function as a witness in a proceeding may not also act as the student’s Faculty Advocate or adviser.

21. **Burden of Proof**

Determination of the responsibility of the respondent for the charge(s) against him or her shall be established by a preponderance of the evidence. A preponderance of the evidence means such evidence that, when considered and compared with that opposed to it, creates the belief that what is sought to be shown is more likely true than not true.

22. **Disciplinary Conference**

Students accused of offenses that may result in penalties less than expulsion or suspension from the University are subject to a disciplinary conference with the Student Conduct Officer. A disciplinary conference is a process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the appropriate hearing board.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

A student subject to a disciplinary conference shall receive written notification of the outcome of the conference, including findings of responsibility and sanctions (if found responsible). This notification shall be sent within five business days following the completion of the Student Conduct Officer’s deliberations. Notification of the outcome is not usually communicated to the complainant and/or victim, except as allowed by the Family Educational Rights and Privacy Act (FERPA). Notification will be sent to University personnel who have been determined by the Student Conduct Officer to have a legitimate educational interest.

23. **University Hearing Board**

23.1 **General Description**

A University Hearing Board is designated by the University for formal disciplinary hearings. The board is comprised of three faculty, three administrators and three students. The quorum for a hearing shall be one faculty, one administrator and one student with the following exception. In cases where increased sensitivity and privacy is indicated, such as bias and sexual assault, the Student Conduct Officer may convene a hearing only with board members who, in the Student Conduct Officer’s judgment, have a level of training appropriate for such cases.

23.2 **Training**

In addition to hearing specific cases, the University Hearing Board shall be convened for training and other related purposes.

23.3 **Appointments**

23.3.1 **Faculty** shall be appointed as follows. Faculty members will serve staggered periods of two years. Each April, the Faculty Senate shall designate members to serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one year so openings can be staggered. In the case of unexpected vacancies, the Faculty Senate shall make appointments as the need arises.

23.3.2 **Administrators** shall be appointed as follows. Administrators shall serve staggered periods of two years. Each April, the Assistant Vice President for Human Resources and Labor Relations, in consultation with the Dean of Student Affairs, shall appoint administrators based on anticipated openings. The administrators will serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one
year so openings can be staggered. In the case of unexpected vacancies, appointments shall be made as the need arises.

23.3.3 **Students** shall be appointed as follows. Students shall serve periods of one year. Each April, the Student Government Association shall recommend students to serve for the following year. (Students may be recommended to serve a second year.) As student board members are expected to be exemplary members of the campus community, SGA recommendations shall be subject to approval by the Dean of Student Affairs. In the case of unexpected vacancies, additional recommendations shall be made as the need arises.

23.4 **Presiding Person**

For each hearing, the Student Conduct Officer shall select a presiding person from the hearing board members who will be present at that hearing.

24. **Ad Hoc Hearing Committees**

A three person (minimum) *Ad hoc* hearing committee may be appointed by the Dean of Student Affairs or designee whenever a hearing board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. *Ad hoc* committees may be composed of administrators, faculty and students, or any combination thereof.

25. **Procedure—Disciplinary Hearing**

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

Once a case is referred for a disciplinary hearing, the following procedural guidelines shall be applicable:

25.1 Once the Student Conduct Officer receives the *Answer to the Complaint* from the respondent, a hearing shall be scheduled within ten business days, whenever possible.

25.2 Complainants, respondents, and/or victims shall be given notice of the hearing time, date and place and the specific charge(s) against them as well as any witnesses known at that time at least three business days in advance. Additional evidence and witnesses may become available at a later time and be considered by the Student Conduct Officer, or his/her representative. All other parties to the hearing shall also be given prior notice of the time, date and place of the hearing. Delivery will be made to the current address as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

25.3 Complainants, respondents, and/or victims will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. The respondent may view, but not take or copy contents of the case file. This file will be retained by the Student Conduct Officer.

25.4 Respondents and complainants, as well as the hearing board members, may request witnesses to appear at the hearing. The Student Conduct Officer shall summon witnesses. University students and employees are expected to comply with such requests, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

25.5 In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent. In the event that the complainant and/or witnesses do not appear, the hearing may proceed in their absence, at the hearing board's discretion.

25.6 Hearings will be closed to the public.

25.7 The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing may be excluded by the presiding person.
Hearings shall be tape-recorded. The recording is to be the sole record of the proceedings and is the property of Adelphi University. Such tapes may not be duplicated. No other recordings of the proceedings may be made. Deliberations and executive sessions of the hearing board are not recorded.

Any party may challenge a member of the hearing board on grounds of personal bias at the appropriate time as indicated by the Student Conduct Officer or his/her representative. Ad hoc committee members may be disqualified by the Dean of Student Affairs or designee, and hearing board members may be disqualified upon majority vote of the remaining members of the board.

Witnesses shall be informed that their own testimony must be truthful and they may be subject to charges of intentionally providing false information to the University, pursuant to Section 10.5 of this Code.

Prospective witnesses, other than the complainant and the respondent, shall be excluded from the hearing during the testimony of other witnesses. All parties shall be excluded during board deliberations with the exception of the Student Conduct Officer who will be present as a non-voting member for the purpose of addressing procedural issues. The hearing board may go into executive session at any time during the proceedings. An executive session is a private, unrecorded meeting of the hearing board, and sometimes other invited individuals, typically used to resolve procedural matters.

The case may not be discussed by any member of the hearing board outside of the hearing process. All parties to a hearing shall be expected to respect the privacy of other participants in the proceeding.

The hearing board’s decision should be based only on information presented at the hearing.

Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the hearing board with the advice of the Student Conduct Officer, or his/her representative.

Complainants and respondents may make opening and closing statements, with the complainant proceeding first. Complainants and respondents shall be accorded an opportunity to question those witnesses who speak for any party at the hearing. Hearing board members may question complainants, respondents or witnesses at any time during the hearing.

Written statements shall be considered by the hearing board only if the Student Conduct Officer determines that: (1) it is not possible for the individual to appear at the hearing and (2) the identity of the person signing the statement can be ascertained. The Student Conduct Officer may require that such a written statement be notarized or signed in his or her presence. Hearing boards should take note that because written statements are not subject to challenge in the same way as live statements, written statements should be evaluated in that light. (see also section 24.4)

A determination of responsibility shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing board for consideration after a determination of responsibility.

The respondent shall receive written notification of the outcome of the hearing, including findings of responsibility and sanctions (if found responsible). In the event that suspension or expulsion is the sanction, the respondent shall also be notified of the option to appeal. Notification shall be sent within five business days following the completion of deliberations. Notification of the outcome of a hearing is not usually communicated to the complainant and/or victim, except as allowed by the Family Educational Rights and Privacy Act (FERPA). Notification will be sent to University personnel who have been determined by the Student Conduct Officer to have a legitimate educational interest. In addition, in cases involving Title IX, the Respondent and Complainant will be notified concurrently.
26. **Student Groups and Organizations**

Student groups and organizations may be charged with violations of this *Code*.

26.1 A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization, or of the group’s or organization’s leaders or officers, or if the group or organization knew or should have known about behavior and failed to make reasonable efforts to prevent it.

26.2 The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Student Conduct Officer to take appropriate action designed to prevent or end violations of this *Code* by the group or organization, or to educate the group or organization. Failure to make reasonable efforts to comply with the Student Conduct Officer’s directive shall be considered a violation of Section 10.11 of this *Code*, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.

26.3 The officers or leaders of a student group or organization in violation of this Code will be subject to a disciplinary conference or hearing with the Student Conduct Officer.

26.4 Sanctions for group or organization misconduct may include revocation or denial of University recognition, as well as other appropriate sanctions, pursuant to Section 13 of this *Code*.

27. **Appeals**

27.1 **Who Can Appeal**

Respondents may appeal decisions arising out of a disciplinary hearing or conference that include suspension or expulsion from the University, with the following exceptions:

a) In cases involving violations of Title IX both the respondent and complainant may appeal regardless of the outcome.

b) Appeals of decisions emanating from residence hall disciplinary proceedings that involve the loss of housing may be appealed as outlined in Section 16 of this *Code*.

27.2 **Student Status Pending an Appeal**

Should a student properly appeal a decision as outlined in this section, sanctions that were imposed shall be held in abeyance pending the conclusion of the appeal process, with the following exceptions:

a) Student was suspended on an interim/emergency basis.

b) Student is determined to be a threat to himself or herself, others, or to the stability and continuance of normal University functions, per Section 15.

27.3 **Appeal Process**

Requests for appeals of decisions arising out of a disciplinary hearing or conference must be submitted in writing to the Vice President for Enrollment Management and Student Success or designee (“Vice President”) within three business days of receipt of the letter notifying the appealing party of the original decision. Failure to request an appeal within the allotted time will render the original decision final.

The Vice President will consider the appeal. If the Vice President determines that the appeal has established allowable grounds for a review of the matter (as set forth below), an appeal hearing will ensue. If appropriate grounds have not been established, the Vice President may deny the appeal without any further proceedings, or may request clarification of one or more parts of the appeal, and then determine whether appropriate grounds have been established. If the Vice President determines that an appeal hearing will ensue, a three member board will be convened, comprised of the Vice
President, the Chairperson of the Faculty Senate and the Chairperson of the Committee on the Judiciary of the Faculty (or their designees). In the event that any faculty mentioned above (or their designees) are not available for a particular appeal, the Provost or designee will appoint faculty to sit on the appeal board for that particular appeal. No member of the appeal board shall have previously acted as investigator, member of the disciplinary conference, or member of the Hearing Board on the same matter. This appeal hearing will normally be convened within five business days.

Participants in a hearing include the complainant and respondent, his or her Faculty Advocate (if used), the Student Conduct Officer, and any other persons requested at the discretion of the appeal board. Participants shall be notified of the time, date and place at least three business days prior to the appeal hearing.

The appealing party shall be allowed access to the documents and tape-recording from the original hearing, but shall not remove nor copy any of the documents or tape-recording.

The scope of the hearing is limited to the allowable grounds specified by the appealing party. New testimony is not heard on appeal and only verbatim audio records and other records that were presented or recorded at the initial hearing or conference can be considered. No recording is to be made during the appeal hearing.

The appeal board shall recognize that the hearing board or Student Conduct Officer is better able to determine responsibility and to assign appropriate sanctions. Determination of credibility is solely the obligation of the person(s) who found the facts at the hearing or conference, and who heard the witnesses and observed their demeanor.

27.4 Grounds for Appeal

The appeal board will not conduct a re-hearing of the case, but will consider an appeal based only on the appealing party’s substantiated claim of one or more of the following:

a) A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.) This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings.

b) The discovery of relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for appeal.

c) The sanction imposed is clearly not appropriate for the violation.

27.5 Appeal Outcome

The appeal board may find that:

a) The appeal does not have sufficient merit as to the grounds listed above. In this case, the finding stands, as does the sanction.

b) The process in the original hearing or conference contained improprieties that substantially affected the outcome of the case. In this case, the matter will normally be returned to the original hearing body or person to reopen the hearing with instructions for further proceedings. In unusual cases, the appeal board may require a new hearing or conference.

c) There is relevant new information that was not available at the time of the original hearing or conference. In this case, the matter will normally be returned to the original hearing body or person for consideration.

d) The sanction is clearly inappropriate. In this case it may, at its discretion, refer the matter back to the original hearing body or person, or modify the sanction.
The outcome of the appeal shall be communicated in writing to the appealing party, usually within five business days after the appeal board concludes its deliberations.

If the appeal board finds that it requires additional information, it may convene additional proceedings.

**MISCELLANEOUS**

28. **Delivery of Documents to Complainants, Respondents, and Witnesses**

Notice of hearing, and notification of outcome, as called for in this Code, will be made to complainants, respondents and witnesses by a means that allows for documentation of delivery. This includes, but is not limited to, hand delivery, overnight delivery and certified mail.

Delivery will be made to the current address (local or permanent) as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

29. **Transcript Notations and Release**

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled. If a student who is suspended or withdraws from the University fails to comply with a disciplinary sanction, that student’s transcript shall not be released until the Office of the Registrar is authorized in writing by the Student Conduct Officer.

30. **Disciplinary Files and Records**

Disciplinary files and records are maintained by the Student Conduct Officer. A student’s disciplinary records are routinely maintained for seven years after the student’s graduation or after or after seven years of academic inactivity. In the event of suspension or expulsion, records are maintained indefinitely. Additionally, in the event of expulsion, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

31. **Tuition and Fees Refunds**

Students who are suspended, expelled, or removed from University housing pursuant to disciplinary action may request a refund for tuition, fees or room charges for the semester in which the sanction is imposed in accordance with the appropriate refund policy and schedule. Meal plan refunds are made in accordance with the schedule in effect at the time such a sanction is imposed.

32. **Review/Amendment of this Code**

The Office of the Dean of Student Affairs shall conduct a regular review of the Code of Conduct. Appropriate committees of the Student Government Association (SGA) and Faculty Senate shall meet with the Dean of Student Affairs and other appropriate administrators for this review. This regular review shall take place approximately every 3 years.

The SGA, Faculty Senate or the administration may make recommendations for change of this Code at any time.

Changes recommended through the regular review process or the process just described, shall be considered by a committee consisting of representatives from the SGA, Faculty Senate and administration. Recommendations of this joint committee shall then be brought before the Faculty Senate and SGA for approval.

The President of the University (and the Board of Trustees, if it so requests) will also need to approve changes.

**ACADEMIC HONESTY AT ADELPHI**

In the case of infractions of the Code of Academic Honesty, the Committee provides the members to investigate, mediate and, if ultimately necessary, constitute a formal hearing board.

The Committee will be made up of 12 students and 12 faculty members. Faculty will normally serve for terms of two years to help ensure continuity on the Committee. (In the initial year, half the faculty appointments
Students will serve for terms of one year, but those who desire may be reappointed for a second year by the Student Government Association (SGA). Members will normally be chosen in the spring for the coming year. The students will be chosen from names submitted to the SGA. Students may volunteer or be nominated by any member of the University community. Faculty will be chosen from names submitted to the Faculty Senate. Faculty may volunteer or be nominated by any member of the University community. Those who volunteer or are nominated will be fully informed of the nature and seriousness of the Committee’s work before the selection process. Only those who agree to undertake the work will be considered. One of the 12 faculty members will serve as the procedural chair to handle rotating appointments, recordkeeping and so on. Student vacancies that occur during the year will be replaced during the year by the SGA; faculty vacancies will similarly be filled by the Faculty Senate. It is expected that the Faculty Senate and SGA will respectively provide a full slate of appointments each year. In the event that either body is unable to provide all the needed members, the provost will have the power to supply additional members to make up the full complement. Although the provost will expect to accept all members selected by the Senate and SGA, the provost will have the ultimate power to reject candidates deemed unsuitable for the work of the Committee.

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

- Fabricating data or citations; collaborating in areas prohibited by the professor; unauthorized multiple submission of work; sabotage of others’ work, including
- Library vandalism or manipulation
- Plagiarism (presenting any work as one’s own that is not one’s own)
- The creation of unfair advantage
- The facilitation of dishonesty
- Tampering with or falsifying records
- Cheating on examinations through the use of written materials or giving or receiving help in any form during the exam, including, but not limited to, talking, signals and electronic devices

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

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

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

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

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

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

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

If two-thirds or more of a minimum of 10 voting members (with at least four students present and voting) vote to find a violation, the board will then proceed to consider a penalty. The following range of penalties is within the power of the board to impose:

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

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

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

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

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

ANTIDISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT) AND RETALIATION POLICY

Statement from the President:

Dear Member of the Adelphi Community,

Adelphi is a community that is committed to diversity and inclusiveness and to fostering a positive environment in which we can learn and work together. It is in that spirit that I share the following with you:

Discrimination, harassment (including sexual misconduct), and retaliation of any type will not be tolerated at Adelphi University. Upon notice, the University will act to end the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects on the victim and the University community. If you have any questions or concerns about discrimination, harassment (including sexual misconduct), and/or resulting retaliation, or if you need help in resolving a problem, I strongly encourage you to contact one of the Anti-Discrimination Panel members listed below, or any of the Panel members listed in Section XI. For emergency or immediate assistance at any hour of the day on any day of the week, contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone.

While providing details is essential to investigating your complaint, please be advised that some or all of the information you provide may be shared with the person(s) you are accusing. You may supplement this description later if you wish to share additional details.

You may fill out a complaint form at: http://hr.adelphi.edu/title-ix/report/. You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Employment, Employee, and Labor Relations and the Title IX Coordinator, Director, Equity and Compliance.

Here is the contact information for a complaint or information:

- If you are a student complainant, contact Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs), kessler@adelphi.edu or (516) 877-3151.
- If you are an employee or third party complainant, contact Jane Fisher (Director of Employment, Employee, & Labor Relations), fisher2@adelphi.edu or (516) 877-3222 or Rhonnie Jaus (Title IX Coordinator, Director, Equity and Compliance), titleix@adelphi.edu or (516) 877-4819.
If you have questions about this policy, you may contact Dean Kessler, Jane Fisher or Rhonnie Jaus at the contact information above. Thank you for helping make Adelphi a community built on trust and respect.

Thank you.
Christine M. Riordan
President
Adelphi University

I. Statement of policy

Adelphi University is proud of its work and academic environment and will strive to maintain a pleasant and collegial environment for employees, students, guests and visitors, all of whom are expected to treat each other with courtesy, consideration and professionalism. The University will not tolerate discrimination, harassment (including sexual misconduct), or retaliation based on the protected status of an individual’s race, creed, color, national origin, sex, gender identity, age, marital status, disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, or any other basis protected by applicable local, state or federal laws. With this Policy, the University prohibits not only unlawful discrimination, harassment (including sexual misconduct), and retaliation, but also discourages other unprofessional and discourteous actions. Derogatory or inappropriate remarks, slurs, or jokes related to any protected class will not be tolerated. The University will make this Policy available in various and appropriate places on campus and on the University website.

Discrimination, harassment (including sexual misconduct), and/or retaliation in any context, in addition to being unlawful, is reprehensible and is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual interdependence, collegiality, and trust.

Discrimination, harassment (including sexual misconduct) and retaliation are violations of University Policy and of the appropriate standard of conduct required of all persons associated with the University. The University is committed to preventing, investigating, and remedying violations of this Policy. Those members of the community inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the University, and/or referral to authorities for criminal prosecution, as appropriate. Non-members of the community, such as guests or visitors, who inflict such behavior on campus, at campus events or within campus programs may be referred for criminal prosecution, and/or barred from campus events and property, and/or referred to institutions or employers with which they are affiliated. Guests and/or visitors impacted by discrimination, harassment (including sexual misconduct), and/or retaliation are protected by these policies and procedures.

A violation of any University policy which is motivated by the actual or perceived membership of the victim in a protected class may be investigated, resolved and remedied under this Policy. Any misconduct related to or coinciding with a violation of this Policy may also be investigated under this Policy, however, misconduct found not to be in violation of this Policy will not be subject to the procedures hereunder, but will be resolved and remedied pursuant to the appropriate institutional procedures.

II. Scope of Policy

This Policy applies to: anyone involved in academic, educational, recreational, and living programs; visitors, guests and campers; applicants in the admissions process; and recipients and/or providers of Adelphi’s programs or services, including participants in Adelphi-based research projects and activities, student teaching, internships and field placements regardless of locations; subcontractors and all employees and applicants for employment in all positions. The Policy also encompasses University-sponsored events that occur off-campus; all campuses and/or satellite sites; off-campus incidents that have an on-campus impact or affect members of the campus community regardless of whether such members are on or off campus; off-campus and/or online speech or conduct, such as social networking sites, which causes a substantial disruption to University operations and/or mission or affects members of the campus community. While the Code of Conduct will govern complaints
regarding misconduct by students, this Policy provides important definitions and other information that will be relevant to any member of the community, including students.

Finally, this Policy also applies to events sponsored by other individuals or entities that may take place on any campus or satellite site of Adelphi University regardless of whether or not members of the campus community are involved.

III. Individual Speech Guidelines, including Academic Freedom

The role of universities in the community is to encourage the free flow of thoughts and ideas essential to higher education. Therefore, while Adelphi University does not encourage offensive or insensitive speech, principles of academic freedom may limit the University’s ability to restrict speech that is germane to academic subjects and pedagogically appropriate to those subjects. However, when speech rises to the level of discrimination, harassment (including sexual misconduct), and/or retaliation as defined herein, it cannot be protected by academic freedom and will be considered to be a violation of this Policy.

IV. Discrimination, Harassment (Including Sexual Misconduct) and Retaliation

A. Definitions

1. Discrimination

Actions that deprive individuals of educational or employment access, benefits or opportunities on the basis of the individual’s actual or perceived protected status (as protected status is described in Section I above).

2. Harassment

Harassment prohibited by this Policy includes, but is not limited to, conduct which constitutes sexual misconduct or other unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, non-verbal, or physical conduct of a sexual nature.

Sexual harassment shall also include, but not be limited to, sexual violence, which refers to physical sexual acts that occur without consent and/or with force, or where a person is incapable of giving informed consent as a result of drugs or alcohol, intellectual or other disability, or age.

Harassment prohibited by this Policy may also consist of derogatory visual, verbal, non-verbal, or physical conduct that demonstrates bias based on an individual’s actual or perceived protected status (as protected status is described in Section I above) when:

• Submission to the conduct is made either explicitly or implicitly a term or condition of the individual’s academic or employment status or advancement; or
• Submission to or rejection of the conduct is used as the basis for academic or employment decisions affecting the individual; or
• The conduct has the purpose or effect of unreasonably interfering with the individual’s academics (including social and residential experiences) or work performance by creating a hostile environment, regardless of whether it is directed toward that or any specific individual.

Examples of prohibited conduct that constitutes harassment include, or may include, but are not limited to:

• Verbal or non-verbal repeated and unwelcome sexual advances, innuendoes or propositions, racial or sexual epithets, derogatory slurs, off-color jokes, threats, or suggestive or insulting actions and/or sounds;
• Unwanted physical contact including touching, interference with an individual’s normal movement, or assault;
• Derogatory visual posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures.
• Threatening or causing physical harm, or other conduct that threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class;
• Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class;
• Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy) on the basis of actual or perceived membership in a protected class. Hazing is also illegal under state law and prohibited by University policy.

• Bullying, defined as repeated and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, on the basis of actual or perceived membership in a protected class;

• Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, domestic and/or relationship violence);

• Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to be in fear.

3. **Hostile Environment**

A hostile environment exists when: conduct is severe, pervasive or persistent, and is on the basis of actual or perceived membership in a protected class, and limits, denies or unreasonably interferes with an individual’s work or academic experience (including social and residential participation).

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

4. **Prohibited Relationships as Sexual Harassment**

The relationship between faculty and students is central to the academic mission of the University. Personal ties should not be allowed to interfere with the academic integrity of the faculty/student relationship. With respect to sexual, amorous or romantically intimate relations in particular, what might appear to be consensual, even to the parties involved, may in fact not be so, due to the inherent imbalance of power.

Therefore, professors, instructors, coaches and/or graduate assistants, are prohibited from having sexual relations and/or romantically intimate or amorous relationships with any student they teach, supervise, coach or advise. Similarly, any administrator or employee in a supervisory role may not have sexual relations and/or romantically intimate or amorous relationships with any student or employee they supervise directly or indirectly. Examples include, but are not limited to: sexual relations between a student and an administrator, coach, advisor, program director, counselor, or professional residential staff member who has oversight responsibility for a student. The University will respond to all reports of prohibited or inappropriate sexual, amorous or romantically intimate behavior.

In acting on complaints that come to the University’s attention, sexual harassment will be presumed to have occurred in violation of this Policy if the employee has engaged in sexual, amorous or romantically intimate relations with a student while the individual was teaching or otherwise had, or is likely to have, supervisory responsibility or academic or professional influence over the student regardless of whether the sexual, amorous or romantically intimate relations were consensual or not.

If, after the commencement of a consensual sexual, amorous or romantically intimate relationship, that is not prohibited by this Policy, the parties learn that due to a change in their duties, responsibilities, assignments or positions, their relationship will now be prohibited, both parties are required to notify the Title IX Coordinator as soon as possible in order to determine how to proceed. Notification is required regardless of whether the consensual relationship still exists.

Persons involved in consensual sexual, amorous or romantically intimate relationships outside of the faculty/student, supervisor/subordinate, or others previously noted, must exercise caution to prevent the development of harassing behavior or use of authority inappropriately. Consensual relationships can change and conduct once welcomed by both, may become unwelcome to one. The fact that there is initial consent to forming a romantic relationship or a specific sexual encounter does not preclude a charge of harassment in the future or transform unethical behaviors into acceptable conduct.
5. Sexual Misconduct Violations

a. Sexual Harassment

See definition provided above

b. Non-Consensual Sexual Intercourse

Defined as:
- any sexual penetration or intercourse (anal, oral or vaginal),
- however slight,
- with a body part or object,
- by a person upon another person,
- committed without consent and/or by force.

Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact. The use of force includes physical force or an expressed or implied threat of force.

c. Non-Consensual Sexual Contact

Defined as:
- any intentional touching of an intimate body part,
- either over the clothes or under the clothes,
- with a body part or object,
- for the purpose of sexual gratification or for no legitimate purpose,
- by a person upon another person,
- committed without consent and/or by force.

Sexual contact includes any bodily contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

d. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

Examples of sexual exploitation include, but are not limited to:
- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person(s) observed).
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
- Prostitution, which includes acts of engaging in, soliciting, patronizing, facilitating and promoting prostitution.
- Sexual exhibitionism.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent for the purpose of sexual activity.
6. **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

7. **Domestic Violence**

Violence committed by a current or former spouse of the victim, a person who shares a child in common with the victim or a person who is cohabiting romantically with the victim.

8. **Stalking**

A course of unwanted conduct directed at a specific person on the basis of actual or perceived membership in a protected class designed for no legitimate purpose and which causes a reasonable person to be in fear for his or her own safety, or the safety of others.

9. **Consent**

Consent means to give knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity, as long as a reasonable person would determine that those words or actions create mutually understandable clear permission which a reasonable person would understand to indicate willingness to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the sexual activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship (or prior sexual consent) is not sufficient to constitute consent.
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- Consent is active not passive. Silence or the absence of resistance is not consent.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue. If that happens, the other person must stop immediately.

10. **Incapacity**

Incapacity is defined as the inability to make rational, reasonable decisions due to lack of capacity to give informed consent (e.g., the person lacks the ability to understand the “who, what, when, where, why or how” of engaging in sexual activity). This Policy also covers a person whose incapacity results from mental, intellectual or other disability, involuntary physical restraint, and/or from the use of alcohol or drugs.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, physically helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this Policy. It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

In New York, a person under the age of seventeen cannot consent to sexual activity. Sexual activity or sexual contact between an adult and someone under the age of seventeen is a violation of this Policy in accordance with the Penal Law of New York.

11. **Retaliation**

Retaliation is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing a complaint, supporting a complainant or otherwise participating in a proceeding pursuant to this Policy. Under no circumstances will Adelphi University
tolerate any retaliation against an individual or group for making a complaint of harassment or discrimination in good faith under this Policy or for participating in an investigation.

Examples of retaliation include, but are not limited to, the following actions taken because the individual has filed or makes known plans to file a complaint pursuant to this policy:

- A professor fails a student or assigns grades lower than the student earned because the student has filed or makes known plans to file a complaint against the professor.
- A coach excludes a student from a team or limits the amount of playing time during an athletic activity of a student because the student has filed or makes known plans to file a complaint against the coach.
- A supervisor gives deflated performance evaluations, or withholds deserved support for tenure and promotion, or requires punitive work assignments of an employee because the employee has filed or makes known plans to file a complaint against the supervisor.
- A professor or administrator excludes a student from participation in an organization, club or activity or imposes an inequitable workload because the student or employee has filed or makes known plans to file a complaint against the professor or administrator.
- A third party or person disparages a student or employee because the student or employee supports a complainant or any other participant in the process.

B. Other Elements of Discrimination, Harassment (Including Sexual Misconduct) and/or Retaliation

Discrimination, harassment (including sexual misconduct), and/or retaliation can occur between individuals of the same or different status, and all persons, regardless of gender or sexual orientation, can be the subject of or perpetrator of this conduct. This conduct can involve individuals or groups; can occur during one incident or over a series of incidents that in isolation, would not necessarily constitute discrimination or harassment, but can be so by pattern or repetition over time; and can be direct or systemic.

Each member of the University community should avoid conduct that may be perceived by a reasonable person as discrimination, harassment (including sexual misconduct), and/or retaliation.

V. Intent

Failure to recognize that one’s behavior is harassing or discriminatory to an individual or group of individuals is not an acceptable defense to discrimination, harassment (including sexual misconduct), and/or retaliation. Differences in perception on the part of individuals involved in complaints of discrimination, harassment (including sexual misconduct) or retaliation will be resolved based on the “reasonable person” standard in evaluating offensive behavior. Accordingly, all members of the University community should consider how a reasonable person may view their behavior, not just their intent.

VI. Cooperation/Obstructing the Process

All members of the University community, including students, faculty, and staff are expected to report all violations of this Policy and assist and cooperate in the application of this Policy, in particular by cooperating in any investigation under this Policy. Any person who knowingly misrepresents the truth, or whose willful action or inaction obstructs the application of these procedures, will be subject to disciplinary action.

Required Reporting

While all members of the Adelphi community are strongly encouraged to report an inappropriate situation, regardless of who is creating that situation and may be required to report criminal actions by law, all persons who act in a supervisory, managerial, or instructional role are among those designated as “responsible employees” of the University and therefore are required to report misconduct in violation of this Policy. Those considered “responsible employees” of the University include, but are not limited to, public safety officers, faculty, deans, managers, resident assistants, resident hall directors, residential life directors, senior administrators and supervisors and are thus required to report any incidents of discrimination, harassment (including sexual misconduct), or retaliation to the Title IX Coordinator. “Responsible employees” can also be held responsible for actions or inaction that obstructs the application of this Policy.
“Responsible Employees”

A “responsible employee” is any employee of the institution who has:

- The authority to take action to redress harassment,
- The duty to report harassment or other types of misconduct to appropriate officials, or
- Is someone the students or employees could reasonably believe has this authority or responsibility.

Notwithstanding the above, the requirements with respect to reporting and cooperation do not apply to faculty or students conducting confidential research under the supervision of an IRB, who, in the course of conducting such research, obtain information from research participants about sexual harassment, sexual violence, dating violence, domestic violence, stalking victimization or other violations under this policy (subject to certain exceptions). In such cases, research participants must be informed that disclosures of the above offenses made during the course of the research will not be considered notice to the University for the purpose of initiating an investigation.

Researchers should provide research participants with information regarding their options to report the misconduct to the Title IX Coordinator, the Department of Public Safety and the local police, as well as the resources available at the Student Counseling Center, Student Health Services, Campus Chaplains, and other community resources listed in the following brochures:

- What Every Adelphi Student Needs to Know About Sexual Assault
- Domestic Violence, Intimate Partner Violence, Dating Violence and Stalking

These brochures can be found at [http://students.adelphi.edu/handbooks/](http://students.adelphi.edu/handbooks/).

Reports Involving Minors

Adelphi University is committed to the prevention of child abuse. Child abuse includes both the physical and sexual abuse of minors under the age of eighteen. Adelphi University employees are directed to bring all reasonable suspicions, beliefs and allegations of child abuse immediately to the attention of Public Safety or the Title IX Coordinator, who will then make the appropriate report to the New York State Child Abuse Hotline (State Central Register). Reports can also be made directly to the Child Abuse Hotline at 800-342-3720.

VII. What to Do if You Are Experiencing Discrimination, Harassment (Including Sexual Misconduct) and/or Retaliation

If you think you are the subject of discrimination, harassment (including sexual misconduct) and/or retaliation, it is recommended that you:

- Consider telling the person to stop the objectionable behavior, or consider asking for help to do so;
- Document what you are experiencing and date each occurrence;
- Report the objectionable behavior (see “Reporting Process” below) before you consider resigning from a position, transferring departments, dropping a class, or changing a class to avoid the problem;
- Familiarize yourself with policies, support services, and resources available.

A. Confidentiality and Privacy in the Reporting Process

Confidentiality (meaning privacy of information about complaints and investigations) will be maintained to the extent required by law and to the extent possible given the University’s obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns.

The University will evaluate a request not to act on a complaint in the context of its responsibility to provide a safe and nondiscriminatory environment for all. Therefore, while absolute confidentiality cannot be promised, the University will treat the concerns of the complainant with sensitivity and respect. A request for confidentiality however may limit the University’s ability to respond.
**Confidential Resources and Support**

The University encourages all members of the Adelphi community to report incidents related to this policy. However, individuals who are not ready or willing to make a formal report, but still wish to speak with someone can utilize the confidential on-campus resources of the Student Counseling Center, Student Health Services or the Campus Chaplains, as well as off campus mental health providers. These resources are subject to legal confidentiality obligations that prohibit the release of information without the express consent of the individual.

**Amnesty**

The University seeks to remove any barriers to reporting incidents of sexual misconduct and recognizes that a student who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to report this due to a fear of the potential disciplinary consequences that can arise as a result of these actions. Therefore, any University student who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate any educational discussions or pursue other educational remedies regarding alcohol or other drugs. This amnesty applies to the University’s student conduct process.

**B. The Reporting Process**

Any employee, student, or third party who believes that he/she is or may have been subjected to discrimination, harassment (including sexual misconduct) and/or retaliation is strongly encouraged to report it in accordance with the procedures set forth in this Policy:

For emergency or immediate assistance (twenty-four hours a day, seven days a week) contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone. All emergency contact numbers are listed on the reverse side of your Adelphi identification card.

- If you are a student complainant, contact Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs), kessler@adelphi.edu or (516) 877-3151;
- If you are an employee or third party complainant, or if you have questions pertaining to this policy, contact Jane Fisher (Director, Employment, Employee, & Labor Relations), fisher2@adelphi.edu or (516) 877-3222.
- In addition, you may contact Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance), titleix@adelphi.edu or (516) 877-4819 for matters pertaining to sexual discrimination, sexual harassment (including sexual misconduct) and/or related retaliation or you may contact any member of the Anti-Harassment, Discrimination (including Sexual Misconduct), and Retaliation Panel (“Anti-Discrimination Panel”) listed at the end of this document.

To file a complaint involving the first two individuals listed above, contact Title IX Coordinator, Director, Equity and Compliance, Rhonnie Jaus, as above. To file a complaint involving the Title IX Coordinator, Director of Equity and Compliance, please direct your complaint to Jane Fisher, as above. Anyone who reports misconduct to the above resources will be informed about this process, as outlined in this Policy.

You may also report online at hr.adelphi.edu/harassment.

You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Employment, Employee and Labor Relations.

The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.
Inquiries concerning the application of Title IX may be referred to the University’s Title IX Coordinator, Rhonnie Jaus at titleix@adelphi.edu, Levermore Hall, Room 203, (516) 877-4819, or

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481,
Facsimile: (202) 453-6012
TDD#: (877) 521-2172,
Email: OCR@ed.gov
Web: ed.gov/ocr, or

U.S. Equal Employment Opportunity Commission (EEOC)
131 M Street, NE
Washington, DC 20507
202-663-4900 / (TTY) 202-663-4494, 1-800-669-4000
Email info@eeoc.gov,
Web: eeoc.gov/contact/index.cfm

**Making a Report to the Police**

A complainant may contact local law enforcement directly, whether or not a complaint has been filed with the University. If requested, the University will provide assistance with making this contact. Upon notice of the complaint the University’s investigation will proceed regardless of whether a criminal matter is pending, though short delays may be allowed for outside law enforcement agencies to conduct their investigation.

**Timing of the Investigation**

There is no time limit on when a complaint may be made. The University will conduct an investigation and make all efforts to provide a resolution of the investigation usually within sixty (60) days from the time the University receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) day time period does not include the time period for the appeal process.

**VIII. Process for Resolution of Allegations of Discrimination, Harassment (Including Sexual Misconduct) and/or Retaliation**

Once a complaint or notice is received, it will be reviewed by the appropriate member of the University’s Anti-Discrimination Panel and reported to the Title IX Coordinator. Complainants will be asked to either complete a written complaint, or meet with a member of the University’s Anti-Discrimination Panel who will complete a written complaint and ask the complainant to read and sign a verification of the complaint allegations. Impartial investigator(s) will then be assigned who will conduct an immediate preliminary investigation to determine if this Policy may have been violated. The investigator(s) will consider interim action, accommodations for the alleged victim, or other necessary remedial short-term actions. If it is determined that this Policy may have been violated, the University will initiate a
prompt, thorough and impartial investigation, including effective remedies designed to end the discrimination, harassment, or retaliation, prevent recurrence and address the effects on the victim and the community.

To ensure a prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as possible:

A. The name, department, and position of the person or persons allegedly engaging in discrimination, harassment (including sexual misconduct), and/or retaliation.

B. A description of the incident(s) including the date, location and the identity of any witnesses.

C. If the complainant is an employee, the alleged effect of the incident on the complainant’s position, salary, benefits, promotional opportunities, or other terms or conditions of employment.

D. If the complainant is a student, the alleged effect of the incident on the complainant’s academic standing, housing environment, or social status or other terms or conditions of the educational environment.

E. The names of other persons who might have been subject to the same or similar discrimination, harassment (including sexual misconduct), and/or retaliation.

F. Steps taken, if any, by the complainant to stop the discrimination, harassment (including sexual misconduct), and/or retaliation (such steps are not required, but can be helpful).

G. Any other information the complainant believes relevant to the discrimination, harassment (including sexual misconduct), and/or retaliation.

Actual or Constructive Notice

Regardless of whether a victim files a complaint or requests action, if the University has knowledge, or reasonably should know, about possible discrimination, harassment (including sexual misconduct) and/or retaliation, the University will conduct a prompt, thorough and impartial investigation. The University will also prepare a written record of the complaint if the complainant refuses to file or verify a written complaint form to memorialize the details of the complaint.

IX. Investigations

Prior to commencing an investigation of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, the written consent of the complainant, if known, shall be requested. If the complainant is under the age of eighteen (18) years, and does not attend a post-secondary institution, the parents of the complainant will be asked to provide written consent for the investigation. Regardless of whether the consent of the complainant or a minor complainant’s parents is given, the University has a duty to investigate allegations of discrimination, harassment (including sexual misconduct), and/or retaliation.

Upon receipt of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, a trained investigator(s) will be assigned to investigate the allegations of the complaint. The investigator(s) will be assigned according to this Section IX based upon who the accused individual might be. Before an interview of a member of a bargaining unit who has been accused of violating this Policy is conducted, the member will be advised that s/he is entitled to have a Union representative accompany him/her to the interview. The investigation will be conducted within a reasonable amount of time and will normally be completed within 60 days. The investigation shall be conducted in a manner that is adequate, reliable and impartial and may include any of the following:

• interviews of the complainant and the accused
• interviews of any witnesses
• gathering of any other relevant information, including but not limited to, past complaints of a similar nature raised against either party

The investigator will make every effort to keep the complainant timely informed about the status of the investigation.
Interim Measures

At any time during the investigation, the investigator may recommend reasonable interim protections or measures for the parties involved or witnesses. These protections and measures may include, but not be limited to, separating the parties, placing limitations on the parties, suspension, making alternative workplace or student housing arrangements, or reasonable academic adjustments.

A. Complaints Accusing Employees

The Title IX Coordinator/Director of Equity and Compliance or designee will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and/or retaliation accusing employees. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking, discrimination and harassment.)

The Title IX Coordinator may assign investigators from the Anti-Discrimination Panel to investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing employees. Any employee who, after appropriate investigation, has been found to have violated this policy, will be subject to disciplinary action, which may include reprimand, suspension from service for a stated period, with or without pay, termination of employment, or such other responsive actions deemed appropriate for the violation.

Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the American Association of University Professors (AAUP). After completion of the proceedings, the Chief Academic Officer will issue an outcome letter to the faculty member with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.

B. Complaints Accusing Students

The Title IX Coordinator/Director of Equity and Compliance or designee will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and/or retaliation accusing students. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking, discrimination or harassment.) Upon completion of the investigation, the investigative report will be forwarded to the Assistant Vice President & Dean of Student Affairs or designee. If there are sufficient grounds to proceed, the matter will be adjudicated consistent with the Code of Conduct.

The Assistant Vice President & Dean of Student Affairs or designee will investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing students, consistent with the Code of Conduct.

In the event that provisions of the Code are inconsistent with legal requirements, the legal requirements will prevail. See the Code of Conduct at http://academics.adelphi.edu/policies/pdfs/code.pdf. Any student who, after an appropriate investigation and adjudication, has been found to be in violation of this policy, will be subject to disciplinary action, which may range from a warning to expulsion, depending on the severity of the misconduct, the student’s cumulative conduct record, institutional precedent, and other mitigating or aggravating circumstances.

C. Complaints Accusing Third-Parties and Complaints of Third Parties that Occur on any Campus or Satellite Site

Normally, the Director of Employment, Employee, and Labor Relations or the designated representative of the Associate Vice President for Human Resources and Labor Relations will investigate complaints accusing non-students and non-employees of incidents related to the University’s programs and activities and programs involving third parties that take place on any University campus or satellite site. Examples include incidents involving visitors to the University, camps conducted by third parties on any University campus or satellite site, vendors, and individuals at a field placement or internship. Any third-party who, after appropriate investigation, has been found to have violated this policy, will be subject to restriction from University property, cancellation of vendor contacts, discontinued use of placement sites, or such other responsive actions deemed appropriate for the violation. Referrals may also be made to law enforcement, as appropriate.
X. Dispute Resolution Options

If the complaint is for discrimination, harassment, and/or retaliation, then either an informal or formal resolution process may be used. However, a complaint involving sexual assault or physical violence of any kind cannot be resolved through mediation.

In either process the evidence to be considered may include: witness statements, information from the informal resolution process if one was conducted, other relevant information, and consideration of known patterns and previous history evidence. Each party will be apprised that they may be accompanied by an advisor or union representative if applicable.

Right to an Attorney

No University employee, student, or third party may be accompanied by an attorney unless:

a. They are a complainant or respondent in a matter referred to the University Hearing Board pursuant to the Code of Conduct, or
b. Criminal charges arising from the same incident have been filed, or

Both the complainant and the accused have the right to be accompanied by an advisor of their choice to any related meeting or institutional disciplinary proceedings.

A. Informal Resolution Process

Certain complaints of discrimination, harassment (including sexual misconduct), and/or retaliation can be resolved through informal resolution procedures. These informal procedures may include, but not be limited to, an informal investigation, mediation, counseling, and/or any other means of resolving a complaint other than a formal resolution process. However, mediation cannot be used in cases of sexual misconduct. The use of the informal resolution process is voluntary and must be agreed to by the complainant, the accused, and the investigator(s). Either the complainant or the accused may end an informal process at any time and choose to pursue the formal resolution process, or the complainant can choose not to pursue the matter further.

The assigned investigator(s) will meet with the complainant to discuss the complaint and the process. The investigator(s) will explain to the complainant the nature of the informal resolution process and, if acceptable to the complainant, the investigator(s), whenever possible, appropriate and safe, will attempt to resolve the problem or complaint through an informal resolution process. The complainant will not be required to meet with the accused individual face to face. The informal resolution process attempts to resolve the issue with the complainant and the accused individual by mutual agreement, which will be reduced to writing. Once a mutually agreed upon resolution is suggested it will be reviewed, accepted, or modified by the Associate Vice President for Human Resources and Labor Relations in consultation with the Title IX Coordinator.

Once the recommendation for the informal resolution is approved, written notification will be sent by the Associate Vice President for Human Resources and Labor Relations promptly. The notification will specify the findings and the terms of the approved resolution. If either party is dissatisfied with the approved resolution, either may make a request within seven (7) business days of issuance of the written notification for formal resolution proceedings.

In cases involving faculty members all mutually agreed upon resolutions are subject to the approval of the union (unless the faculty member has declined their right to union representation). Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the AAUP. After the completion of the proceedings the Chief Academic Officer will issue an outcome letter to the faculty member, with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.
B. **Formal Resolution Process**

If the complaint cannot be resolved informally, or if the action complained of is not appropriate for resolution through the informal resolution process, then the investigation will continue to a formal resolution process. If not previously done, either the investigator or the alleged victim should prepare a written complaint to initiate the formal resolution process. The complaint should clearly and concisely describe the alleged incident(s), when and where it (they) occurred, details/witnesses, and the desired remedy or remedies sought. The complaint should be signed by the complainant.

If it is determined by the investigator(s) by a preponderance of the evidence that a violation of the Policy has occurred, then a recommendation for sanctions or other appropriate measures will be submitted to the Associate Vice President for Human Resources and Labor Relations for review, and will either be approved or modified.

The final outcome will be sent simultaneously and in writing to the complainant and to the respondent within ten (10) business days of the conclusion of the formal resolution process. While the outcome of the complaint will be provided in writing to both the complainant and the respondent, certain disciplinary action taken against the respondent as a result of the investigation may be kept confidential from the complainant as required by law.

Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the Chief Academic Officer who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the AAUP. After the completion of the proceedings, the Chief Academic Officer will issue an outcome letter to the faculty member with a copy to the Title IX Coordinator and the Associate Vice President for Human Resources and Labor Relations for their files.

C. **Appeal Process**

An appeal of a complaint accusing a student is governed by the Code of Conduct:

http://academics.adelphi.edu/policies/pdfs/code.pdf

Either the complainant or the accused individual may request an appeal of the findings of the University regarding the formal resolution process. A request for such an appeal that is associated with a complaint accusing employees and others must be submitted in writing to the Associate Vice President for Human Resources and Labor Relations or designee within three (3) business days of the receipt of the original outcome. If no request is made in that time, then the decision is rendered final and the parties will be simultaneously so informed. An appeal of the decision may be considered if one of the following grounds is present:

1. A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.). This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings;

2. The discovery of significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for an appeal;

3. The sanction imposed is clearly not appropriate for the violation.

Once a request for an appeal, as defined above, is received, a decision will be rendered on eligibility for appeal usually within ten (10) business days.

If grounds are not met, the request for an appeal will be denied with no further appeal through this Policy and the parties will be simultaneously so informed.

If appropriate grounds are present, these will be presented to an appellate body (Appeal Panel) composed of three members of the Anti-Discrimination Panel, or will be returned to the investigator(s) for reconsideration. Regardless of whether all parties request an appeal, the complainant and accused individual will be made aware of, and permitted to participate in, the appeal as it will be the only appeal conducted and its conclusion will be final. Where the complainant and accused individual each request to appeal on different grounds, those grounds will be consolidated into one appeal process.
Whenever possible, reconsideration by the investigator(s) or original hearing body is preferred, as their familiarity with the complaint makes them better able to determine responsibility and to assign appropriate sanctions. An Appeal Panel will make changes to the finding only where there is clear procedural error and changes to the sanction(s) only if there is a compelling justification to do so.

An appeal proceeding will include all parties to the complaint and all related documents. The Appeal Panel will be solely responsible for determining who should participate, what information is needed, and how proceedings will be structured.

Because the scope of the appeal proceedings is limited to the allowable grounds, full re-hearings are exceptionally rare. A successful appeal permits the original deciding body or investigator(s) to consider ONLY the matter resulting in a remand, such as the new evidence, or to address ONLY those other grounds that were determined to be present and significant. If an appeal is heard, then the final outcome of the appeal will be communicated simultaneously to the parties usually within five (5) business days following deliberations.

D. Standard of Proof for Resolution Processes

The standard of proof for findings shall be a preponderance of the evidence. A preponderance of the evidence means such evidence that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.

XI. The Anti-Discrimination, Harassment (Including Sexual Misconduct) and Retaliation Panel (Anti-Discrimination Panel)

The Anti-Discrimination Panel, which includes the Title IX Coordinator, is a diverse group of individuals composed of Adelphi employees who have been selected and trained on issues related to this Policy. A current list of the Anti-Discrimination Panel members will be maintained, and made available at:

https://portal.adelphi.edu/group/hr/anti-discrimination-harassment-and-retaliation-policy

Among other responsibilities, each individual of the Anti-Discrimination Panel may assume the following roles:

• Meet with individuals who allege that they have been the victim of discrimination, harassment (including sexual misconduct), and retaliation;
• Discuss appropriate next steps;
• Refer the complainant to the appropriate resources for assistance;
• Serve as an investigator;
• Serve on an Appeal Panel only if he or she has not been previously involved as an investigator in the case.

The Title IX Coordinator will serve as the Coordinator of the Anti-Discrimination Panel and will assure that Panel members do not serve in conflicting roles in the same complaint. In cases of allegations involving the Coordinator, the Coordinator will be recused from the Panel, and the Director of Employment, Employee and Labor Relations will fill the Coordinator’s role until the complaint is resolved. Any panelist subject to accusations under this Policy will also be recused during the resolution of the complaint. The Title IX Coordinator will keep other Panel members informed of recent legal decisions and other related issues, assure that each member has been appropriately trained before assuming active membership on the panel, and update and disseminate the Policy.

The following are the names and contact information of the Anti-Discrimination Panel members to whom complaints or concerns may be directed. This list is subject to change:

Lisa Araujo
Associate Vice President for Human Resources and Labor Relations
Levermore Hall, Room 203
araujo@adelphi.edu, 877-3230
Les Baltimore  
Senior Associate Provost/Academic Affairs  
Levermore Hall, Room 30  
baltimore@adelphi.edu, 877-3142

Beth Buls  
Human Resources Representative  
Office of Human Resources, Levermore Hall, Room 203  
bbuls@adelphi.edu, 877-3225

Fabian Burrell  
Instructional Designer  
Faculty Center for Professional Excellence, Alumnae Hall  
fburrell@adelphi.edu, 877-4224

Joseph De Gearo  
Assistant Dean of Student Affairs  
University Center, Room 308  
degearo@adelphi.edu, 877-3654

Jane Fisher  
Director, Employment, Employee & Labor Relations  
Levermore Hall, Room 203  
fisher2@adelphi.edu, 877-3222

Perry Greene  
Associate Provost for Faculty Affairs and Institutional Diversity  
Levermore Hall, Room 101  
greene@adelphi.edu, 877-4041

Della Hudson  
Associate Dean of Student Affairs  
University Center, Room 108  
hudson@adelphi.edu, 877-3661

Rhonnie Jaus  
Title IX Coordinator, Director, Equity and Compliance  
Levermore Hall, Room 203  
rjaus@adelphi.edu, 877-4819

Jeffrey Kessler  
Assistant Vice President and Dean of Student Affairs  
University Center, Room 108  
kessler@adelphi.edu, 877-3151

Annette Leone  
Senior Human Resources Generalist  
Levermore Hall, Room 203  
leone2@adelphi.edu, 877-3228

Anthony Maldonado  
Human Resources Generalist  
Levermore Hall, Room 203  
amaldonado@adelphi.edu, 877-3223

James McGowan  
Executive Director of Off-Campus Administration  
Levermore Hall, Room 304  
mcgowan2@adelphi.edu, 877-3162
XII. False Complaints
A complainant who knowingly makes untrue allegations against another member of the University community or third party may be subject to disciplinary action.

An inquiry into a false complaint is considered to be a separate complaint and is resolved through a separate investigation.

XIII. Policy Review
Typically, this policy will be reviewed for possible revision every three years, or as otherwise necessary.

XIV. Records
Employee records will be maintained for seven years. Records pertaining to students will be maintained for seven years after the student’s graduation or after seven years of academic inactivity, or in the event of suspension/expulsion, will be kept indefinitely.

ILLICIT DRUGS AND ALCOHOL

General Policies
The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on Adelphi’s campuses or as part of any University-sponsored activity is prohibited.

Students and others who have demonstrated a repeated abuse of alcohol will be referred to appropriate counseling services.

Disruptive or inappropriate behavior caused by drug or alcohol use will not be tolerated. Violators are subject to removal from University premises and disciplinary action.

All members of the Adelphi community must abide by the terms of this policy.

Violations of the policies, rules and standards adopted by the University concerning substance abuse should be reported to the Office of Human Resources when the violation involves an employee. The assistant vice president for human resources and labor relations, or a designated representative, will be assigned to process reports (as defined in the Drug-Free Workplace Act) regarding convictions of employees. Student-related reports should be made to the Office of the Dean of Student Affairs. Convictions of anyone employed on a federal grant program must be reported to the Office of the Provost so that a report can be made to the federal government within 10 days of conviction.

Any member of the Adelphi community found to be in violation of this policy will be subject to disciplinary
action, which may range from referral for counseling or disciplinary probation to loss of University housing, suspension or dismissal from the University or employment, based on the merits of the case.

Any student or employee convicted under federal, state or local law applicable to the policy stated above must report said conviction within five days. Students report to the Office of the Dean of Student Affairs; employees report to the Office of Human Resources.

**Rules Governing the Use of Alcohol**

Alcoholic beverages will not be permitted under any circumstances anywhere in the residence halls, including student rooms. Students who bring alcoholic beverages into the residence halls or rooms will be subject to strict disciplinary action.

Alcoholic beverages may be provided only through the University in licensed premises, including the Ruth S. Harley University Center and Alumni House. No other alcoholic beverages may be brought onto campus or served.

Licensed premises must operate within the rules, regulations and statutory requirements of federal, state and local governments.

Drinking contests of any kind are strictly prohibited.

When alcoholic beverages are provided on campus, food and nonalcoholic beverages must also be made available.

Advertisements for student events should be commensurate with the educational mission of the University. Emphasis on alcohol terminology will not be permitted in advertisements.

The possession and consumption of alcoholic beverages outdoors is restricted by Village of Garden City Ordinance.

Solicitation and publication of alcohol-related advertisements in University publications and media is prohibited.

**Sanctions for Violation of These Policies, Rules and Standards**

Students charged with violations of this policy shall be referred to the student judicial officer (or in some cases, to the student's residence hall director if the student is a resident) for adjudication under provisions of the Code of Conduct. Outcomes of disciplinary proceedings may result in the following determinations:

Dismissal of charges, student found not responsible
- Student found responsible and sanctions imposed.
- Depending on the merits of the case, possible sanctions may include:
  - Referral for substance abuse assessment, counseling and/or treatment
  - Community service and/or educational sanction (which may include the mandatory completion of an educational program for which a fee is charged to the student)
  - Restitution
  - Probation
  - Loss of privilege(s)
  - Loss of University housing
  - Suspension from the University
  - Expulsion from the University

In addition to University sanctions, the president of the University, or a designated representative, may refer the student to appropriate governmental authorities when the student’s activity is in clear violation of federal, state or local laws.

Employees suspected of violating these policies, rules and standards, or convicted under a federal, state or local drug or alcohol statute shall be subject to review in accordance with human resources policies and in compliance with all federal, state and local laws.
Such a review may result in the following findings:

- Dismissal of charges
- Official warning or other appropriate discipline/action
- Institution of proceedings in accordance with the applicable University human resources policies that may lead to suspension and/or termination of employment

For findings 2 and 3, the employee may be required to seek rehabilitation through a counseling, rehabilitation, treatment or re-entry program approved by the assistant vice president for human resources and labor relations, or a designated representative.

Failure to cooperate with the review process may result in expulsion from the campus and will result in the immediate institution of termination proceedings under the appropriate human resources policies.

In addition to University sanctions, the assistant vice president for human resources and labor relations, or a designated representative, may refer the employee to appropriate governmental authorities when the employee's activity is in clear violation of federal, state or local laws.

Counseling, Treatment and Educational Programs

The Student Counseling Center, 516.877.3646, a unit of the Division of Student Affairs, has been designated as the coordinating office for all matters regarding referrals for substance abuse counseling and/or treatment programs for students. The Center for Psychological Services, 516.877.4820, has been designated as the coordinating office for employees, who may be referred to the Center by the Office of Human Resources. For on-campus counseling or information about, or referrals to, off-campus detoxification and inpatient and outpatient treatment programs, contact the offices previously mentioned.

During each semester's orientation program for new students, a seminar concerning the use and abuse of illicit drugs and alcohol is provided. In addition, the University's policies, rules and standards for maintaining a campus free of substance abuse, as well as available counseling, treatment and educational programs are reviewed.

The University participates in the National Collegiate Alcohol Awareness Week, featuring a variety of programs and activities geared toward educating the campus community and reducing substance abuse.

Literature and educational materials on relevant topics regarding substance use and abuse are readily available in the Student Counseling Center, Health Services Center and Office of Human Resources.

The Student Counseling Center provides seminars, workshops, educational programs and outreach activities regarding substance abuse. Programs can be geared to any particular campus group or department, upon request.

INFORMATION SYSTEMS: ACCEPTABLE USE POLICY

Policy

Proper use of University IT resources follows the same standards of common sense and courtesy that govern the use of other public facilities. Therefore, the basic premise of the AUP is that University IT resources are permitted to be used in order to perform and/or support legitimate instructional and/or research activities and work.

Examples of improper use include, but are not limited to:

- Any use of University IT resources unrelated to legitimate instructional or research computing if it interferes with another user's legitimate instructional or research computing;
- Any use of University IT resources that violates another person's intellectual property rights;
- Any use of University IT resources that violates another person's privacy;
- Any use of University IT resources that violates any other Adelphi policy, any local, state or federal law, or which is obscene, defamatory, harassing, discriminatory, or may damage the University’s good name and reputation;
- Any use of University IT resources resulting in commercial gain or private profit (other than allowable under the University's intellectual property policies).
Explicit Consent

The Adelphi AUP is published and available for review by all users through the Adelphi University Website, and it is also contained in the student, faculty and employee handbooks. All potential users who wish to have access to Adelphi University IT resources will be required to acknowledge receipt of the Adelphi AUP prior to being allowed access to these resources. A user who requires access on more than one occasion will be required to reset his or her password every one hundred twenty (120) days and provide further explicit acknowledgements of receipt of the AUP as part of the process to reset the password. A user who fails to reset his or her password and acknowledge receipt of the AUP will be denied access to Adelphi University IT resources.

General Use and Ownership

1. Data is a critical and valuable asset of the University. All members of the Adelphi community have a responsibility to protect University data from unauthorized creation, access, modification, disclosure, transmission, or destruction and are expected to be familiar with and comply with this policy.

2. All data and information assets created with or stored on systems operated by, or on behalf of the University, remain the property of the University, unless previously agreed upon in an explicit written and duly executed agreement or approved policy.

3. The University highly values the individual's privacy. However, driven by the need to protect the University's information assets, users must not expect an absolute level of privacy. Where necessary, designated employees are able and authorized to access email accounts, monitor the network, access files and databases, etc., without obtaining prior approval of the user in question.

4. Information system accounts that expire or are closed may be deleted, including any data or information contained in them.

5. Control of files associated with expired accounts may be transferred to the account holder's supervisor or designee.

6. All users are required to comply with the University's published IT policies.

7. Loopholes in information security systems or knowledge of a special password must be reported to the Office of Information Technology (IT Department) as soon as possible and must not to be used to damage information systems, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.

Institutional Access to Individual User Resources

General Monitoring. Adelphi University highly values individual privacy and does not routinely monitor, inspect or disclose individual usage of Adelphi University computer resources without the individual user's consent. Under most circumstances, if the University requires information located in an Adelphi computer resource, it will request it from the custodian or author.

Monitoring Without Notice. Adelphi University may specifically monitor and inspect the activity and accounts of individual users of its computer resources, including (but not limited to) individual login sessions, e-mail and other communications, without notice, to ensure that they are secure and being used in conformity with Federal, State and local law, as well as with this AUP and other University guidelines. Therefore, to the extent allowed by applicable law, the University reserves the right to examine and use any content found on the University's information technology resources in the following scenarios:

- When reasonably necessary to protect the security or integrity of Adelphi University computer resources;
- When reasonably necessary to protect the safety, security or property of any other person or entity;
- When reasonably necessary to diagnose and resolve technical problems involving system hardware, software or communications;
• When it is reasonably necessary to determine whether Adelphi University may be subject to liability;
• When there is a reasonable basis to believe that Adelphi University policy or Federal, State or local law has been or is being violated;
• When the user has voluntarily made the content accessible to the public; or
• As otherwise required by law.

A register of IT department staff members who are authorized to conduct monitoring incidental to performing routine technical maintenance, troubleshooting, testing, or information security analysis will be maintained. Incidental monitoring will be minimized to the extent possible and monitored data will not be retained any longer than needed.

All monitoring that is not incidental to routine technical maintenance, troubleshooting, testing, or information security analysis will require an explicit authorization and is subject to acceptance by the IT department. A register will be maintained that specifies the persons who may authorize, accept or conduct non-incidental monitoring.

Security and Proprietary Information

1. Passwords must be kept secure and accounts may not be shared.
2. Authorized users are responsible for the security of their passwords and accounts, and will be held accountable for any (mis)use of their accounts.
3. When using encryption to protect the confidentiality of files, users are required to consult with the IT Department to discuss best practices.
4. Because portable computers are especially vulnerable, special care must be exercised to secure confidential information when using mobile equipment.
5. All systems that are connected to the University network, whether owned by the University or by a third party, must be continually executing approved virus-scanning software with a current virus database.
6. Disabling or tampering with mechanisms that protect University IT resources is prohibited.
7. Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or “Trojan horse code”.
8. Suspected breaches of information security must be reported to the IT Department. Users are required to cooperate fully with any investigation that is conducted by the IT Department.
9. In order to protect the availability, confidentiality, and integrity of the University’s network, information assets, and computer equipment, the IT Department is authorized to revoke any and all access to computer and/or network resources from a user at any time.

Exceptions

Network connectivity is provided in the residence halls for recreational use, as well as for academic use. Recreational use of the general wireless network is also permitted. All recreational use of IT resources is subject to all limitations that are outlined in this AUP.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

The items listed below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.
System and Network Activities

The following activities are prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the University.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the University or the end user does not have an active license.
- Willingly introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done off-campus.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Conducting investigations to identify the source of suspected technical problems or misconduct, unless explicitly authorized in a job function and in accordance with established policies and procedures.
- Executing any form of network monitoring which will intercept data not intended for the user’s host, unless this activity is a part of the user’s normal job/duty.
- Circumventing user authentication or security of any host, network or account, or circumventing or disabling any security controls.
- Interfering with or denying service to any user other than the user’s host (e.g., denial of service attack).

Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Email and Communications Activities

The following activities are also prohibited:

1. Sending unsolicited messages (via email, instant messages, posting to websites, etc.), including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment or discriminatory statements via email, instant messaging, telephone or any other communications form, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of information that can be used to identify the originator of a message.
4. Use of unsolicited email, instant messaging, or posting to Internet-based forums originating from within the University’s networks or other network service providers on behalf of, or to advertise, any service hosted by the University or connected via the University’s network.
Termination and Suspension of Accounts

Termination due to departure
A user who departed whose affiliation with the University is terminated (regardless of whether that termination is voluntary or involuntary) may have his or her user account terminated, unless other policies or procedures dictate differently.

Termination due to change of status
When the nature of a user’s affiliation with the University changes, either through graduation, change of responsibilities or for any other reason, their access rights may be reviewed and he or she may have to re-apply for privileges. At such time, the user’s account may be terminated and content stored in accounts may be transferred or disposed.

Termination or suspension of accounts due to policy violations
Adelphi University reserves the right to terminate or suspend access at any time and without notice to anyone whose use of its information technology resources violates the law, this policy or other University policies, or threatens system or network security, performance, or integrity.

The University will, in appropriate circumstances, terminate or suspend the network access of users who infringe upon the copyrights of others.

The University has the right to remove from its information technology resources any material or access it believes violates this policy, pending an investigation of misuses or finding of violation.

Litigation holds
If it is known or anticipated that a user will become involved in litigation and the information in account of the user may be pertinent to such anticipated or actual litigation, the account information will be held for a reasonable amount of time.

Enforcement
Compliance with this policy
Designated employees in the IT Department are responsible for monitoring compliance with this policy and for dealing with minor violations of this policy.

Reporting of violations
Violations of this AUP that have been determined by the IT Department to originate from faculty, administration or staff may be reported to the Associate Vice President of Human Resources and Labor Relations, or to her designee.

Violations of this AUP that have been determined by the IT Department to originate from students may be reported to the Dean of Student Affairs, or to his designee.

In addition, violations of this AUP that may potentially involve violations of the law may be reported to the Assistant Vice President of Public Safety and Transportation, or his designee.

In cases of computer misconduct, IT Department may notify the appropriate dean or University official, who in turn will determine the course of any investigation or disciplinary action.

Deviation from Policy
Permission to deviate from this policy may be granted in writing only by the Chief Information Officer or his delegate.
POLICY ON HAZING

1. No student, faculty, staff member, visitor, licensee, invitee or group or organization of such persons on the campus of Adelphi University in Garden City, New York, and on any other University property used for educational purposes (collectively called “campus”), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the anti-hazing rule).

2. It shall be a condition of any University approval or continuation of approval for the operation of any group or organization on the campus that the anti-hazing rule shall be deemed included in the Charter and bylaws of all groups or organizations now, or hereafter, operating on the campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and bylaws shall be filed with the director of the Center for Student Involvement by all groups or organizations operating on the campus. With respect to presently approved organizations operating on the campus, such statement shall be filed within 30 days of the first publication of this anti-hazing rule in campus notices and The Delphian, and thereafter within the first 30 days of the commencement of each academic year. A failure to comply with the filing of such statement shall result in the denial of University approval and the right to operate on the campus of such group or organization, or the rescission of any prior approval and right to operate on the campus, as the case may be.

3. The anti-hazing rule shall be added to and included in the Student Activities Policy Manual of Adelphi University.

4. In addition to any penalty prescribed by the New York State Penal Code, the penalty for violation of this anti-hazing rule shall be as follows:
   - For individual students, faculty or staff members, violation may result in suspension, expulsion or other disciplinary action.
   - For visitors, licensees or invitees, violations will result in ejection from the campus.
   - For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the campus or the refusal of permission to operate on the campus, as the case may be.
   - The disciplinary procedures leading to the penalty for violation of this anti-hazing rule shall be those continued in the campus rule regulating the maintenance of public order on campus adopted by the University on June 17, 1969 (to be referred to as the regulation of public order on campus rule).

Definition of Hazing

Hazing is defined as any action or conduct, on or off campus, with or without consent, which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation, ridicule or that willfully destroys or removes public or private property for the purpose of initiation, admission or affiliation with, or as a condition for continued membership in, any organization, team or other group, whether recognized by the University or not.

Such activities and conduct include, but are not limited to, compelling an individual to engage in any illegal activity; forced consumption of alcohol, drugs or any substance; creation of excessive fatigue; physical and/or psychological trauma; wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games, activities and events; late-night sessions that interfere with scholastic activities or normal sleep patterns; and any other similar activities or conduct that are not consistent with University regulations and policies.