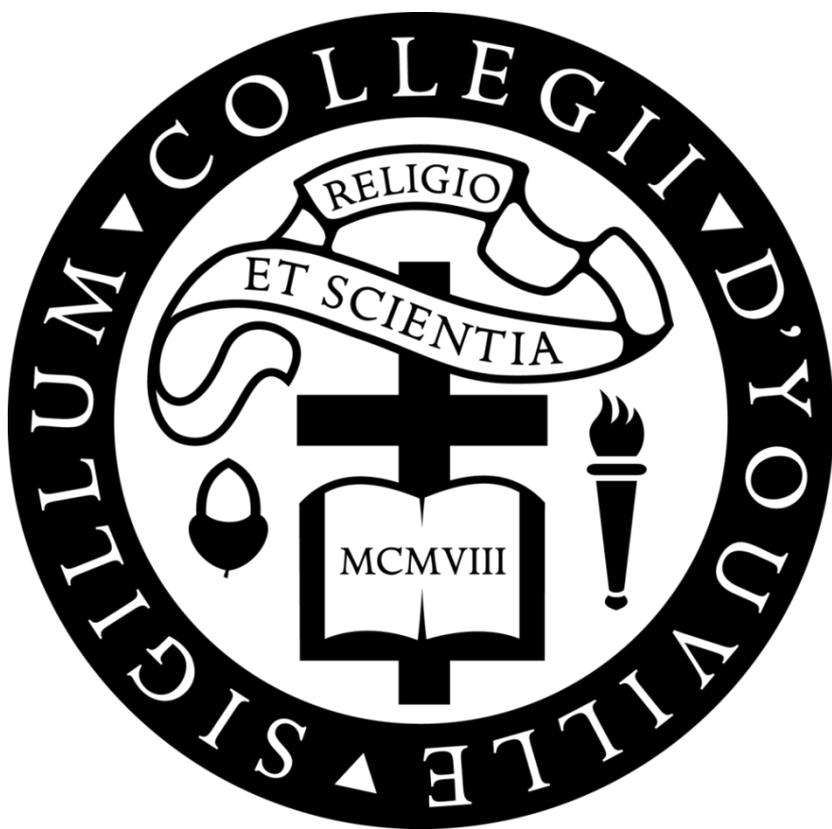


Residence Life Handbook



D'Youville College
2016-2017

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INTRODUCTION

MISSION

The residence halls program is envisioned as an integral part of the education of a student. Residence life affords opportunities for growth and development outside the classroom. A student's residence room/apartment is that place on campus that he or she calls "home" and in which he or she works, as well as relaxes. Every opportunity is pursued to assist residents in establishing an environment conducive to study and compatible with the rights and responsibilities of the individual and other residents.

STAFF

The Director and Assistant Director of Residence Life are members of the Student Affairs staff. There are two Senior Resident Advisors; each is a junior, senior, or graduate student who is an adjunct to the staff of the Directors of Residence Life. These four, in consultation with Resident Advisors and the Assistant Vice President for Student Affairs, are responsible for policies regarding the residence and overseeing the operations of the halls.

AVAILABILITY

The Director and Assistant Director of Residence Life are typically in their offices (MGT 112 and APT 122, respectively) and are available to assist residents during regular college business hours. The Residence Life Office, also located on the first floor of Marguerite Hall, is likewise staffed during regular college business hours and is another place to receive assistance in the event that either the Director or Assistant Director is unavailable.

After 4:30pm on weekdays, as well as anytime during weekends and on holidays in which the residence halls are open, there is a Resident Advisor (RA) on duty in each building to assist residents with their needs. To identify the RA on Duty for a particular day, refer to the board located in the lobby of each building, or call your respective security desk to request this information.

SERVICES FOR STUDENTS WITH DISABILITIES

D'Youville College attempts to assist employees and students on an individual basis with concerns they may have as they work or learn at the college. People with disabling conditions have services commensurate with those offered the total population with special emphasis on their particular needs. The goal is to do as much as possible to ensure that those with any disability achieve independence and fully participate in the mainstream of the educational and work process.

Adaptive housing needs should be made known to the Director of Residence Life. If you feel that you may potentially qualify for such accommodations, we would encourage you to contact Isabelle Vecchio, the Coordinator for Disability Services at (716) 829-7690 or by visiting her office (KAB 415).

SERVICES

MAIL

Mail is delivered to each residence hall Monday - Friday when college is in session and is placed by student workers into the mailbox designated for each room. Received packages are stored in a locked room and may be retrieved by following the instructions on the package slip placed in their mailbox. All Letters and parcels for a resident should be addressed as follows:

Marguerite Hall:

(Full Name)
505 Prospect Avenue
Buffalo, NY 14201

Apartment Complex:

(Full Name)
222 Connecticut Street
Buffalo, NY 14213

Each student has access to their mail through a mailbox key. In accordance with federal law, mail cannot be delivered to students without their correct full name appearing on it. Students may only use their residence hall address as a mailing address. Any other use of this address requires advance permission from the Director or Assistant Director of Residence Life before making such changes.

Residents should insist that any money sent or received through mail be in the form of money orders or checks. The College cannot be responsible for claims regarding lost or stolen mail. Claims will be handled at the Buffalo Post Office.

During shorter college breaks, resident mail is held at the college. During the fall to spring semester break; first class mail is forwarded to a student's home address, unless they request that their mail be held. This likewise happens over the summer months.

Students may send outgoing letters and flats by placing them in the marked mail slot located next to the mailboxes in their respective building. Letters and small packages (weighing less than 13oz.) may be put in USPS Mailboxes that are located outside of KAB (on Porter Avenue) or the Buffalo Armory (on Connecticut Street).

Under no circumstance are packages permitted to be sent out from the Residence Halls. Similarly, your Residence Hall address cannot be used as a return pick-up address for a package you have received here. These outgoing packages must be brought over to the colleges central mailroom located on the lower level of the DAC building.

Students are prohibited from using their DYC mailing address for any business or for-profit ventures. Students are also prohibited from receiving packages here for individuals other than themselves.

A free inter-office mail system is available to all students. Any mail for an on-campus resident, faculty, or administrator can be brought to the Residence Life Office for delivery without postage.

LAUNDRY

Each residence hall has a laundry area consisting of washers and dryers that are free to operate. **These machines are only for use by residents of the respective building to do their own laundry.** Doing a guest's laundry is prohibited, as is a guest doing their laundry. Students are responsible for supplying detergent, fabric softener, dryer sheets, etc. If a machine does not work properly, students should place an "out of order" sign on the machine and report the problem to their Building Director.

Each laundry area is equipped with Laundry view. Students can go to www.laundryview.com/dyouville to view the laundry room in their respective building. When the student selects his/her building, he/she can "view" the machines in the laundry room to see if they are in use. There is also a texting feature that allows a student to have the machine text him/her when the laundry is finished. Signs are posted in each laundry room with instructions for use of this feature.

Students taking Gross Anatomy are now required to wash their own Scrubs. As a result, the following policy has been established to ensure that scrubs are being washed safely and appropriately in the residential washers:

1. Scrubs are to be separated and washed separately from other items
2. A Hot or Warm Water Cycle is to be used
3. A color-safe bleach or anti-bacterial detergent must be used.

HEALTH CENTER

The Health Center is located in 103 Marguerite Hall. During college business hours, our Physician Assistant is available to address health issues and concerns. There is no charge for this service. Appointments can be scheduled in person, or by calling (716) 829-8777.

SICK TRAYS

If a Marguerite resident becomes sick and is confined to his/her room, the dining hall staff will provide "sick trays." The Director of the Health Center, Building Directors or a Senior RA may issue a sick tray authorization. When picking up a sick tray, the person needs the ill student's tray authorization form.

FOOD SERVICE

Marguerite residents are automatically enrolled in a college meal plan as part of their housing contract. All meals are held in the Kuhrt Dining Hall (KDH) in the College Center unless otherwise posted. The KDH is open on weekdays for Breakfast (7:30a-10:30a), Lunch (11:30a-1:30p), and Dinner (4:30p-6:30p). On weekends, the KDH is open for Brunch (11:00a-1:00p) and Dinner (5:00p-6:30p). During shorter breaks and holidays when the residence halls are open even though there are not classes, the KDH operates on a weekend schedule, serving Brunch and Dinner. Apartment residents are not enrolled in the meal plan, but may request this through their Building Director. More information about food service (including daily menus), is available on the Food Services portion of the DYC webpage.

SPARTAN BUCKS

Apartment residents are automatically allotted \$225 in Spartan Bucks each semester to be used in campus dining facilities. Marguerite

Residents on the 14-Meal Plan are allotted \$250 in Spartan Bucks each semester. Spartan Bucks may be used that PVR, the Spartan Café, and at the Kiosk in DAC. The use of Spartan Bucks is generally limited to \$15.00 per day. These particular Spartan Bucks do not roll over, and will be lost if not used by the end of each semester. Spartan Bucks are non-transferrable.

Additional Spartan Bucks may be purchase in any amount at any time by going to the Student Accounts Office. Purchased Spartan Bucks do not expire.

COMPUTER LABS

Each residence hall has a computer lab. Both labs are equipped with PCs and Macintosh computers only. There are no printers in the labs. Printing is available at other computer labs on campus. Both are available 24 hours a day for **resident use** only. In Marguerite, residents sign in and out at the lobby desk when using the lab and follow the posted procedures. Eating and drinking are not permitted in the labs. Students must use headphones if they wish to use the speakers on the computers. It should be noted that other computer labs on campus are also open during most of the hours of a day, including a 24 hour lab in the DAC.

COMPUTER NETWORK / WIFI

Both Residence Hall buildings are equipped with their own Wireless Internet (Wi-Fi) Network called “MyResnet” that is accessible anywhere within the Residence Halls. Residents create their own free account upon checking in and are able to connect a computer and up to 2 additional devices using their account. Premium features (higher speeds and more devices) are individually available for an additional cost. More information and 24/7 support are available at www.myresnet.com or by calling (toll-free) 855-813-7006. It should be noted that wireless routers are not permitted in the residence halls as per the college’s Network Usage policy. The downloading of copyrighted data is illegal and students who do so may be held accountable for this practice.

TELEPHONES

Each resident room contains a phone jack. Upon request, students may request a local phone extension for their room, through their Building Director. Phone calls outside of the local area may be made with the use

of a calling card. Students should report any phone problems to the Director or Assistant Director of Residence Life.

At check-in, each resident is asked to provide the Residence Life staff with their cell phone number. This information is only used internally for contacting the student in emergency situations and other situations deemed urgent and important by Residence Life Staff.

It should be noted that on each floor in Marguerite Hall, there is a college extension telephone which can be used to make outgoing on-campus calls.

PROGRAMS & FLOOR EVENTS

Each Resident Advisor is responsible for facilitating an array of activities for their floor. These include social gatherings and parties, educational presentations and speakers, cultural events, trips to points of interest in Buffalo, video game contests, watching your favorite movies and TV shows, and virtually anything else that will enhance the living experience of the people on your floor and in your building.

If there is a specific activity that you are interested in, please talk with your RA about making it an upcoming program for your floor. Of course, residents are welcome and encouraged to join in the activities held on other floors besides their own. Funding for programs is available from Residence Council, which also sponsors and puts on many programs throughout the year for all residents.

The Apartment Complex also plays host to a special set of activities called the PACE Program Series. PACE stands for Preparing for After College Experiences. Once a month, upper-class students have the opportunity to take part in these workshops geared towards the many transitions they will soon encounter in the real world following graduation. A list of the dates and topics of the PACE Program Series is available at the beginning of each semester. Common themes tend to center around job searching, budgeting finances, learning to cook, and finding a place to call home.

RESIDENCE COUNCIL

Residence Council is a student organization that represents all students living in the residence halls. Regular meetings are held each week to discuss various issues affecting residents, and to coordinate and plan social activities and programs for residents that take place both in and

outside of the Residence Halls. Each full time resident contributes \$20/semester towards the Residence Council fund.

Any resident is welcome to attend Residence Council meetings, and there are various leadership opportunities for residents who wish to take on roles of responsibility within the group. At the start of the academic year, each residence hall recommends and appoints building representatives. They attend Residence Council meetings, help plan and implement activities, and serve as liaisons between Residence Council and their building. There is also a Leadership Team composed of returning residents that helps guide the council. These officers are chosen during annual elections each spring. The Assistant Director of Residence Life serves as advisor to Residence Council.

Some of the more well-known activities which Residence Council sponsors are the Finals Snack Cart, Fall Fest, Whitewater Rafting, and Super Bowl Party, and Trips to Cedar Point, Darien Lake, Niagara Falls, and break rides to the airport.

VENDING MACHINES

There are snack and beverage vending machines located on the lower level in Marguerite Hall. If money is lost in these machines, a refund can be obtained from the Student Affairs office which is located in College Center 118/119.

PARKING

Residents who wish to park on-campus have the ability to do so by purchasing a “hang tag” that is specific to their building of residence. Marguerite residents purchase their tag from The Residence Life Office, and Apartment residents purchase theirs from the Apartment Building Director’s Office. Tags are available on a first-come, first-serve basis dependent on class standing.

The cost of a parking hangtag (regardless of designation) is \$70 per year, with the parking year beginning with each Fall Semester and ending at the completion of Summer Session courses. Parking Hangtags purchased in the Spring Semester are \$50, and those purchased at Summer Session are \$30. Residents must surrender their parking hangtag upon withdrawing from residency. No refund can be given for any portion of the year for which the hangtag is not used; however, a student may exchange their Resident parking hangtag for a

Commuter Hangtag for the remainder of the parking year at no additional cost.

Tags should be purchased during move-in weekends or the first week of classes when there is a grace period from ticketing. It should be noted that parking tickets are “not merely campus tickets” but are official City of Buffalo Parking Violations with fines starting at \$50, and are not merely “campus tickets”. Ticketing happens any time a car is found parked in a campus lot without the correct hang tag clearly displayed or if a vehicle is parked in an inappropriate space.

Visitors, in general, are not permitted to park in resident lots. This is only permitted when they are staying as an overnight guest for that night. Even then, their vehicle may only be moved into the resident parking lot after 10pm on the night they will be staying over until 2pm the following day. This information must be confirmed on their overnight request form by marking down the license plate number of the guest’s vehicle. Failure to abide by this policy will result in their vehicle being subject to ticketing.

Regardless of where a car is parked, residents should exercise common sense about securing their vehicle, rolling up windows and locking doors at all times. Any valuables (such as detachable-face stereos, GPS navigation equipment, etc.) should be taken out of a car, or minimally, taken out of plain sight any time a vehicle is left unattended. The same applies to laptop computers, store bags, portfolios, purses, documents, or anything else that a potential thief might see as valuable.

Parking in any college lot is at the owner’s risk. The College assumes no liability for cars parked on or adjacent to College property. The College is also not responsible for any vehicle (or its contents) which is parked on local streets. Students use street parking at their own risk, and should take great care in reading and abiding by all parking signs on city streets.

STORAGE

Personal belongings may be left in students’ rooms/apartments during shorter college breaks that happen during each semester, as well as for the break between the fall and spring semester (assuming a resident will remain living in their same room for the spring semester).

During summer vacation, current students who will remain on campus for the upcoming fall may store items in the halls’ storage areas for a nominal fee (a comprehensive list of storage prices is posted on the storage room door in each building). Items that are not permitted in

residence hall rooms are likewise not permitted in storage (refrigerators, microwaves, cinder blocks, prohibited lamps, etc.)

Students must remove all of their belongings from storage within the first 2 weeks of the semester. Any remaining items in storage after this time will be discarded. Residents will be liable for the cost of having these items removed.

Items can be placed into storage during RA duty hours. All items must be clearly labeled and appropriately packed to be permitted in the storage rooms. Payment by check or cash is due at the time items are placed in storage.

The College at no time assumes responsibility for any articles put in storage. It is recommended that electronics and other items of great monetary or sentimental value be taken home over summer months.

CLEANING SERVICE

The college provides cleaning service to all public and semi-public areas of the residence halls. Each resident is responsible for the housekeeping of his/her room/apartment, including kitchens and bathrooms within the apartments/rooms. At the end of a resident's term of occupancy, the room is to be returned to its original set up, and cleaned to the expectations provided.

MAINTENANCE REQUESTS

Students should report any damage or requests for maintenance (light bulbs, etc.) via the online work request page (www.dyc.edu/facilities). Residents will be able to check the status of their request through to its completion. Residents are not to notify maintenance directly. In the event of a Facilities Emergency (loss of electricity, heat, or water, a flood or a stuck elevator – for example), students should immediately notify security who will contact the appropriate resources to remedy the issue. Students are **not** permitted to make repairs themselves, nor contract out for any repair work.

The Residence Life and maintenance staff will inspect all rooms at the end of each college year or when a student moves out, and students will be assessed for any room/apartment damage that is caused by the occupant over that period.

SAFETY & SECURITY

SECURITY

The college contracts with U.S. Security Associates (USSA) to provide service to the D'Youville community. Officers are trained on an annual basis and certified through the New York State Division of Criminal Justice. Officers are recertified each year by USSA through an 8-hour course and their NYS certification is renewed every 2 years. Training includes and is not limited to day to day duties, emergency situations, legal powers and limitations, communications, public relations, access control, ethics, conduct, NIMS/FEMA INS 700, CPR/AED and handcuff certification. Officers do not have the authority to make arrests but may detain individuals until the arrival of the Buffalo Police Department for assistance. Security maintains a relationship with the Buffalo Police Department and receives an annual summary of criminal activity that falls within the college boundaries from the department. Officers provide escort service to and from buildings and cars to students and employees who request it.

The main security desk is located on the main floor of the D'Youville Academic Center (DAC) on Fargo Avenue and is open 24 hours a day, 365 days of the year. Security is also on duty 24 hours a day, 365 days of the year in Marguerite Hall and the Student Apartment Complex. Additional security locations include the Montante Family Library and the Dr. and Mrs. Bauer School of Arts, Sciences and Education building (during hours of operation) and parking lots D and H during evening hours when classes are in session. Officers patrol the campus on foot 24 hours a day throughout the year. Security also monitors Dobson Field as requested and/or needed in accordance with scheduled events.

The emergency phone number is 716.829.7777 and 716.829.7550 should be used for all non-emergencies.

CAMPUS ESCORT

In the event that a resident feels uncomfortable walking on campus and would like an escort to another location on campus, they may request this at any time by contacting a security post. Campus escorts are also available to off-campus residential locations within a 2-block radius of the campus.

KEYS

Keys are very important things that should be accounted for at all times. Marguerite residents are issued a combined room/mailbox key when they check in. A lost key will result in a \$125.00 charge to change the door and mailbox locks and issue new keys. Apartment residents are issued a mailbox key. A lost mailbox key will result in a \$25.00 charge. These lock changes must be made to ensure the security of the residents and of their personal property. Students who do not return their room/mailbox key at the time of their check out will be billed the same as if the key was lost. Returning a key at a later time will not result in a reversal of this charge. **Duplication of college keys by unauthorized personnel is not permitted.**

ID CARDS

Upon checking in, each resident is provided a Resident ID Card with their name and picture on it. Students are **required** to carry their ID card with them at all times and produce it when asked by a college Security Officer, Residence Life staff member, or Food Service personnel. This ensures that a student is a resident and is thus entitled to admittance to these areas. Failure to produce your ID card may result in disciplinary action and/or the denial of privileges, such as entrance to the residence or dining hall. The loss of a resident's ID card will result in a replacement charge of \$30. A card that must be replaced due to de-magnetization or physical deterioration will result in a replacement charge of \$30. A temporary access Card for an Apartment Resident will result in a \$10 convenience charge.

Students must present their college identification card to the security guard when entering their residence hall if they do not swipe their card for entrance, or if requested by the guard. Failure to do so necessitate the guard's contacting an RA or one of the Directors for proper identification. Students are prohibited from giving out their ID to other residents/visitors/guests to gain entrance into the halls.

For Apartment residents, the ID card allows access (through a card swipe system) to their apartment and bedroom. In addition the card also allows access to the parking lot gate and other areas in the complex. In Marguerite, the ID is needed to gain access to the Marguerite Hall entrance door. Access to and exit from Marguerite Hall is only through the front lobby door. The back entrance has a security alarm on at all times and may only be used in case of emergency, or for accessibility purposes.

Student ID cards are additionally used throughout the college by all students for the following things; access to the D'Youville Education Center (DEC) and DAC classrooms and computer lab, access to the Fitness Center in the College Center, for using Spartan Bucks at the Spartan Café, DAC Kiosk, and PVR, and for borrowing materials from the Montante Library.

LOCK – OUTS

If a student is locked out of his/her room/apartment during college business hours, he/she should contact their Building Director or the Residence Life Office. If it is outside of those times, he or she may gain entry by contacting the Residence Life staff member on duty directly, or through the Security desk of their respective residence. An excessive number of lockouts (defined as more than 3 over the course of a school semester) will result minimally in a fine of \$5 per lockout. We know that it is frustrating to be locked - out of your room/apartment. Please do your part to help minimize the chances of this happening to you: Carry your ID Card/Room key with you at all times.

PERSONAL BELONGINGS

Each resident is expected to be responsible for the security of his or her personal belongings. D'Youville College cannot assume responsibility for articles stolen, lost or damaged in the residence halls. **Each individual is strongly advised to carry personal property insurance and lock his/her room/apartment at all times.**

FIRE PROTECTION SYSTEMS

FIRE DRILLS

All D'Youville College campus buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at the main security desk in the D'Youville Academic Center on Fargo Avenue. Sprinkler systems are also located in all main campus buildings. The alarm system in each building is comprehensive with immediate notification to campus security and the Buffalo Fire Department (BFD). Fire drills are held regularly and an annual inspection/review of all rooms on campus, including residence halls, is performed by a New York State Fire Inspector.

According to New York State Law, the residence halls must have at least two fire drills per year. These will not be announced, and students must evacuate the building when the alarm is sounded. Elevators may not be used to exit the building.

Any time an alarm is activated, students are required to follow the designated evacuation policy and comply with requests of college staff, security, fire, and or police personnel.

When the fire alarm sounds students are requested to:

1. Dress appropriately to comfortably exist in the current outdoor conditions.
2. Close their windows
3. Turn their room lights on.
4. Take their keys, money, wallets, and purses.
5. Shut and Lock their door when they leave.
6. Leave the building via the stairwell closest to their room.
7. Assemble in the gymnasium (Marguerite) or the parking lot (Apartments) according to floors.

Resident Advisors have been instructed to (unless there is a fire):

1. Knock on all doors and shout for residents to leave.
2. Check in with the staff member on duty before they leave stating any difficulties encountered.
3. Go to the gym/parking lot, gain an accurate account of their floor's residents, and assist in maintaining order.

Please be aware that Resident Advisors may not be in their rooms when an alarm sounds. It is each resident's responsibility to evacuate the building as quickly as possible. Never assume that an alarm is a drill.

FIRE SAFETY

The students' safety and security within this community depends on everyone. The policies listed here are intended to ensure that all students will be as safe as possible while in residence.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. Obstructing sprinkler heads, disabling or covering smoke/heat/carbon monoxide detectors, dispensing of fire extinguishers or propping fire doors impedes the ability

of equipment to detect, stop or suppress fire and is a direct violation of college policy.

D'Youville College has adopted a zero tolerance policy regarding tampering with fire safety equipment and false alarms. Any violations of these or any other fire safety policy, including burning candles and/or incense and smoking, will result in an immediate 25 hours of community service and disciplinary proceedings.

The College also reserves the right to refuse or limit the use of, type, and number of electrical appliances which may be plugged into residence hall circuits. All electrical devices must be plugged directly into a wall socket or a Power strip. The use of extension cords and socket splitters in residence hall rooms is prohibited by New York State fire code.

The College prohibits the use of other electrical appliances in students' rooms/ bedrooms, in particular, cooking appliances such as a toaster, toaster oven, grill, electrical coil, hot plate, hot pot, and any other electrical appliance used to prepare food. These items may be used in designated areas only.

Because of the danger of causing fire, candles and incense are not permitted in the residence halls. Electrical decorations are not to be hung in windows or anywhere else. These stipulations apply to lounge windows as well. A fine may be levied for such offenses.

Obstructions such as bicycles and ironing boards are not permitted in hallways as they present a fire hazard.

CONDUCT

General Conduct Expectations

D'Youville College expects its students to obey all applicable federal, state, and local laws, to behave in moral, ethical, professional, civil, and courteous ways, and to observe the specific policies, procedures, regulations, rules, and standards that are declared by D'Youville College for conducting its own affairs.

Schools and/or departments within the College may insert additional policies, regulations, rules in keeping with their professional standards,

within their own student handbooks. It is expected that students within these schools and/or departments will abide by these additional policies, regulations and rules as set forth in their school/departmental handbook. Listed below are some of the basic rules governing a person's behavior on campus, non-campus property used by the college and at functions sponsored by the college or any group affiliated with the college. Violation(s) of these rules, or other conduct which reflects unfavorably on the student or the college, may result in disciplinary action up to and including dismissal from the college. The following is PROHIBITED:

1. Violence, including assault, sexual assault/misconduct or the threat of violence, against any person.
2. Intimidation or harassment which has the intent or effect of preventing a person from performing his/her legitimate role at D'Youville College, to include, but not limited to, bullying, cyber-bullying, and harassment.
3. The use, possession, sale, or purchase of any type of unlawful drug. Possession, consumption, or sale of drugs is a serious offense which is subject to severe penalties. Additional information related to federal penalties at the US Drug Enforcement Administration can be found at: <http://www.justice.gov/dea/index.htm> and information on services rendered through the New York State Office of Alcoholism and Substance Abuse Services (OASAS) website: <http://www.oasas.state.ny.us/index.cfm>
4. As a matter of policy, the College will cooperate fully with all law enforcement agencies in the investigation and prosecution of substance abuse and drug trafficking cases. Violations of these regulations will cause the student to be subject to criminal prosecution, disciplinary action, or both. Distribution, sale, or use of drugs will ordinarily result in immediate disciplinary action by college officials. Prohibited drugs are defined as including, but not limited to:
 - marijuana
 - cocaine/crack
 - LSD
 - D.M.T.
 - barbiturates
 - mescaline
 - opiates
 - amphetamine
 - psilocybin
 - tranquilizers

- rohypnol (the “date rape” drug) and similar substances and all other drugs which are either outlawed outright or illegal when not prescribed by a physician (a more extensive list can be found at the USDEA website link above)
5. While on campus or participating in D’Youville College activities, possession or use of explosives, firearms, fireworks, knives, incendiaries, or other dangerous weapons including gas or air guns.
 6. Tampering with fire alarms and/or other fire safety equipment or otherwise hindering the proper function of the college’s fire and/or safety procedures. No fires may be set by students for any reason.
 7. Abusive or disruptive behavior on campus or at any college activity or event (on or off campus), the effect of which might bring discredit to D’Youville College.
 8. Disregard of the rights of other members of the campus community and/or their guests.
 9. Failure to follow the directive of an official of the college or his/her representative.
 10. Giving false information to any college official or office.
 11. Gambling in any form, except legal raffles, lotteries or casino gambling conducted by recognized student organizations and approved by the college.
 12. Destruction, damage, or defacement of college property or that of students, vendors or guests of the college.
 13. The use, possession, sale or purchase of alcoholic beverages by students under the legal age of 21.
 14. Violation of any other college policies, procedures and/or regulations.

SEXUAL MISCONDUCT

Sexual misconduct/assault/harassment is illegal under both federal and state law and is also a form of sex discrimination which is also illegal under federal laws Title VII (employees) and Title IX (students) and the New York State Human Rights Law. The Title IX coordinators are Debbie Owens, who may be reached at owensde@dyc.edu (716.829.8198, College Center room 111) or Linda Moretti who may be reached at moretil@dyc.edu (716.829.7811, Niagara St. room 206). Pursuant to the aforementioned laws, in keeping with the Clery Act, the Violence Against Women Reauthorization Act of 2013, and other applicable law and in keeping with our institutional values the college has established a sexual misconduct policy. The policy, in its entirety may be found at:

Affirmative Consent

Consent to sexual activity must be affirmative consent. **Affirmative consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.

Student Bill of Rights

1. Make a report to campus safety, local law enforcement and/or state police; to be assisted by campus authorities in notifying law enforcement or to decline to notify law enforcement.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Definitions

Sexual misconduct is a term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault, stalking, dating violence and domestic violence. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct which results in negative effects, even if those negative effects were unintended.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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 a consideration of the following factors: The length of the relationship
The type of relationship
The frequency of interaction between the persons involved in the relationship

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress

Sexual Assault: offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient; falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape

Confidentiality

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials in a manner consistent with state and federal law. Licensed mental health counselors, medical providers and pastoral counselors are examples of employees who may offer confidentiality.

Privacy

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with federal, state and local laws, including informing appropriate institution officials.

Support Persons

The Impacted Party and Respondent may have a support person accompany him or her through the process. A support person may not speak for the Impacted Party or Respondent, present evidence or question witnesses. The Impacted Party and Respondent are responsible for presenting evidence on their own behalf. Support persons may speak privately to their advisee during the investigation process. Either party may request a recess from an investigatory meeting to consult with their support person which will be granted at the discretion of the Title IX Coordinator or his/her designee.

D'Youville Sanctions

College officials will work in close cooperation with the impacted party(s) and local law enforcement agencies to address any violations of the college's sexual misconduct policy. The college will change an impacted party's academic and living situations after an alleged sex offense if these changes are requested by the impacted party.

If, after an investigation, the respondent is found responsible for sexual misconduct appropriate sanctions will be imposed to address the misconduct, prevent its reoccurrence and remedy its effects while

supporting the college's educational mission and Title IX obligations. Sanctions may also serve to promote safety or deter students or employees from similar future behavior.

Sanctions include:

- Termination from the college or college employment
- Expulsion
- Suspension
- Reprimand/warning
- Mandatory leave of absence
- Probation
- Counseling
- Restitution
- Community Service
- Housing reassignment
- Removal from student housing or otherwise restricting access to college facilities or activities
- Permanent Transcript Notation: For Code of Conduct violations and crimes of violence, including, but not limited to, hazing, murder, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the University shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." The notation will be applied along with the date it was imposed. For the respondent who withdraws from the college while such conduct charges are pending and declines to complete the disciplinary process, institutions may make a notation on the transcript of such students that they "withdrew with conduct charges pending." The College may also choose to adjudicate such cases in a student's absence. A suspended student may petition removal of a transcript notation only after the student's suspension term has ended. A student transcript may be subject to a "disciplinary sanction" notation for other serious violations.

The college will, upon written request, disclose to the impacted party the results of any disciplinary proceeding conducted by the college against the respondent. If the impacted party is deceased as a result of such crime or offense, the next of kin of such individual shall be treated as the impacted party for the purposes of this statement.

Other Unlawful Harassment

Unlawful harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his/her race, color, gender, sexual orientation, age, religion, national origin, marital status, veteran status, disability, genetic predisposition, carrier status or status as a victim of domestic violence, or that of his/her relatives, friends, or associates, and which:

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

Any harassment of D'Youville College employees, students or applicants in violation of these rules is absolutely prohibited and will not be tolerated. Interim protective measures may be made while a complaint is investigated. Both complainant and alleged offender shall be treated equitably throughout the investigation.

REASONABLE REQUEST OF A COLLEGE OFFICIAL

A person is guilty of violating the reasonable request of a college official if that person fails to comply with a request of an identified college official. A college official shall include, but not be limited to: administrators, staff, faculty, security, food service personnel, and Residence Life staff.

RIGHT OF ENTRY

The college reserves the right for authorized representatives of the college to enter premises at any time for the repair and maintenance of the premises or the inspection thereof pursuant to college rules and regulations. The college further reserves the right to inspect a room at any time and its contents for violations of college or residence hall regulations including but not limited to possessing illegal substances or substances believed by staff to be illegal or conducting activities that could endanger the life, safety, order, or welfare of members of the college community. Such inspections shall be conducted by college staff and shall not involve government law enforcement personnel.

COURTESY/QUIET HOURS

To facilitate the positive atmosphere in the residence halls, Courtesy/Quiet Hours have been initiated. Residents are expected to demonstrate courtesy and respect for others at all times. Courtesy hours are always in effect and are designated to enhance the study and community atmosphere of the residence halls. Quiet hours are from 10:00 p.m. to 9:00 a.m. on weekdays (Sunday – Thursday) and from midnight to 9 a.m. on weekends (Friday – Saturday). During these times it is requested that residents:

1. Keep room/apartment doors shut.
2. Keep the volume low on stereos, radios, TVs, video games, etc.
3. Limit noise in hallways and lounges.
4. Be considerate of the sleeping and study habits of other residents.

Residence Life may impose restrictions on those individuals who violate the courtesy/quiet hour policy.

Quiet Hours are extended to “24-hour Quiet Hours” during finals week each semester as well as during the weekend leading up to final exams.

DISCIPLINE

In attempting to create and maintain a positive atmosphere in the residence halls, the residence life staff is committed to confronting individuals who behave inappropriately.

Residents should consider the possible consequences of their behavior before they act. Inappropriate behavior may necessitate intervention by a Resident Advisor, the Assistant Director or Director. ***Students are responsible at all times for their actions and the actions of their guests and/or visitors.***

Violators are dealt with in a number of ways, depending on their intent and the seriousness of the violation. These range from an informal meeting with a Resident Advisor to a hearing before the Student Conduct Committee. The Director, along with the Assistant Director, the Assistant Vice President for Student Affairs, and the Vice President for Student Affairs may exercise whatever options are deemed reasonable within college disciplinary channels.

DISCIPLINARY ACTION

Failure to comply with any stated policies may result in disciplinary action against an individual or group. Such action shall follow the procedure of the Student Conduct Committee, or if the behavior is deemed serious enough, the Vice President for Student Affairs or designee may take whatever immediate action is needed to maintain order and prevent harm or abuse to any person.

DISCIPLINARY PROCESS

The disciplinary process of the college works to protect the rights of all those involved, as well as establishing a process that is both reasonable and timely.

Within the disciplinary process a college official may deem it appropriate to work directly with the charged student(s) to mediate a solution. The college official may also deem it appropriate to mediate a dispute between students.

The formal disciplinary process may be invoked at any time by a college official, or by a student who is charging another student with a violation. Formal charges will be processed through the college adjudication officer, and allows the charged student a choice of hearing venues. In some instances, the Vice President for Student Affairs may handle the formal charges.

Students involved in disciplinary proceedings maintain the right to appeal decisions made against them. Questions regarding the appeal process can be directed to the college's grievance officer, currently the Associate Vice President for Student Affairs.

PARENTAL/GUARDIAN/FAMILY/SPOUSE NOTIFICATION

The college recognizes the vital interest and supportive role of a student's parents, guardians, family, or spouse. As such, the college reserves the right, to the extent allowed by law, to notify these family members of an emergency or crisis situation involving their student. Such notification is intended to help the student, family, and college appropriately cope with such situations. Where possible, the student will have the opportunity and be encouraged to initiate this contact.

In situations involving serious physical injury, illness, emotional, or psychological concerns or serious discipline situations, the Vice President for Student Affairs, or designee, will notify the parents/family.

When possible, the student will be aware of and have the right to initiate such notification.

DISRUPTION

No one may disrupt the orderly operation of the residence halls or their surrounding areas.

ENDANGERMENT

In the event of a serious threat to one's self, other individuals, or to the order of the facility, the Vice President for Student Affairs, or designee, may take whatever immediate action is needed including suspension, transfer, or expulsion.

VIOLENT BEHAVIOR

Students who are involved in violent behavior such as fighting, hitting or assaulting another person, on or off campus, may be subject to immediate suspension from the residence halls and/or campus. The final college judicial decision will determine if this suspension is to be permanent. If a student is suspended from the residence halls, the college will not assume any responsibility for locating alternate housing for the affected student(s). Violent action against any employee or student also carries with it the immediate possibility of arrest by local/state/federal law enforcement and possible criminal charges.

ALCOHOL

D'Youville College complies with federal, state and local laws regarding the possession, use and sale of alcoholic beverages and controlled substances. The college's policies pertain to students and employees and include the following prohibited actions:

- Distribution, possession or use of any illegal drug or controlled substance or drug paraphernalia.
- The misuse and/or sharing of prescription drugs and other products being used other than as intended.
- Providing alcoholic beverages to individuals under the age of 21.
- Possession or consumption of alcoholic beverages by individuals under the age of 21.
- Illegal possession of an open container of an alcoholic beverage.

- Unauthorized consumption of alcoholic beverages in public space.
- Public intoxication.

Violations shall be grounds for disciplinary action. Refer to the ***Alcohol Penalties*** section in the D'Youville College "Calendar/ Resource Guide."

RESIDENCE LIFE ALCOHOL POLICY

Residents under the age of 21:

1. Shall not possess, distribute, or consume alcoholic beverages.
2. May not be in a room/apartment where alcohol is present with the exception of their assigned room/apartment (only if room/apartment mate is of a legal drinking age).
3. May not act as "host" in their room/apartment by providing alcohol or access to alcohol for others.
4. May not have visitors/guests bring alcohol into the residence halls.

Residents age 21 or older:

1. May not be in possession of any liquor. Only beer, wine, wine coolers, and champagne are allowed.
2. May not carry/possess open containers in hallways, stairwells, elevators, floor lounges, and other common areas (exception - may have open containers only in the Game Room in Apartments)
3. May not have visitors/guests bring alcohol into the residence halls.

Marguerite residents have the following quantity limits on permitted alcohol (in a 24-hour period)

- One six-pack of 12 oz. (72 oz. total) bottles/cans of beer per person of age, at any given time. No more than 12 bottles/cans in a room where roommates are of legal drinking age.
- OR** – One 750 milliliter, of wine per person of age, at any given time. No more than two 750 milliliter bottles in a room where roommates are of legal drinking age.
- OR** – One four-pack 48 oz. of wine coolers per person of age, at any given time. No more than two four-packs in a room where roommates are of the legal age.
- OR** – One liter of champagne per person of age, at any given time. No more than two 1 liter bottles in a room where roommates are of the legal age.

DRUGS

There are several Federal and New York State laws prohibiting the use and/or sale of controlled and/or synthetic substances. Examples include and are not limited to, marijuana, heroin, cocaine, PCP, LSD, methamphetamine, fentanyl, bath salts, medphedrone, anabolic steroids and embutane. A conviction for violation of federal and state laws can result in a substantial fine and/or a lengthy imprisonment.

Members of the college community who violate this policy will be subject to discipline. Taking into account the circumstances of each case, sanctions for students and employees may range from warnings to termination. At the direction of the college, as an alternative to, or in addition to any disciplinary action taken, students or employees may be required to participate in and to satisfactorily complete an appropriate counseling or rehabilitation program. Records of such discipline may be maintained in a student's record or an employee's personnel file. Enforcement of these sanctions will be through the college's existing disciplinary procedures for students and employees of the college as appropriate.

D'YOUVILLE COLLEGE SEXUAL MISCONDUCT POLICY SUMMARY

Introduction

D'Youville College prohibits its employees (faculty, administrative, support staff and maintenance), undergraduate students and graduate students from engaging in any form of sex discrimination, which includes sexual harassment and sexual assault/violence (collectively referred to in this policy as "sexual misconduct"). Should the college become aware of sexual misconduct impacting its employees, undergraduate students or graduate students, the college is committed to promptly and effectively addressing the situation.

In furtherance of that commitment, this policy explains how the college will proceed once it is made aware of possible sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX, the Clery Act, the Violence Against Women Reauthorization Act of 2013, New York State Legislation 129B and other applicable law. In all instances in which sexual misconduct is found to have occurred, the college will take appropriate steps to end such conduct, prevent its recurrence and redress its effects.

Scope of the Policy

This policy applies to a report(s) that a D'Youville College employee or an undergraduate or graduate student (referred to as the "Impacted Party") is alleged to have been subjected to sexual misconduct by a D'Youville College employee, or a third party (such as a contracted service provider or vendor) or an undergraduate or graduate student (referred to as the "Respondent"), whenever the alleged sexual misconduct occurs. The following covers the scope of areas where an incident can potentially occur:

(a) On campus, which includes the main campus, Dobson Field, Main Street Chiropractic Clinic, and any other areas owned or leased by D'Youville College; or

(b) Off campus, if:

i. In connection with a college or college-recognized program, event or activity; or

ii. In a manner that may pose an obvious and serious threat of harm to or that may have the effect of creating a hostile educational/work environment for any member(s) of the college community.

This policy applies regardless of the sexual orientation or gender identity of the Impacted Party or Respondent. In the case where a community member not associated with D'Youville alleges that a member of the D'Youville community has committed an act of sexual misconduct, such cases will be turned over to the appropriate authorities for investigation.

Reporting Sexual Misconduct

Any member of the D'Youville College community who believes he or she has been subjected to sexual misconduct is encouraged to report the incident and may request that an investigation be conducted. The college strongly encourages the prompt reporting of sexual misconduct to a Title IX Coordinator. The report may be made by:

(a). A person covered by this policy who believes they experienced sexual misconduct; or

(b). A person who has information that sexual misconduct may have been committed by a person covered by this policy.

Reports should be made to either of the two Title IX Coordinators:

Deborah Owens is the Title IX Coordinator for purposes of reports of alleged sexual misconduct by **undergraduate or graduate students**. She may be contacted via email, owensde@dyc.edu or at 716.829.8198.

Linda Moretti is the Title IX Coordinator for purposes of reports of alleged sexual misconduct by **employees or third parties**. She may be contacted via email, morettl@dyc.edu or at 716.829.7811.

Confidential Resources

There are Confidential Resources at D'Youville College. **Discussing allegations of prohibited conduct with a Confidential Resource will not result in a report to the Title IX Coordinator.**

Confidential Resources include:

Personal Counseling Center

Campus location: Marguerite Hall, 1st Floor

Phone: 716.829.7819

Health Center

Campus Location: Marguerite Hall, 1st Floor

Phone: 716.829.8777

Campus Ministry

Campus Location: Koessler Administration Building (KAB), Room 121

Phone: 716.829.7672 or the Bauer School of Arts, Sciences and

Education Building (SASE), Room 113 Phone: 716.829.7693

Crisis Services Hotline

716.834.3131

Additional Resources

NYS Police Campus Sexual Assault Victims Hotline

844.845.7269

Buffalo Police Dept. Sex Offense Squad

716.851.4494

Additional information is available at: <http://www.dyc.edu/campus-life/support-services/safety-and-security.aspx>

NON-DISCRIMINATION POLICY

D'Youville College provides equality of opportunity to all persons in respect to employment and to admission of students. The College does not discriminate on the basis of race, religion, color, gender, age, creed, marital status, sexual orientation, veteran status, national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. It continues to be the policy of D'Youville College not to discriminate on the basis of disability. No person is denied admission, employment or access solely because of any physical, mental, or medical impairment, which is unrelated to the ability to engage in activities involved in the education requirements or occupation for which applications have been made.

TITLE IX

D'Youville College is committed to compliance with its obligations under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Executive Orders, the New York State Human Rights Law and other applicable anti-discrimination laws.

It is the policy of the college to provide all students, applicants and employees equal access to all programs, facilities and employment opportunities without regard to race, color, sex, sexual orientation, age, religion, national origin, marital status, veteran status, disability, genetic predispositions, carrier status, or status as a victim of domestic violence. Furthermore, the college will not discriminate against any individual with respect to the application of college policies, terms and conditions of employment, or the criteria for the successful completion of any course or program on the basis of race, color, sex, sexual orientation, gender identity, age, religion, national origin, marital status, veteran status, disability, genetic predisposition, carrier status, or status as a victim of domestic violence. To the extent required by law, the college will also take affirmative action to ensure that qualified women, minorities, veterans, and persons with disabilities are provided full employment opportunities. This includes administrators, faculty, staff, students, contractors and vendors.

Any questions concerning this policy and any complaints of discrimination should be communicated to the appropriate Title IX Coordinator at: titleIXcoordinator@dyc.edu 716.829.8198 (students) or morettl@dyc.edu 716.829.7810 (employees).

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

New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500

Telephone: 646.428.3900
FAX: 646.428.3843; TDD: 877.521.2172
Email: OCR.NewYork@ed.gov

VISITATION

RESPONSIBILITIES OF HOST/HOSTESS

A resident who welcomes a visitor or overnight guest into the building agrees to serve as their host/hostess. In addition to escorting their visitors/guests at all times, a hosting resident is directly responsible for the actions of their visitors/guests and will be held accountable for any inappropriate behaviors of their visitors/guests. In such instances it is the resident host/hostess who will be sanctioned. Guests/visitors who violate Residence Life policy or whose behavior is inappropriate will be banned from the Residence Halls.

Part of hosting visitors/guests is informing them of all relevant college and residence hall policies, including those pertaining to how they sign in as a visitor, and the need to have photo ID with them to be allowed in the building. Marguerite and Apartment residents are limited to no more than 4 guests at a time per person.

If you need accommodations outside of these regulations (younger sibling with no ID, larger family, etc.) you must seek approval from your building director at least 48 hours in advance of the visit.

VISITOR

A **visitor** is defined as a person who enters a residence hall with the purpose of visiting a resident student for as little as a few minutes or through the duration of that day's visitation hours, but regardless of the length of the visit, they arrive and depart on the same day within the building's visitation hours. All visitors must be properly signed in at the lobby desk and signed out when they leave. **Visitors must be escorted by residents at all times.** Visitors are required to leave Photo ID (driver's license preferred) with the security officer when they sign in. Personal possessions will not be accepted as a substitute for photo ID. This includes money, jewelry, keys, or other improper and non-identifying items. The ID will be returned to the visitor when they sign out.

VISITATION HOURS

Visitation is permitted in the residence halls during the following hours:

Sunday – Thursday:	9 a.m. - 1 a.m. the following day
Friday – Saturday:	9 a.m. - 3 a.m. the following day

It should be noted that visitation hours are shortened during periods when the residence halls are closed. (Typically, 8am-10pm daily.)

OVERNIGHT SLIPS

If a resident desires their visitor to stay in the hall overnight (or beyond when visitation hours end), an overnight guest slip must be obtained from the lobby desk, and filled out completely and legibly by 10:00 p.m. on the night they wish their visitor to stay over. When the RA on duty approves this overnight request at 10:00pm, a visitor becomes an **overnight guest**. Until the overnight request is approved, the visitor must be signed in and have left ID at the security desk. Once it is approved, the visitor can sign out of the visitor log and reclaim their ID, since their information will be logged in by the RA on Duty.

While this process does require some advanced planning on the part of the host resident, these procedures also ensure that security and residence life staffs know who is in the building, and where they are, especially in the event of an emergency.

We encourage residents to fill out an overnight slip if they believe there is a reasonable chance that a visitor may wind up staying overnight as a guest. There is no harm in doing so. If a visitor is approved to stay overnight, but winds up leaving before visitation hours are done for the night, it will be documented and not count against a resident's (or guest's) limit of two.

OVERNIGHT GUESTS

An overnight guest in Marguerite Hall is defined as a same gender family member or friend who is staying in a resident's room on a temporary basis for a period that extends beyond visitation hours. In the Apartments the guest policy is not gender specific but is limited to a total of 4 overnights per apartment.

1. Over the course of a seven (7) day period, a resident may, at most, host either one (1) overnight guest for two (2) nights OR two (2) overnight guests for one (1) night each.
2. Over the course of a seven (7) day period, a guest may, at most, stay either two (2) nights with one (1) resident OR one (1) night each with two (2) different residents.
3. A seven (7) day period constitutes ANY seven (7) day period, not just one from Sunday to Saturday.
4. There may be no more than two (2) guests per night in any room and four (4) guests per night in any 4-person apartment.
5. Overnight passes **WILL NOT** be signed after 10pm.
6. Any requests for exceptions to these published overnight policies are at the discretion of the Director/Assistant Director of Residence Life. Such requests must be submitted at least two days in advance and meet with approval from all roommates/apartment mates.
7. No overnight guests are permitted to stay during periods with the residence halls are closed. There are no exceptions to this policy.

BUILDING POLICIES

ROOM CONDITION REPORT (RCR)

Each student will be asked to sign an RCR upon moving into his/her room and/or apartment. This form is for the new occupant's protection and tells the exact condition and contents of the room at check-in time. The RCR is used to assess possible damage whenever a student vacates an apartment and/or room.

Residence hall property is not to be defaced with nails, staples, tacks, or tape. It is recommended that students use "Command Strips" (made by 3M) if they want hooks to hang things on. Sticky-tack is also the preferred substance with which to attach posters, pictures, and other decorations to walls. Using these two things will help avoid the most common damage that is found in rooms/apartments.

FURNISHINGS

D'Youville College provides furnishing for all rooms and apartments. Furnishings in residents' rooms/apartments are not to be exchanged for those in lounges and vice-versa. A fee will be assessed for any furniture that is removed from student rooms/apartments. At checkout, furniture should be placed back in the order it was at check-in. Beds are to stay on their frames and should not be placed on top of other furnishings. Violations of this policy could result in a fine or disciplinary action.

APPLIANCES

The College allows the use of certain electrical appliances in students' rooms/apartments. Permitted is radio, stereo, TV, DVD player, computer, blow dryer, electric clock, and coffee maker (with automatic shut off). Their use should not disturb others. Amplified Instruments, sunlamps, halogen lamps, multiple arm lamps with plastic shades, deep fryers, and additional refrigerators are prohibited.

ROOM PAINTING POLICY

Students are not permitted to paint their rooms. Questions regarding this must be referred to the Director of Facilities (829 – 7677).

SCREENS

Screens must be kept in all windows and closed at all times. Fines will be assessed to the individual or floor that is found with missing, open, and/or damaged screens. Students are responsible for any noise or objects coming out of windows. Removing/Opening screens, yelling, playing music loudly, or dropping/throwing things out of windows is prohibited.

TEMPERATURE

Rooms are equipped with both heat and air conditioning. Residents may regulate the thermostats to suit their particular preference. The college requests that you abide in our efforts to conserve energy by turning the heat or A/C down or off when you will not be in your room.

BICYCLES & MOTOR BIKES

Bicycles may be brought to campus. They must be stored at the bicycle rack of each residence hall. Bicycles should be securely locked to the racks. They are not to be brought inside the buildings, stored in rooms/apartments, floor lounges, or hallways. Motor bikes or similar vehicles are not permitted in the residence halls.

PETS

Because of health regulations and considerations of noise and sanitation, pets and biology specimens may not be kept on resident floors or in resident rooms/apartments. Fish are the only pets generally permitted, with a maximum tank size of 10 gallons.

D'Youville College warmly embraces those visitors with service animals into our residence halls. Residents with service animals are to notify the Director of Residence Life in advance of occupancy to ensure an appropriate living environment can be arranged for. Appropriate documentation should be supplied to the Coordinator of Disability Services to substantiate the accommodation.

SMOKING

New York State Law prohibits smoking on the D'Youville campus, including e-cigarettes. In addition to all campus buildings and residence halls being smoke-free, this also includes all walkways and parking lots. Residents may not smoke out of their windows. All persons must go to

the city sidewalk to smoke. Failure to comply with this regulation will result in disciplinary action. If you are unsure of where the city sidewalk starts, please ask Security or your Building Director.

GAMBLING

Gambling of any sort is not permitted in the residence halls.

WEAPONS

Firearms, ammunition, pocket knives, hunting knives, other lethal weapons, and fireworks are prohibited. Kitchen knives are permitted in the Apartments.

CONDITIONS OF OCCUPANCY

ROOM AGREEMENT CONTRACT

Each resident is expected to read and sign a residence hall room agreement immediately upon moving into residence. This room agreement ensures residents have an understanding of what their rights are and what restrictions are placed upon them. The college unconditionally reserves the right to terminate or suspend a room agreement if the student's conduct regarding health, safety, rules, and regulations, or security endangers him/herself and/or others. This also includes the right to ban students (make persona non grata) from entering the residence halls.

Suspension, termination, or non-renewal of the room contract may also be instituted should a resident repeatedly violate the rules and regulations set down by the college, including failing to comply with the reasonable request of an identified college official. Students' disciplinary records will be reviewed each semester to determine their continued residence eligibility.

DAMAGE FEE/CHARGES

Residents pay a damage deposit that is credited back to their student account (less any deducted charges against individual accounts) after withdrawing from residence. This amount is currently \$100.00. Failure to complete a withdrawal from residence form will result in the forfeiture of this damage deposit.

Rooms are inspected before the students move in, and students will be held responsible for keeping the room and its contents in the same condition in which they found them. Rooms are inspected at each vacation period and after final closing for the year. Residents will then be assessed for any damage.

When two or more students occupy a room/apartment and it cannot be determined who is responsible for damage or loss, both or all students will be assessed equally. This also applies to common areas such as hallways, common baths, and lounges. Thus, floor members will be assessed equally for damage to floor common areas, if the individuals responsible cannot be determined.

All residents will be assessed equally for damage that may occur in common areas of the residence halls that cannot be accounted for (i.e. lower levels, elevators, lobby, and laundry rooms).

If a resident's damage assessment exceeds their deposit at the end of any semester, the student will be billed for the excess and an additional \$100.00 must be paid before the student re-enters the hall at the start of a new semester.

ROOM AND BOARD COSTS (PER SEMESTER)

MARGUERITE HALL

Double with common bath – 2 persons in room	\$5,785
Double with private bath – 2 persons in room	\$6,240
Double shared with part-time resident	\$6,273
Double with common bath – 1 person in room	\$6,563
Double with private bath – 1 person in room	\$7,038
Triple with private bath – 3 persons in room	\$6,105
Triple with private bath – 2 persons in room	\$6,873
Triple with private bath – 1 person in room	\$7,648
Part-time rate (3 nights or less per week) (space is not guaranteed, based on availability)	\$41/evening

APARTMENT COMPLEX

Room within a 4-Bedroom Apartment	\$4,710
Studio Apartment (none available – waiting list only)	\$5,465
College Meal Plan Option - Apartments (Only added upon request. Only available Fall/Spring)	\$1,780
Part-time rate (3 nights or less per week) (space is not guaranteed, based on availability)	\$57/evening

RESIDENCE COUNCIL FEE (Full Time Residents only) \$20/semester

*Above prices include heat, water, laundry, internet, basic cable,
& basic telephone service as well as the meal plan (MGT)
or \$225 Spartan Bucks (APT)*

For information regarding the availability and costs of part - time and summer session housing, contact the Residence Life office at (716) 829-7698.

REFUND AND WITHDRAWAL POLICIES

Housing refunds will be computed based on the date a student removes his/her belongings from the assigned room and turns in the room key/card. To be entitled to this refund, a student must complete and return the "Withdrawal from Residence Form" to the Director/Assistant Director of Residence Life. Since the housing fee incorporates the meal plan, all meal rights terminate when a student leaves residence. The refunds will be made as follows during a semester:

Within	1st or 2nd Week	80%
Within	3rd Week	60%
Within	4th Week	40%
Within	5th Week	20%
After	5th Week	0%

Check-in constitutes the beginning of the first week. If or when a student withdraws from the college, he/she must be out of the assigned room within 24 hours.

ASSIGNMENTS OF ROOMS/APARTMENTS

Returning residents express a preference for a particular room/apartment and room/apartment mate(s) when they go through the room selection process held each spring. Marguerite residents have the option of retaining the room in which they have lived. Assignment of incoming freshmen and transfer students takes place over the summer or during the end of the fall semester.

Only students regularly enrolled at D'Youville College may occupy residence hall space. The Director of Residence Life may assign other occupants to any vacancies that may exist after all student requests have been satisfied.

Ordinarily, rooms/apartments are assigned with the understanding that they will be occupied for the entire college year. The Director of Residence Life must authorize any changes in room assignment.

The college reserves the right to assign residents to room vacancies created during the academic year. If a resident withdraws, the remaining resident(s) may request to transfer to another room/apartment or accept a new room/apartment mate. If the remaining resident(s) refuse the request offered, he/she/they will be charged the according room rate.

The college has the right to assign an additional student to a room/apartment at any time and to relocate students if the particular circumstances require it.

CONFLICT RESOLUTION PROCEDURE

In the event of a room/apartment mate conflict, the following procedure will be completed:

1. During the initial stages of the room/apartment mate conflict, the residents should contact the Resident Advisor on their floor. He/she will arrange a meeting between the room/apartment mates and mediate the meeting.
2. The room/apartment mates will agree on terms to help solve the problems during a specified period of time.
3. After the specified period of time, the Resident Advisor will meet with both room/apartment mates and discuss the progress by both parties.
4. If necessary, a meeting will be arranged between room/apartment mates and the Director or Assistant Director of Residence Life.
5. During the meeting, the Director or Assistant Director will assess the problems and establish a contract of conditions to be met by both parties.
6. After the period of time specified by the contract, the room/apartment mates and the Director or Assistant Director will reconvene to discuss the progress.
7. Upon discussing the effectiveness of the contract, the Director or Assistant Director will determine the necessity and feasibility of a room/apartment change.

VACATION CLOSINGS

Although residence hall occupancy is for the entire academic year, it shall be expressly understood that **vacation periods are not included**. The Residence Life Office is not responsible for housing students during vacation periods which include: American Thanksgiving break, winter recess, spring break, and summer recess.

Residents with clinical or academic requirements must provide supporting documentation to the Director or Assistant Director of Residence Life two weeks in advance to remain in a hall over a vacation period. Any student granted permission to remain in a hall over a vacation period will be billed \$40 per day. There is no food service or residence life staff during these periods.

At holiday times, students are asked to indicate their days of departure on the holiday sign - out sheet posted on each floor. This helps food service plan meals before the students leave. Before leaving, students are expected to unplug all electrical items, empty their trash, dispose of perishable food, close windows, turn off lights, and lock their room/apartment doors. Also, residents must remove personal items from common baths, lounges, and the hallways. The residence life staff checks each room/apartment prior to closing of the halls to ensure these steps have been taken.

Residence Council provides free rides to the airport, bus station, and train station for residents on the days preceding the following college breaks; American Thanksgiving, winter, spring. Students must sign up for these rides in advance. Specific information regarding these rides will be posted preceding each break. It should be noted that Residence Council does not provide return rides to campus following breaks. It also cannot provide rides at other times or to other locations in Buffalo.

BREAK SCHEDULE

Residence Halls Open	Saturday, August 20	9am
Close for American Thanksgiving	Wednesday, November 23	Noon
Open after American Thanksgiving	Sunday, November 27	Noon
Close for Semester Break	Saturday, December 10	Noon
Open for Spring Semester	Sunday, January 15	Noon
Close for Spring Break	Saturday, March 18	Noon
Open after Spring Break	Monday, March 26	Noon
Close for Spring Semester End	Saturday, May 13	Noon
<i>Close for Graduating Students/ Pharmacy Residents</i>	<i>Sunday, May 21</i>	<i>Noon</i>

RESIDENCE LIFE TELEPHONE NUMBERS

Director of Residence Life (MGT)	829-8500
Assistant Director of Residence Life (APT)	829-8900
Office of Residence Life (MGT)	829-7698

Marguerite Security Desk	829-7695
Apartments Security Desk	829-8890

<i>Health Center (MGT)</i>	829-8777
<i>Personal Counseling Office (MGT)</i>	829-7819

SECURITY EMERGENCY ONLY EXT. 7777

While this handbook was prepared on the basis of the best information available at the time of publication, all information included is subject to change without notice or obligation. D'Youville College is an equal opportunity employer. Further, it admits students of any race, color, national and ethnic origin, and age to all rights, privileges, programs, and activities generally accorded its students.