



MEDAILLE COLLEGE

POLICY MANUAL

VOLUME II

CAMPUS COMMUNITY POLICIES

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## Volume II Campus Community Policies

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### 2.0 Introduction

The policies provided in this Volume II pertain to all members of the College community. This Volume II of the Policy Manual was developed to describe some of the expectations of members of the campus community and to outline the policies, programs, and benefits available. The College hopes that all members of the College community have a challenging, enjoyable, and rewarding experience here.

### 2.1 General Campus Information

#### 2.1.1 *Buildings and Offices*

##### 2.1.1.1 Main Building

Centrally located on the campus, the Main Building houses the classrooms and most administrative and academic support services.

The Lower Level contains Advisement and Disability Services, WMCB radio studio, a photography lab, faculty offices, classrooms, a T.V. station.

The first floor includes: The President' Office, Alumni Room, Information Office, classrooms, and the West Wing, which is the location of the Financial Aid, Business, Human Resources, and Registrar offices.

Located on the second floor are the Academic Affairs Office, faculty offices and classrooms.

The third floor includes the Academic Skills Center, a lounge, and classrooms. An elevator is available in the Main Building for students' use, as is a lift from outside the east side of the building. Connecting skyways provide access to the Downey, Campus Center and Huber Hall Buildings.

##### 2.1.1.2 Business Office

The Business Office handles student accounts and therefore can discuss student financial matters. This Office is located in the West Wing of the Main Building on the first floor.

#### Hours During the Academic Year

8:00 a.m. – 8:15 p.m.	Monday & Tuesday
8:00 a.m. – 6:00 p.m.	Wednesday & Thursday
8:00 a.m. – 4:00 p.m.	Friday

#### Summer Hours

8:00 a.m. – 4:00 p.m.	Monday, Wednesday, Thursday, and Friday
8:00 a.m. – 6:00 p.m.	Tuesday

### **2.1.1.3 Financial Aid Office**

The Financial Aid Office is located in the West Wing of the Main Building. The staff is readily available to assist with any questions or concerns. Medaille College participates in state (TAPS and APTS) and federal (PELL, SEOG, and FWS) programs. Medaille also offers institutional grants. To apply for these grants students must complete the Free Application to Federal Student Aid (FAFSA). These forms are available in the Financial Aid Office.

All students who receive Federal and/or State financial aid must maintain good academic standing in order to continue to receive this assistance. Please see Volume VI of the Policy Manual, Undergraduate Academic Policies, or contact the Financial Aid Office for specific details.

Hours:

8:00 a.m. – 8:15 p.m.	Monday & Tuesday
8:00 a.m. – 6:00 p.m.	Wednesday & Thursday
8:00 a.m. – 4:00 p.m.	Friday

### **2.1.1.4 Registrar's Office**

The Office of the Registrar handles any actions pertaining to course registration or academic records. Students will complete class registrations in this Office, as well as course changes or withdrawals, or change of address. This Office keeps a permanent record of student grades and issues transcripts.

Location: Main Building, West Wing

Hours:

8:00 a.m. – 8:15 p.m.	Monday & Tuesday
8:00 a.m. – 6:00 p.m.	Wednesday & Thursday (Until 8:00 p.m. during Drop/Add)
8:00 a.m. – 4:00 p.m.	Friday

### **2.1.1.5 Downey Science Building**

The Downey Building opened in September 1986, and contains two biology labs, and a chemistry lab. A “Commons” area is located in the atrium for student use. The Science Building is connected to the Main Building at the ground and first floor levels and a skyway connects it to the second level of Huber Hall.

### **2.1.1.6 Huber Hall**

Huber Hall houses the Medaille College Library, the Computer Center, classrooms, and faculty offices for Business Administration/Financial Services, and Education. Classrooms in Huber Hall are marked with a prefix “H” on the semester schedule.

### **2.1.1.7 The Medaille College Library**

Location: 1<sup>st</sup> Floor, Huber Hall

Hours:

8:00 a.m. – 10:30 p.m.	Monday – Thursday
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8:00 a.m. – 7:00 p.m.     Friday  
10:00 a.m. – 4:00 p.m.    Saturday  
1:00 p.m. – 7:00 p.m.     Sunday

The Medaille College Library is a fundamental resource in the intellectual and academic lives of the students and faculty. It houses approximately 55,000 volumes in the areas of social sciences, business, education, humanities, and science.

In addition to books, the Library provides a periodical collection containing over 350 titles in print. The Resource Center houses curriculum materials and a children's literature collection to support the Education Department.

State of the art online Library services, including the automated catalog and over 1,000 full text on-line periodical titles, are electronically accessible through the Medaille Library web pages ([www.medaille.edu/library](http://www.medaille.edu/library)). Subject specific databases provide our students with access to a wide variety of information for their research needs. Expert help is available at all times to assist students. Cooperative arrangements with various colleges and universities in the area and across the state provide access to a wide variety of research materials.

The library provides a relaxed atmosphere in which to study and includes an informal lounge area and tables. The library staff is committed to helping everyone use and enjoy the library. Reference librarians offer individualized guidance to students, ranging from general orientation to more specialized library instruction.

#### **2.1.1.8        73 Humboldt**

73 Humboldt houses the Office of College Relations, which is responsible for public relations, fund raising, development, grants, and alumnae affairs. A Conference Center is located on the first floor.

#### **2.1.1.9        Admissions House (formerly the White House)**

The Admissions Office provides college counseling to prospective students. Interviews are available by appointment. Day, evening, and some weekend hours are available.

#### **2.1.1.10      North and South Residence Halls**

The South Residence Hall facility can house approximately 250 students in double occupancy rooms with private bathrooms. The Office of Housing and Residence Life is located in the first floor of South Hall.

The North Residence Hall facility houses 134 students in 24 suites and 7 apartments. Students living in either facility enjoy common lounges, a snack bar, laundry facilities, and computer labs.

#### **2.1.1.11      Community Residences – Humboldt**

Four of Medaille's on-campus residence facilities are located adjacent to the quad. They are single sex facilities for female and male students. Guidelines relative to the facilities are included in the section entitled Residence Life.

### **2.1.1.12 2 Agassiz**

2 Agassiz houses the Department of Public Safety. This is where students can obtain their student identification, parking permits and other safety literature. The Campus Public Safety office is open 24 hours a day, seven days a week and can be reached at 880-2911.

### **2.1.1.13 Sullivan Campus Center**

The Kevin I. Sullivan Campus Center is the community center of the College where faculty, staff, students, alumni, and guests have a place to relax, entertain, and interact. The Center is more than a building; it is the center of education, outside the classroom, providing opportunities of an educational, recreational, social, and cultural nature. The Campus Center program significantly enhances the co-curricular life of the College.

Included in the Center's list of facilities are the multipurpose room and food service area, the College Store, "private" conference/dining room, a weight and exercise room, lounges, gymnasium and running track, locker rooms, student organization offices, student affairs offices, and information desk. All members of the Medaille College community are asked to do their part in ensuring that the building and its facilities are maintained according to the highest standard. Cooperation with regard to the following policies is appreciated:

1. Display of signs and posters must be limited to bulletin boards. Signs and posters may not be displayed inside the dining area, on wood surfaces, painted walls, or glass windows. All posters, etc. must be officially stamped before hanging.
2. Club and organization offices, as well as meeting rooms, may be used only during hours that the building is officially opened. Admittance to the building by anyone at any other time is prohibited.
3. All facilities must be reserved for use in advance with the supervisory person in the Student Affairs Office.
4. Under no circumstances may furniture or any equipment be removed from the Center. Persons removing property from this or any other building will be subject to disciplinary action, to possible civil action (depending on the offense), and/or substantial monetary fines.
5. All persons are expected to conduct themselves in a responsible manner at all times in the Center.
6. Staff has the authority to ban individuals from any part of the building when their conduct is not in a responsible and mature manner.
7. All guests must be accompanied by the student they are visiting on Campus. Any guests who are not so accompanied at all times will be asked to leave the building. Guests are not permitted to use gym and/or weight room.
8. The consumption of alcoholic beverages is prohibited in the building, except for approved functions.
9. Pets are not permitted in any area of the building.
10. College and State Law prohibit any form of gambling.
11. Bicycles and roller blades are not permitted in the building.

12. Shoes must be worn in the Center at all times.
13. Smoking is prohibited in the building.

General Building hours are as follows. Hours are subject to change depending upon actual usage:

Monday – Thursday	8:00 a.m. – 12:00 midnight
Friday	8:00 a.m. – 12:00 midnight
Saturday	8:00 a.m. – 12:00 midnight
Sunday	11:00 a.m. – 12:00 midnight

Recreation Areas Hours are subject to change depending upon actual usage:  
(Gymnasium, Track, Weight & Exercise Room):

Monday – Thursday	8:00 a.m. – 12:00 midnight
Friday	8:00 a.m. – 12:00 midnight
Saturday	8:30 a.m. – 12:00 midnight
Sunday	11:30 p.m. – 12:00 midnight

#### **2.1.1.14 Recreation Areas**

The athletic facilities of the Campus Center are in operation for use by the students, staff, and faculty at Medaille College. In order to maintain these facilities so that their optimum use can be realized, a conscientious effort must be made not to abuse the facility. This can be accomplished by following the guidelines for the use of the facility, which are:

1. All persons using the facility must be dressed in proper athletic attire at all times (e.g., shorts, shirt, warm-ups, sneakers).
2. Clean athletic shoes (sneakers) are to be worn on the gym and running track at all times. Wet sneakers from outdoors will not be allowed in the Gymnasium Complex or Weight & Exercise Room.
3. All dressing and undressing must be done in the locker room.
4. There will be no eating or drinking in the recreational area.
5. All accidents should be reported to Campus Public Safety.
6. Anyone not adhering to guidelines or abusing equipment will be asked to leave and corrective action will be taken.
7. All athletic equipment will remain in the building, unless otherwise approved and specified.
8. All persons must present their I.D. card for use of the facility and equipment when requested.

The Gymnasium schedule is issued at the beginning of each semester and may deviate from the hours previously noted. Any group that would like to schedule an athletic event or use the facility should submit this request in writing to the Student Affairs Office.

#### **2.1.2 Institutional Policy on Equal Opportunity**

Medaille College is strongly committed to a policy of providing equal employment opportunities to all employees and applicants without regard to the following: age, sex,

race, color, sexual orientation, religion, national origin, disability, marital status, veteran status, military status, or any other category protected by law. The College also is committed to the practice of reasonable accommodation for qualified persons with disabilities as required by the Americans with Disabilities Act.

The Director of Human Resources is the College's Equal Employment Opportunity Officer. Any complaints or questions regarding this EEO policy should be brought to the EEO Officer or, if necessary, the Office of the President. All complaints will be promptly investigated and, where necessary, corrective action including discipline will be administered. Complaints will be handled confidentially to the extent permitted by a fair investigation. No person will be retaliated against for bringing a complaint or asking a question under this policy.

### **2.1.3 Institutional Policy on Discrimination and Harassment**

The College is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the College to maintain an educational and work environment free from all types of discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships. The policy was formulated to protect employees and students — both male and female — against unsolicited and unwelcome sexual, racial or other inappropriate overtures or offensive conduct. It is not intended to regulate employees' or students' personal lives or morality.

The educational process at the College is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the College is to function as a center of academic freedom and intellectual advancement. In addition, the College has a compelling interest in assuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view. The College recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, should be directly related to the exchange of ideas, ideologies or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of harassment and will not be tolerated.

#### **2.1.3.1 Definition of Harassment**

Medaille prohibits harassment of any employee or student by another employee, supervisor, non-employee or student at the College on the basis of age, sex, race, color, sexual orientation, religion, national origin, disability, marital status, veteran status or any other category protected by law. Harassment is prohibited in any form: verbal, physical, written or visual.

For purposes of this policy, harassment includes verbal or physical conduct that denigrates or shows hostility or aversion to a person's age, sex, race, color, sexual orientation,

religion, national origin, disability, marital status, veteran status, or any other category protected by law, if the conduct also includes one or more of the following:

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

### **2.1.3.2 Definition of Sexual Harassment**

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition, explicitly or implicitly of employment, work, education, study, or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the College.

Specifically, sexual harassment is a continued pattern of unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual, is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating hostile or demeaning environment for employment or education.

Examples of sexual harassment include, but are not limited to these actions:

1. Demand for sexual favors, either explicit or implied, that is accompanied by a promise of favorable job or grade treatment or a threat concerning the individual's employment, career development, work status, promotion, grades, or letters of recommendation.
2. Pressure for sexual favors implying or threatening that cooperation of a sexual nature (or refusal of) will have an effect on the person's grades, letters of recommendations, evaluation, wages, advancement, duties, shift, or any other conditions of current or future job opportunities.

3. Behavior that is not welcomed by the individual and is personally offensive including:
  - a. Repeated sexual flirtations, advances or propositions.
  - b. Continued or repeated verbal abuse of a sexual or otherwise offensive nature, sexually related comments and joking, graphic or degrading comments about one's appearance, or the display of sexually suggestive objects or pictures.
  - c. Any uninvited physical contact or touching, such as patting, pinching or brushing of another's body.

**2.1.3.3 Harassment/Discrimination Complaint Procedures**

Medaille College will not tolerate the discrimination against or the harassment (sexual or otherwise) of students or employees by College students, faculty, administrators, staff members and other persons acting in official College capacities. Students and employees are legally protected from such activity by both state and federal legislation and are asked to report any occurrence without fear of retaliation as follows:

Individuals who believe that they have been harassed or discriminated against should address their concerns to the appropriate administrative official at the College as set forth below:

<u>Complainant</u>	<u>Appropriate Administrator</u>
Faculty Members .....	Director of Human Resources
Staff Members (including Administrative Staff) .....	Director of Human Resources
Students .....	Dean of Students

The College will also initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of harassment and/or discrimination that comes to the College's attention, regardless of whether a formal complaint is made by an alleged victim.

If the appropriate administrator is the subject of the harassment or discrimination allegations, or the complainant is otherwise uncomfortable approaching a designated administrator, the complainant shall direct the complaint to one of the other appropriate administrators.

Official allegations of harassment or discrimination are to be made to the appropriate administrator in writing as soon as possible. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant. The appropriate administrator shall have 20 calendar days in which to conduct an investigation of a written complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) the factual circumstances surrounding the claim; and (3) the appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have relevant factual knowledge. At all times, the investigator shall make an effort to maintain confidentiality except where and to the extent that disclosure of information is necessary in the investigation. The parties and any notified College officer or supervisor shall maintain strict confidentiality. The investigator shall be in communication with the complainant until the complaint is resolved.

Upon the expiration of the 20 calendar day period the investigator shall have an additional 10 calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate College officer or supervisor. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in Volume IV (Faculty Policies), Volume V (Administrative and Staff Policies), and Volume VII, (Student Life and Development Policies), as applicable.

A complaint may also be brought by a person outside the College community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the College community. The appropriate administrative official to whom such a complaint should be directed will be determined by the position the individual was attempting to obtain at the College.

#### **2.1.3.4 Appeals**

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President of the College within 15 calendar days of receipt of the written report. The President of the College will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal.

The determination of the President of the College is final and may only be addressed further by petition to the appropriate grievance committee of the party who remains dissatisfied or who continues to be accused. Rules governing the grievance committees of

faculty, staff, administrators and students are provided in their respective volumes in this Policy Manual.

### **2.1.3.5 Anti-Retaliation Statement**

Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.

### **2.1.4 Consensual Relations**

When two parties have consented at the onset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature.

The educational mission of the College is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of the College employees and students that harm this atmosphere undermine professionalism and hinder fulfillment of the College's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse or appear to abuse their power in such contexts violate their duty to the College community.

Amorous relationships between the College employees and students are inappropriate. The College employees exercise power over students, whether in giving them praise or criticism, evaluating them by making recommendation for their further studies or their future employment, or conferring any other benefits on them.

Given the fundamentally asymmetrical nature of an employee-student relationship, voluntary consent by the student in an amorous relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students and employees may be affected by such unprofessional behavior. Therefore, the College shall view it as unethical if an employee engages in amorous relations with any student enrolled (except enrolled spouses and individuals already involved in a pre-existing relationship prior to employee-student relationship who are exempted from this policy) at the College.

Other romantic or sexual relationships that might be appropriate in other contexts may, within the College community, create the appearance or fact of an abuse of power or of undue advantage.

Violators of this policy are subject to disciplinary action leading to sanctions up to and including dismissal. Disciplinary decisions are grievable by the affected individuals through applicable grievance procedures set forth in Volumes IV (faculty grievance

procedures), Volume V (staff and administrative grievance procedures), and Volume VII (student grievance procedures).

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

The Family Education Rights and Privacy Act (also known as FERPA or the Buckley Amendment) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the College receives a request for access: Students of Medaille or parents of a dependent student have the right to inspect and review their education records within forty-five (45) days from the day the College receives written request for access. Students of Medaille or parents of a dependent student shall submit a request to the Office of the Registrar for academic records (transcripts, etc.); a request for financial aid records to the Financial Aid Office; and records regarding a student's account to the Business Office. A request for any other education records shall be directed to the Student Affairs Office. The written request must identify the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted that official shall advise the student of the correct official to whom the request should be submitted.
2. The right to request the amendment of a student's education records that the student believes are inaccurate or misleading: A student may ask the College to amend an education record that the student believes is inaccurate or misleading. The student shall write the College official responsible for the record, clearly identifying the part of the record the student wants changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision. The student has the right to request a hearing regarding the denial of the request for amendment to the education records.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure of personally identifiable information contained in a student's education records without consent is disclosure to College officials with legitimate education interest. A school official is:
  - a. A person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff);
  - b. A person or company with whom the College has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors). Outsourced vendors are those parties helping the College provide students access to services relating to their education;
  - c. A person serving on the Board of Trustees; or

- d. A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing the official's tasks.

A College official has a legitimate educational interest, if the official needs to review a student's education record in order to fulfill the official's professional responsibility.

The College may disclose a student's education records without consent to officials of another school in which a student has applied or seeks to enroll, upon their request.

4. The right to refuse to permit the College to designate disclosure of personally identifiable information about the student as "Directory Information," which is not subject to the above restrictions on disclosure: Another exception that permits disclosure without a student's consent, is disclosure of personally identifiable information which the College has designated "Directory Information." The College may within its discretion release some or all categories of Directory Information, as it determines is appropriate. Directory Information includes the student's name; local address and telephone number; permanent address and telephone number; College e-mail address; date of birth, major and minor field(s) of study, including the department or program in which the student is enrolled; classification as a freshman, sophomore, junior, senior or graduate, or by number referring to such classes, course load, e.g., full-time or part-time; participation in officially recognized activities and sports; weight and height information of members of athletic teams; dates of attendance and graduation, and degrees received; most recent previous educational institution attended; and honors and awards received, including selection to a Dean's list or honorary organization, and the grade point average of students selected for such honors and awards.

If a student does not wish to have information designated as Directory Information and disclosed to members of the College community and to requestors from outside of the College, the student must inform the Office of the Registrar, in writing, no later than the 15<sup>th</sup> day of the academic term (or the 5<sup>th</sup> day of a summer session).

Please note that a student's request to block the designation of information as Directory Information will apply to all request for Directory Information from within and outside the College community, including prospective employers. This notification will remain in effect until the student informs the Office of the Registrar in writing to remove the block to designation and disclosure.

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

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

Inquires about the use of Directory Information or any other FERPA issues can be directed to the Registrar's Office or the Student Affairs Office.

6. The College has adopted a Policy on the Privacy of Student Records which has been developed to comply with FERPA: A copy of the policy may be obtained from the Registrar.
7. Personal records on students are retained in the Student Affairs Office and are accessible to the Associate Dean. These confidential records contain name, address, phone number, courses in which the student has enrolled, notation of Dean's List and separate disciplinary records. Records are only released to other institutions and employers upon written consent of the students. With the exception of the official record in the Registrar's Office, each graduated student's record is destroyed after five years. Each non-graduated student's record is destroyed after five years.

Medaille College endeavors to assist students on an individual basis with any expressed concerns. The Office of Disability Services was created to assist students with disabilities with all aspects of college life, based on the submission of appropriate documentation. College personnel do as much as is reasonable to ensure that individuals with disabilities achieve independence and fully participate in the educational process in a comprehensively accessible environment.

Students requesting services and/or accommodations must contact the Office of Disability Services directly at (716) 844-3281, EXT. 391.

#### **2.1.5.1 Student Record Release under the Solomon Amendment**

[Currently under review at Medaille]

The Solomon Amendment is a federal law that mandates colleges receiving federal financial aid funding to provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. Military recruiters must be from one of the following military organizations:

1. Air Force
2. Air Force Reserve
3. Air Force National Guard
4. Army
5. Army Reserve
6. Army National Guard
7. Coast Guard
8. Coast Guard Reserve
9. Navy
10. Navy Reserve
11. Marine Corps
12. Marine Corps Reserve

The release of student recruiting information generally follows the FERPA guidelines defining student directory information (see above). Students are not permitted under federal law to restrict the release of this information specifically to military organizations,

but if students withhold the release of directory information generally, then the College may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

### **2.1.6 Institutional Policy on Disability (ADA)**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Medaille's campus and facilities are accessible for individuals with disabilities. Entrance to the Main Building can be gained by a lift from the outside to the lower level. For further information, contact the Office of Disability Services.

#### **2.1.6.1 Student with Disabilities**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Medaille College does not discriminate on the basis of disability.

Medaille College endeavors to assist students on an individual basis with any expressed concerns. The Office of Disability Services was created to assist students with disabilities with all aspects of college life, based on the submission of appropriate documentation. College personnel do as much as is reasonable to ensure that individuals with disabilities achieve independence and fully participate in the educational process in a comprehensively accessible environment.

Students requesting services and/or accommodations must contact the Office of Disability Services directly at (716) 880-2391.

See the Office of Disability Services for Policies and Procedures.

## **2.2 Health Related Policies**

### **2.2.1 Drug and Alcohol Policies**

In order for the College to be in compliance with the Drug-Free Workplace and Drug-Free Schools and Communities Acts, the College promotes an environment free from illegal use, possession, and distribution of controlled substances and drugs.

#### **2.2.1.1 Student Drug and Alcohol Policies**

Volume VII Section 7.4 of the Medaille College Policy Manual outlines the College's policies regarding student use of drugs and alcohol on campus. In addition to the policies set forth below, all students are required to know these policies and adhere to them.

#### **2.2.1.2 Employee Drug and Alcohol Policies**

Volume III, Section 3.5.2 outlines the College's policies regarding employee use of drugs and alcohol on campus. All employees are required to know these policies and adhere to them.

### **2.2.1.3 New York State Law**

New York State Alcohol Beverage Control Law prohibits a person under the age of 21 from possessing an alcoholic beverage with intent to consume it. Additional information is provided in Section 7.4 of Volume VII of this Policy Manual.

### **2.2.2 Smoking Policy**

It is the policy of the College to prohibit smoking in all indoor areas in every building on the campus. Medaille is a smoke-free institution. Smoking is not permitted except in designated outdoor smoke areas.

Any individual failing to abide by this policy will be subject to disciplinary action.

### **2.2.3 Hepatitis B Vaccine (HBV)**

Hepatitis B Vaccine (HBV) vaccinations will be offered on a voluntary basis to all identified persons. These vaccinations will be offered at Healthworks WNY and paid for by the College.

Education will be provided to inform identified persons about the Hepatitis B Vaccine and how it can protect their health.

Each person will be required to sign an informed consent form prior to receiving the vaccination. Identified individuals who refuse the vaccine will be required to sign the declination form.

The person will receive a schedule for follow-up injections at one month and six months. A reminder will be sent before each scheduled injection. It is each individual's responsibility to report for the injection.

Additional information regarding the Hepatitis B vaccine is set forth in documents available from the Office of Human Resources.

### **2.2.4 Exposure to Blood Borne Pathogens**

Exposure to Blood Borne Pathogens Policy is located in a manual applicable to the Departments of Veterinary Technology, Athletics, Residence Life and Student Life. All departments are required to produce and distribute applicable procedures.

## **2.3 Safety and Security Policies**

### **2.3.1 Department of Public Safety**

The College's Department of Public Safety is located at 2 Agassiz Circle and its primary responsibility is to work proactively with students, faculty and College departments to identify, reduce and remove the opportunity for crime and criminal activity before it occurs. Public Safety Officers patrol Campus buildings, grounds, parking lots and facilities, control traffic and parking as necessary, and are responsible for the safety and security of the College Community.

Student identification cards and parking permits are available at this office as well as information and literature to assist in preventing crime and victimization. Anyone encountering safety or security issues, or observing criminal activity, shall report it immediately to the Campus Public Safety Office. The Campus Public Safety Office is located at 2 Agassiz and can be reached at phone number 880-2911.

### **2.3.2 Campus Crimes Statistics Report**

Medaille College annually supplies a security report containing statistics, policies, and a description of programs that promote campus safety. A copy of this report is available to all prospective students and employees, and may be requested by contacting the Admissions Office, the Student Affairs Office, or the Public Safety Office. The Campus Public Safety Office phone number is: (716) 880-2911.

*The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.*

A copy of the Campus Crimes Statistics report is available at the Web site of the U.S. Department of Education. The USDE Web site is: <http://www.ope.ed.gov/security>. (See also paragraph 2.3.6.1.)

### **2.3.3 General Security**

1. Never leave valuables where they may be readily seen.
2. Lock office and rooms during all absences.
3. Ask for identification from all repairmen. Always check with the Campus Public Safety Office before allowing anyone to remove equipment for repair.

If a theft is discovered, report it to the Department of Public Safety immediately. A report will be filed with the Public Safety Office.

### **2.3.4 Firearms and Weapons**

Possession of, or use of, firearms, ammunition, explosives, or any weapons on College premises or in College Housing (this includes weapons stored in personal vehicles) is strictly prohibited and creates a serious safety hazard. Members of the Campus Community should consider this a serious matter as it involves the gravest of consequences.

Any person possessing or firing a weapon or igniting a dangerous explosive on campus, will be subject to disciplinary action up to and including termination and/or arrest.

### **2.3.5 Theft and Vandalism**

Since respect for the person and property is a fundamental principle of the College, theft in any form and in any place on the campus is inexcusable. For this reason, theft is considered a major violation subject to severe disciplinary, Police and/or legal action. Respect for the property of others also includes the property of the College. Vandalism and malicious destruction of property is a major violation and the violator could be subject to dismissal.

## **2.3.6 Sexual Assault and Harassment**

### **2.3.6.1 Sexual Assault and Campus Crime**

In accordance with the Clery Act, a copy of the Crime Statistics Report is available to all members of the campus community through the Director of Campus Public Safety. In addition, the Report is widely distributed at the beginning of each academic year to employees, as well as current and incoming students.

The Report indicates that Medaille College has been very fortunate in the past with regards to campus crime. The College orientation and on-going programming helps to lead to awareness, the initial step in crime prevention. Medaille College provides various events, such as educational programming, workshops, and specialized literature to further educate the College community about such issues and facilitate prevention of sexual assault.

Campus security is the responsibility of all members of the Medaille community. The Campus Public Safety Office assumes a key role on a daily basis to help insure compliance with campus guidelines and facility usage. Any person having knowledge of campus crime shall submit all information to the Director of Campus Public Safety. The Office is also the focal point for emergencies, which can be reported through any member of the College staff or by using the emergency phones located throughout the Medaille campus.

The President, on an annual basis, appoints the Campus Crime Committee. The Committee is responsible for reviewing all issues related to crime prevention with a special emphasis on sexual assault. Campus organizations and departments such as the Student Government, Resident Student Council, Student Affairs, and the Counseling Office, provide programs throughout the year dealing with sexual assault prevention, rape awareness and other related topics. When a sex offence occurs, the incident shall be reported immediately to the Office of Personal Counseling, which will provide consultation and other support services including referral. The incident shall be reported to the Chief Student Conduct Officer (Associate Dean of Students) who will pursue disciplinary action, which could include the involvement of the local authorities. All information will be handled with confidentiality and sensitivity to the needs of the victim. Any need for change in classroom or housing assignments will be handled at this time.

Policies on the use, possession and sale of alcohol beverages are carefully delineated in Volume VII (Student Handbook in the section entitled "Alcohol Usage Policy of Medaille College") and Volume III (General Institutional Employment Policies). Sections on illegal drugs appear also in both volumes. Please review these guidelines to insure awareness of College policies and procedures.

The College sponsors a number of programs and publications to disseminate information regarding alcohol and drug abuse, crime, sexual harassment and assault prevention, and safety policies, some of which are included in the Student Handbook. These resources include the Crime Statistics Report, the Crime Alert Pamphlet, the National Student Alcohol Awareness Week, New Student Orientation, Students Against Destructive Decisions (SADD), as well as All-College Open Forums. Any crime occurring on a consistent basis will be reported to the campus community through memo, newsletter, student newspaper, or other effective means of communication.

### 2.3.6.2 Sexual Assault Prevention

Medaille College sponsors programs and maintain a variety of resources promoting the prevention of sexual assault. Studies of campus crime rates across the United States indicate that there is a significant risk to new students entering college – especially during the first few weeks of fall semester. Incoming Freshman, who are away from home and without parental supervision for the first time, tend to engage in risky behaviors that greatly increase their risk of becoming sexual assault victims. This is especially true for female students, but male students should not rule out the possibility of assault. Here are some facts individuals should keep in mind:

1. The most commonly used “date rape” drug is alcohol:
  - a. Almost without exception, sexual assault cases reported involve a victim who was intoxicated at the time of assault. Alcohol is a drug, use it with caution.
  - b. Never accept open containers or mixed drinks – there is a significant risk that someone may add stronger alcohol, or other substances to a person’s drink to increase the rate of intoxication. When in doubt, discard the drink and demand an unopened container. With mixed drinks, watch the bartender mix the drink and accept it only from the bartender directly.
  - c. An individual should know one’s limits; if losing control, stop drinking. Be wary of persons urging individuals to drink more than they feel comfortable with. Alcohol affects individuals differently, factors such as age, weight, previous drinking experience, altitude, etc. change intoxication rates. One should never try to “keep up” or prove that one can hold as much alcohol as the next person.
2. The majority of sexual assault victims know their assailant:
  - a. An individual should never “pair off” with someone the individual just met at a party or social event - even if the person is a “friend of a friend.” Make a deal with a buddy to watch out for one another and vice versa. Nationwide statistics show that almost 80% of sexual assault perpetrators are known to the victim, at least as an acquaintance. One should never assume that a person met socially once or twice can be trusted. Remember, it is in the best interest of a perpetrator to appear to be a “nice guy.”
  - b. Trust instincts. If an individual feels uneasy about any given person or situation, chances are there’s a good reason for those feelings. It’s better to leave and be safe, than to ignore one’s instincts and risk a negative, life changing experience.
3. Males can be victims too: Nationwide, campus crime rates are rising rapidly. In the past few years, serious injuries and deaths have been reported across the country as a result of pranks, hazing, hate crime, or just plain stupidity on the part of college students. Exercise caution at all times, but especially in situations where large groups of people and large quantities of alcohol are present.
4. No means No: Engaging in sexual acts with any person who has not given permission for the act, is a crime under the laws of the state of New York. A person who is intoxicated, or otherwise incapacitated, cannot legally give consent.

(Also, in the State of New York, persons under the age of 16 cannot give legal consent.) If there is any doubt, stop. Sex crimes carry serious legal consequences and could remain on an individual’s record permanently. Don’t take that risk, it’s not worth it.

### **2.3.6.3 Sexual Assault Prevention and Treatment Resources**

Medaille College Counseling Center .....	880-2339 (ext 2339)
Medaille College Campus Public Safety .....	880-2911 (ext. 2911)
Erie County Crisis Services .....	834-3131
Buffalo Police Domestic Violence and Sexual Assault Response Team .....	851-4494
Rochester Crisis Center .....	1-585-546-2777

### **2.3.7 Sex Offender Registration Policy**

The Campus Sex Crimes Prevention Act is a federal law enacted in October 2002 that provides for the tracking of convicted, registered sex offenders who are either enrolled as students or working at institutions of higher education. The Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Under the provisions of this Act, any person who is required to register under a state sex offender registration program must notify the State when the registrant enrolls at an institution of higher education or is employed at such an institution. Additionally, the sex offender registrant must notify the State of any change in enrollment or employment at an institution of higher learning. The State will provide a list of registered sex offenders who have indicated they are either enrolled or employed at the College to the College’s law enforcement agency or if none, the local law enforcement agency having primary jurisdiction over the campus.

In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (as amended by the Campus Sex Crimes Prevention Act), the College shall publish a statement in each Annual Campus Public Safety/Crime Statistic Report where the list of registered sex offenders can be found.

The College encourages members of the campus community who wish to be informed of the identities of registered sex offenders residing in the surrounding area to contact the Buffalo Police Department, Erie County Sheriff’s website: [criminaljustice.state.ny.us](http://criminaljustice.state.ny.us) or from an independent website such as [parentsformeganslaw.com](http://parentsformeganslaw.com).

### **2.3.8 Hazardous Waste Policy**

The College subscribes without exception to the laws of New York and the United States with respect to the purchase, storage, handling and disposal of all hazardous materials. Members of the campus community who knowingly violate these laws and statutory requirements are advised that they are not only endangering themselves and the College community, but are subject to personal liability. In the event a question arises regarding the purchase, storage, handling or disposal of these materials, members of the campus community are encouraged to contact the Environmental Safety Officer. The Environmental Safety Officer will want to know quantity, who and how it is handled, (training) and disposal of that material.

All hazardous materials are to be stored and handled in accordance with manufacturer's specifications and OSHA and EPA regulations. Where necessary, fume hoods, training, safety gear and other precautions must be employed.

The disposal of all hazardous materials must also be handled in a responsible manner. The College maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from College property. Departments are individually responsible for the charges which are associated with the removal and processing of all hazardous materials.

Any member of the campus community who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the College shall be deemed to have acted outside the scope of authority.

### **2.3.8.1 Employee Right to Know**

The Employee Right to Know Act of 1983 defines handling procedures for working with and handling hazardous and toxic chemicals. A copy of this Act in its entirety may be obtained from the Human Resources Department. The following summarizes the provisions of the Act:

1. Provides for occupational safety and health;
2. Defines hazardous substance; (material safety datasheet);
3. Defines harmful physical agent;
4. Requires employers using hazardous substances and harmful physical agents to provide employees with certain training information;
5. Requires that hazardous substances and harmful physical agents must be labeled under certain circumstances;
6. Creates a right to refuse work under conditions violating any applicable State Occupational Safety and Health Act;
7. Creates a right to refuse to work with a hazardous substance or harmful physical agent; and
8. Provides penalties.

### **2.3.9 Emergency Procedures**

#### **2.3.9.1 Emergency Notification**

The College will make a documented effort to locate a student on campus in case of notification of a personal emergency. This would be greatly aided if students provide their families with class schedules including hours and room numbers. This is especially important for evening students as the Registrar's Office may be closed during evening class hours. The College will not interrupt class unless there is an emergency.

### **2.3.9.2 Emergency Evacuation**

In case evacuation is necessary due to fire or other emergency, it is important that everyone leave the building as quickly and orderly as possible. Please note the routes of evacuation from each room. Do not use the elevator unless explicitly told to. When evacuation is complete, meet in front of the Main Building.

Those with special needs should proceed to the center hallway of each floor and wait there for instructions or aid. College staff will aid in evacuation. (Please contact Campus Public Safety at 880-2911 with any questions.)

### **2.3.9.3 Fire**

Dial 2911 on a Campus telephone, 911 on a non-campus telephone, or pick up a red security phone and tell the Public Safety Officer the location and nature of smoke or fire. If necessary, activate the nearest hallway alarm system by pulling down on the handle.

#### ***2.3.9.3.1 Fire Equipment***

Any person who tampers with fire protection equipment or sets off a false alarm will be subject to serious disciplinary action and possible civil action. Fire extinguishers are not to be misused. The discharging, unauthorized movement of, or tampering with a fire extinguisher carries a mandatory sanction of disciplinary probation on the first violation. A \$50.00 fee will be assessed to the individual(s) responsible.

### **2.3.9.4 Security**

Dial 2911 on a Campus telephone, 911 on a non-campus telephone, or pick up a red security phone and tell the Public Safety Officer the nature of the situation or emergency. If unable to speak freely, leave the phone off the hook.

### **2.3.9.5 First Aid**

Several staff members, including the College Nurse, have been trained in first aid and will be available to help in the event of a medical emergency.

1. Dial 2911 on a campus telephone, 911 on a non-Campus telephone or pick up a red security phone and tell the Public Safety Officer the name of the individual, location and apparent condition; and
2. Remember that any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible until trained medical assistance arrives.

In less imperative situations, first aid kits can be found in the Student Health Center, Information Office, Student Affairs Office, the Academic Affairs Office, Library, and Computer Complex.

## **2.3.10 School Closing**

### **2.3.10.1 Daytime Closing**

1. Prior to 6:00 a.m. each morning, the Director of Public Safety will evaluate the condition of the roads and parking lots, and make the decision regarding closing.
2. If the decision is to close, the Director of Public Safety will contact the various radio/television stations.
3. In case of closing, Campus Enhancement personnel will be expected to reach the College and proceed with snow removal. Also, food service personnel will report.

### **2.3.10.2 Evening Closing**

1. Closing of the evening classes will be the responsibility of the Vice President for Academic Affairs, in consultation with the Director of Public Safety, who will notify the Senior Director of Communications of his decision prior to 3:30 p.m. on class days so that radio/television stations can be notified. In the absence of the Senior Director of Communications, the Director of Public Safety will notify the radio/television stations.
2. If day classes have been canceled, but evening classes are to be held, the Vice President for Academic Affairs will so notify the Senior Director of Communications. If he cannot be contacted, the Director of Public Safety will notify the radio/television stations.

### **2.3.10.3 Closing During Classes**

If the College must be closed after classes have begun, the order of leaving will be: first, students; next faculty and staff; next, administrators; next, Information Office personnel. Campus Public Safety will remain on duty to keep property and resident students safe and secure.

### **2.3.10.4 Saturday Classes**

1. The policy and procedure for determining the closing of Saturday classes is the same as for daytime closing.
2. If the decision is made to close Saturday classes, which should be determined prior to 6:00 a.m. the same as for daytime closing, the Director of Public Safety will contact the various radio/television stations.

### **2.3.10.5 Sunday**

The policy and procedure for determining closing on Sunday is the same as for daytime closing. In case of closing on Sunday, Campus Enhancement personnel will be expected to reach the College and proceed with snow removal. Also, food service personnel will report. The Director of Public Safety will contact the Resident Directors and Library.

### **2.3.10.6 Classes at the Amherst Campus**

Closing of classes at the Amherst Campus will be the responsibility of the Executive Director of Accelerated Learning Programs. If Medaille's Main Campus classes are canceled students should not assume that evening or Saturday classes at the Amherst Campus are canceled. A separate announcement will be made after 3:30 p.m. on weekdays and 6:00 a.m. on Saturday. Students may also telephone the Amherst office at 631-1061 for closing information.

If day classes are canceled, do not assume evening classes are canceled.

### **2.3.10.7 Public Announcements Regarding Closings**

If it becomes necessary to close the College due to inclement weather, announcements will be made on the following radio stations: WBEN (first called), WJYE, WBLK, WEBR, WBUF, WGR, WWBK, WKSE, WHTT and WGR-FM; and on the following local television channels: 2, 4, and 7. Day and evening classes close independently. If day classes are cancelled, do not assume evening classes are cancelled as well. If evening classes are cancelled, a separate announcement will be made on the same radio stations after 3:00 p.m. The occasion may also arise when bad weather conditions develop during the day and evening classes may be cancelled even though day classes are in session.

Please do not phone the College regarding closing. If the College remains open but an individual is unable to attend classes, the College will not be able to accept messages for instructors due to increased call volume.

## **2.4 Information Technology**

Computers and network systems can enhance communication among the members of Medaille College and the communities outside of the College setting. However, unlawful or inappropriate use of these tools can infringe on the rights of others. Therefore, the College expects all members of the campus community to use electronic communications in a responsible manner. Violators of this policy will be subject to the applicable disciplinary procedures of Medaille College. Medaille College reserves the right to change this policy at any time.

### **2.4.1 Acceptable Use Policy**

Medaille College's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User[s]") may use their assigned computer accounts, email services and the shared Medaille College network. The use of Medaille's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "Medaille Network") is a revocable privilege.

The Medaille Network is provided to support Medaille College business and its mission of education, service and research. Any other uses, including uses that jeopardize the integrity of the Medaille Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Medaille Network, Users agree to comply with the AUP and other applicable Medaille policies which may be implemented from time to time, as well as all Federal, state, local laws and regulations. Using and/or accessing the Medaille Network without, proper authorization is strictly prohibited.

#### **2.4.1.1 Principles**

General guidelines for acceptable use of the Medaille Network are based on the following principles:

1. Users are expected to behave responsibly with respect to the Medaille Network at all times.
2. Users are expected to respect the integrity and the security of the Medaille Network.
3. Users are expected to behave in a manner consistent with Medaille's mission and comply with all applicable laws, regulations, and Medaille policies.
4. Users are expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the Medaille Network and show restraint in the consumption of shared resources.

Users are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

#### **2.4.1.2 Access Requirements**

The following statements govern access to the Medaille Network:

1. All access is denied unless expressly granted. The Office of Information Technology ('IT') generally grants access in the form of computer and network accounts to registered students, faculty, staff, and others as appropriate for such purposes as research, education (including self study), or College administration. Passwords and/or personal identification numbers protect college accounts.
2. Accounts are assigned to individuals and are not to be shared unless specifically authorized by IT. Each User is solely responsible for all functions performed from accounts assigned to them. It is a violation of the AUP for any User to allow others (including other Users within the Medaille Network) to use or have access to their account. It is a violation to use another User's account, with or without that person's permission. Intentionally or negligently revealing one's password is prohibited. It is a violation to attempt to learn the password to another User's account, whether the attempt is successful or not.
3. The password used with an account, is the equivalent of an electronic signature. The use of User ID and password authenticates an identity and gives on-line affirmations the force of a legal document.

4. Users are responsible for ensuring that they also comply with all IT policies, including those related to keeping the Medaille Network secure which can be found at: <http://www.medaille.edu/IT/policies/>.

### **2.4.1.3 Prohibitions**

The following activities are specifically prohibited:

1. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may not appropriate Medaille College's name, network names, network number spaces, or Medaille College logos, trademarks or servicemarks. Users may not use Medaille College's assigned Internet number space for their own domain without the prior express permission of IT.
2. Users may not attempt to intercept, monitor, forge, alter or destroy other Users' communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of the owner.
3. Users may not engage in actions that disrupt or interfere with the legitimate use by other Users of any computers and/or networks, including the Medaille Network, that interfere with the supervisory or accounting functions of the systems, or that are likely to have such effects. Such conduct includes, but is not limited to: placing of unlawful information on the system, transmitting data or programs likely to result in the loss of an individual's work or system downtime, sending "chain letters" or "broadcast" messages to lists or individuals, or any other use that causes congestion of any networks or interferes with the work of others, i.e., spam.
4. Users may not distribute or send unlawful communications of any kind, including but not limited to threats of violence, obscenity, child pornography and/or harassing communications (as defined by law).
5. Users may not attempt to bypass computer or network security mechanisms, including the Medaille Network, without the prior express permission of the owner of that computer or network system. Possession of tools that bypass security or probe security, or of files that may be used as input or output for such tools, shall be considered as the equivalent to such an attempt. The unauthorized scanning of the Medaille Network is also prohibited.
6. Users must obey all established guidelines for any computers or networks used, both inside and outside Medaille College. For example, individuals using computing resources provided by IT, Medaille College Libraries or Departments must adhere to the policies established for use of those resources. Users accessing off-campus computers via external networks must abide by the policies established by the off-campus owners of those computers and networks as well.
7. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permissions of the copyright holder. Information on the Digital

Millennium Copyright Act can be found at:  
<http://www.copyright.gov/legislation/dmca.pdf> and the Copyright Act at:  
<http://www.copyright.gov/title17/>

8. Users may not use the Medaille Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-Medaille organizations, unlawful activities or uses that violate other Medaille College policies. Users may not extend or share the Medaille Network.
9. Users may not violate any laws or ordinances, including, but not limited to, copyright, discrimination, harassment, and/or export controls. Medaille College may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

#### **2.4.1.4 Monitoring**

In appropriate circumstances, Medaille College reserves the right to review and/or monitor any emails or transmissions sent or received through the Medaille Network, at its sole discretion.

Penalties for violating the AUP may include restricted access or loss of access to the Medaille Network, termination and/or expulsion from Medaille College and in some cases, civil and/or criminal liability.

Medaille College reserves the right to update or revise the AUP or implement additional policies in the future. Users are responsible for staying informed about Medaille College policies regarding the use of computer and network resources and complying with all applicable policies. The most current version of the IT AUP is at [www.medaille.edu/tech](http://www.medaille.edu/tech).

#### **2.4.2 Electronic Communications, Computers and Network Systems**

For purposes of this policy statement, electronic communications include but are not limited to electronic mail, Internet services, voice mail, audio and video conferencing, chat rooms, and facsimile messages that are sent or received by faculty, staff, students and other authorized users of College resources.

Medaille College provides access to computers and network systems for all members of the Medaille community. By using Medaille College's facilities, individuals acknowledge that they will abide by the broadest interpretation of this policy and all other computing policies. All members of the Medaille community are to comply with all applicable local, state, and federal laws and any other College policies.

Engaging in, or attempting to engage in, any of the following violates College policy. Violations include, but are not limited to, the following activities:

1. Hacking or interference with any computer system, such as endangering or interfering with the operation of any computer system; unauthorized changing of hardware or software configurations on campus computers or networks; modifying, destroying or damaging hardware, software or data/databases for which a user is not authorized.; violating computer security systems; or using unauthorized computer accounts access codes or identification codes.

2. Creating, participating in or intentionally promulgating any virus.
3. Pirating/Theft of Software/Copyright Violations, including copying, downloading or otherwise making a duplication of any part of copyrighted software, beyond the license agreement; or copying site-licensed software for use at locations not covered under the terms of the license agreement.
4. Transmitting, retrieving or storing any communication of an unlawful, discriminatory or harassing nature, or any that are defamatory to any individual or group, such as using in an obscene, x-rated, defamatory or threatening manner; supporting a “for-profit” activity; soliciting or gambling; or using institutional computer technology for the purpose of academic dishonesty.

#### **2.4.2.1 Violations of Computer Use Guidelines**

Violators of the computer use guidelines will be subject to the existing student or employee disciplinary procedures as outlined in Volumes II, III, IV, V and VII of the Policy Manual and relevant contractual agreements. Consequences may include the restriction or loss of computing privileges. Illegal acts involving Medaille College’s computing resources may also subject users to prosecution by state and federal authorities.

#### **2.4.3 Electronic Mail Policy**

This policy sets forth the proper use of Medaille College’s Electronic Mail or E-mail System. The College reserves the right to change these policies at any time. The use of the E-mail System is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. Users are expected to be ethical and responsible in their use. Users are to comply with all applicable local, state, and federal laws, and other College policies.

##### **2.4.3.1 Proper Use**

Users need to demonstrate responsibility when using their e-mail accounts. Violations include, but are not limited to the following:

1. Initiating or forwarding of “chain letters.”
2. Using a false e-mail address (i.e. mail spoofing: deliberately sending mail with a misleading or false e-mail address).
3. Attempting to disrupt another person’s ability to use one’s computer account.
4. Spamming (the practice of emailing to all possible addresses, unsolicited and/or useless material).

##### **2.4.3.2 Privacy/Security**

A demonstrated and documented effort will be made to adhere to the confidentiality of an individual’s e-mail account. However, such confidentiality may be compromised by applicability of law or policy, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Users, therefore, shall exercise caution in using e-mail to communicate confidential or sensitive matters.

Users shall be aware that on occasion network and computer operations personnel and system administrators might, during the performance of their duties, inadvertently see the contents of e-mail messages. These individuals though, are not permitted to do so intentionally or disclose or otherwise use what they have seen.

1. Each time the information technology hardware, software, and service environment changes, the level of security may be affected.
2. Users must respect the confidentiality of other people's electronic mail and must not attempt to read, "hack" into other systems or other people's logins, or "crack" passwords, or breach computer or network security measures.
3. Users must protect their password and login information, and refrain from revealing this information to others.

#### ***2.4.3.2.1 Monitoring***

The College will not monitor electronic communications as a routine matter. The College will inspect the contents of electronic messages in the course of an investigation triggered by indications of misconduct, as needed to protect the health and safety, as needed to prevent interference with the academic mission of the institution, or as needed to locate substantive information required for College business that is not readily available by some other means.

#### **2.4.3.3 Management**

Users shall review their messages every week so that they are removed from the server and delete those not needed. E-mail accounts will be deleted when a user is no longer affiliated with Medaille College. Accounts will be deactivated for the infringement of any written or implied policy. The quota for e-mail messages is 600MB.

#### ***2.4.4 Policy for Publishing Web Pages***

This policy is provided for Faculty, Administrators, Staff, and Registered Students of Medaille College who intend to publish an individual program or organization web page, or submit information for their departments or offices to be used on official College pages.

##### **2.4.4.1 Content Responsibility**

The author of a web page is responsible for the content, and it is up to the individual to make sure that the material within the web page does not violate any College policies or any federal, state, and local laws.

##### **2.4.4.2 Ownership**

Medaille College's web site is an official publication of Medaille College, therefore, all materials (including text, photographs, and multi-media files) appearing on all official College web pages copyrighted and shall not be reproduced without written permission from the Assistant Vice President for Institutional Affairs.

Individual faculty, administrators, staff, or registered students who create their own home pages own the copyright for their original material. Individuals though, must be aware of copyright infringement. Rather than duplicating the work of others, links to the work of others into an individual's own pages shall be incorporated, when appropriate.

Any electronic file (i.e., audio, video, text, data, multimedia), which is protected under copyright laws, will not be transmitted via the campus network or stored on any College computer or resource without the expressed written permission of the copyright owner. The quota for Web sites is 10MB.

#### **2.4.4.3 Other Content Considerations**

The official portion of the web site is a public representation of the College and has a status comparable to that of the College catalog and other traditional publications. Because it is an official communication of information about Medaille College, it is vital that any and all information presented be accurate, up-to-date, consistent, and meet the highest standards for organization, content, and design. While recognizing the importance of allowing for freedom of expression, the College must first ensure that both official and unofficial pages which are a part of the Medaille College web site enhance the College's identity and mission. The College must strive to achieve the same editorial consistency and accuracy that govern the College's printed materials.

The World Wide Web server, like all Medaille College computing resources, is to be used for educational purposes only, including administrative, instructional, and professional activities integral to the educational mission of the institution. All pages published on the server must support the academic or administrative activities of the College, as defined in the purpose statement above.

No material will be published that is in violation of any licensing or contractual agreement, law, or College regulation or policy.

No user may, under any circumstances, use Medaille College's computers or networks to libel, slander, or harass any other person.

Medaille College's computers or networks may not be used for commercial use or any unlawful activity. For example, there would be no soliciting sales or conducting a business, no advertising or selling a service, no posting of an advertisement to a news group. The server is the property of Medaille College. Therefore, if necessary, the College has the right to periodically and randomly review the files residing on the College's servers and networks and to remove without notice, content that violates academic freedom or this Policy Manual.

#### **2.4.4.4 Editorial and Design**

Because Medaille College's Home Page is an official publication of the College, the Assistant Vice President for Institutional Affairs reviews any information to be entered on the Home Page.

#### **2.4.4.5 Web Page Assistance**

Personal Home Pages – Individual Faculty, Administration, Staff, and Students

1. To set up a Home Page, contact the Office of Information Technology to receive the required form.
2. The Web Editor of the Office of Information Technology may create a link to an individual's web site or official College pages.
3. Each individual is responsible for creating, maintaining, monitoring, and upgrading their own web sites (including back-up copies).

### **2.5 Public Relations Policies**

#### **2.5.1 Media Relations**

All requests for information or interviews received from external media sources shall be referred to the Assistant Vice President for Institutional Affairs for a determination as to the most appropriate respondent. This is necessary to insure consistency and accuracy in any information provided the public.

### **2.6 Code of Ethics Governing Research**

Medaille College is guided by the Code of Ethics of the Association for Institutional Research as it may be updated from time to time. The current Code of Ethics is available at <http://airweb.org>

### **2.7 Institutional Advancement Policies**

#### **2.7.1 Grants Development & Management Policy**

Medaille College has implemented a formal policy and administrative procedure for the development and management of external funding. The development of proposals, implementation of grant-funded projects, and the management of grant-funded projects require a high level of responsibility and accountability on the part of key personnel. The principals in this process include the Project Director, Supervisor, Grant Writer, Vice President for Business and Finance, and others as needed.

Each phase of a grant-funded project will require a team dedicated to the success of the project. The development, implementation, and management teams must have skills in analysis, writing, costing, operations, assessment and other related skills. The Project Director is the content specialist. The Supervisor will make certain that the proposed project aligns with divisional interests and institutional goals and that the project is managed according to Medaille standards. The Grant Writer provides technical assistance in developing proposals and budgets. The Vice President for Business and Finance supports the project team in budget development, financial reporting, invoicing and payroll. The President's Cabinet provides strategic planning and reviews institutional projects. The President has the final authority for approving projects and project teams.

### **2.7.1.1 Pre-Development**

#### ***2.7.1.1.1 Pre-Development Process***

1. A project idea is developed and a Project Director is identified.
2. The Project Director obtains project approval from the President, Vice President for Institutional Advancement, the applicable Supervisor, and the applicable Department Head using the Authorization Form (See Appendix 2.7.1.1A) and the Grant Abstract Form (See Appendix 2.7.1.1B).
3. The Project Director will submit the Authorization Form and the Grant Abstract Form to the Grants Office.
4. The Project Director meets with the Grants Writer to discuss and further develop the project idea.
5. The Grant Writer researches potential funding sources. The Grant Writer outlines the history a funding source has had with the College and identifies the current giving priorities for that source. The Project Director identifies funding sources when knowledgeable about them.
6. The Grant Writer contacts funding sources to discuss project ideas, and attends workshops when necessary.

The Medaille College President along with the President's Cabinet outlines annually the institutional funding priority agenda for external funding. The Grant Writer identifies external grant programs, announces the receipt of new requests for proposals to the campus community, and provides training to project teams as they develop grant proposals. The Grant Writer will notify the Medaille community about current funding opportunities through announcements in the Medaille Messenger, postings to the Grants Office Web site, email notifications to appropriate individuals, and inter-office memorandums.

### **2.7.1.2 Phase I: Development of Grant-Funded Proposals**

#### ***2.7.1.2.1 Proposal Development Process***

1. Once funding sources are identified, the Grant Writer obtains applications for funding consideration.
2. Following the grant maker's guidelines, either the Project Director and/or the Grant Writer will prepare the grant proposal, including the narrative and budget sections.
3. The Vice President for Business and Finance assists with budget preparation when necessary.
4. The Grant Writer obtains letters of support from the president, Board Chair, politicians and local organizations when needed. Additionally, the Grant Writer will secure supporting documents, including verification of 501(c)(3) status.
5. The Grant Writer submits final draft of proposal to the Vice President of Institutional Advancement.

6. The Vice President of Institutional Advancement submits final draft to the President for approval and submission. The final draft is subject to a 72-hour review period by the President (business hours).
7. The President signs and submits the finished proposal to the Grants Office.
8. The Grant Writer submits the finished product to the funding source.

### **2.7.1.2.2 Project Development Team**

#### **2.7.1.2.2.1 Project Director**

With most academic proposals, the Project Director is responsible for the development of a proposal, including the narrative and budget sections. The Project Director's development responsibilities include identification of the purpose of the proposal, what need or problem it addresses, its measurable objectives, specific activities that will enable the fulfillment of objectives, the timetable for activities and achievement of objectives, an evaluation plan, identification of outside partners if applicable, budget information, and the benefits to Medaille College.

#### **2.7.1.2.2.2 Supervisor**

The Supervisor makes certain that the proposed project aligns with divisional interests and institutional goals and that the project is managed according to Medaille standards. Early in the development stage, the Supervisor ensures that there is sufficient space and equipment for the project, management time is built into the proposal, and sources of cash matches are secure. The Supervisor oversees the Project Director in the development of a proposal and budget.

#### **2.7.1.2.2.3 Grant Writer**

The Grant Writer is responsible for proposal operations, ensuring that proposal narratives and budgets are responsive to the grant maker, and that they are sent out in a timely fashion after internal reviews. When developing academic proposals, the Grant Writer works with the Project Director to brainstorm proposals and to shape a fundable idea with a realistic and auditable budget. The Grant Writer oversees a proposal production calendar that will allow all parties to complete their work on proposals according to the timetable. The Grant Writer edits proposals based on content supplied by the subject experts. The Grant Writer assists with project concepts, data, budget input, attachments, specialized research, partner support letters and other matters as needed. The Grant Writer is responsible for obtaining signatures on grant proposals, photocopying and mail/delivery of the proposal.

When developing institutional proposals, the Grant Writer is responsible for all proposal development activities, including identifying the purpose of the proposal, what need or problem the project addresses, measurable objectives, specific activities, the timetable for activities, an evaluation plan, identification of outside partners (if applicable), budget information, and the benefits to Medaille College.

#### 2.7.1.2.2.4 Vice President for Business and Finance

When necessary, the Vice President for Business and Finance provides input into the project budget and reviews the final budget before submission to the funding source.

#### 2.7.1.2.2.5 President

The President reviews, signs, and submits all grant proposals. The final proposal package is subject to a 72-hour review period. The President may decline to sign a proposal that has not been developed to the quality standard or appropriateness expected at Medaille College.

### **2.7.1.3 Phase II: Notification of Award/Denial**

There can often be a long period of time between proposal submission and award notification. Notification dates are often publicized in state and federal grant notices, and can often be identified for foundations. It is important for the Project Director to stay in contact with the Grants Writer so that follow-up strategies can be identified. A phone call, a short letter, or a program brochure sent to the grant maker between the time of proposal submission and award notification can keep the project fresh in the mind of a grant maker. It is also important for the Grant Writer and the Project Director to keep the Director for Government, Corporation, & Foundation Relations up to date on current grant proposals, as that person's job is to network and build strategic relationships that may impact the decision-making process.

The readers evaluating the proposal may prepare written comments describing what they identify as the proposal's strengths and weaknesses. Contact the Grant Writer to learn how to obtain these written comments after the award notification date has passed. These comments are a very valuable tool in the grant writing process, and a reference to use when re-submitting the project during the next funding cycle.

#### ***2.7.1.3.1 Award Notification***

If the grant proposal is awarded, notification is usually sent in letter form to either the Project Director, the president, or both. Once award notification is received by any party, it is important to notify the Grants Office immediately so the implementation phase may begin. It is equally important to provide the Vice President for Business and Finance with a copy of the award letter, and any other information regarding billing against the grant.

#### ***2.7.1.3.2 Denial Notification***

A denial letter is usually sent to the Project Director, the President, or both. If the proposal was not funded (in most situations this will occur, don't get too disappointed), hold on to the proposal, obtain and utilize the reader's comments (when available) and prepare to submit a revised proposal during the next round of funding - or work to find another funding source.

## **2.7.1.4 Phase III: Implementation**

### ***2.7.1.4.1 Implementation Process***

1. The Director for Government, Corporation, & Foundation Relations or the Grant Writer receives notification that the proposal has been awarded or denied. If the proposal is not funded, the Project Director meets with the Grant Writer to consider other funding sources.
2. The Director for Government, Corporation, & Foundation Relations or the Grant Writer sends notification of an award to the President, the Supervisor, and the Vice President for Business and Finance.
3. The Project Director sets up a meeting with the Vice President for Business and Finance to go over budget and expenditure processing. In the case that matching funds or adjustments in institutional budgets (e.g., faculty or staff contracts) are necessary, the Supervisor will be engaged in the budget planning process.
4. The Assistant Vice President for Institutional Affairs works with Project Director on the press release for the grant award.

An implementation team will guide the project during the transition period after a grant is awarded and before a permanent project management team is in place.

The team's purpose will be to quickly and efficiently process the award, announce positive results to the campus and community, and negotiate with the funding source as necessary to acquire the project funds.

### ***2.7.1.4.2 Implementation Team***

#### **2.7.1.4.2.1 Project Director**

The Project Director is responsible for directing the implementation phase. This includes negotiating amendments (with the help of the Medaille College Vice President for Business and Finance) with the grant maker, modifying budgets accordingly, and overseeing the hiring of project staff.

#### **2.7.1.4.2.2 Division of Institutional Advancement**

The Division of Institutional Advancement is responsible for stewardship activities. All gifts require thank-you notes for documentation and potential auditing purposes, so it is important that the Division of Institutional Advancement be informed of all gifts. Once an award has been made, Institutional Advancement will generate a thank-you note and forward it to the President's Office for signature. The Division of Institutional Advancement has a database called "The Raisers Edge." Institutional Advancement records all gifts and grants received by the College in this database. In addition, this office also promotes grant-funded projects by writing press releases about grants and gifts received. Some grant makers have specific materials to include in press releases, so it is important that the Assistant Vice President for Institutional Affairs is made aware of any such requirements in press releases. The Assistant Vice President for Institutional Affairs works with the Project Director on the press release for the grant.

#### 2.7.1.4.2.3 Vice President for Business and Finance

The Vice President for Business and Finance oversees the transition budget and budget modifications of any newly funded project.

### **2.7.1.5 Phase IV: Management**

#### ***2.7.1.5.1 Management Process***

1. The Project Director keeps a record of all project activities and expenditures and submits interim reports in a timely manner. The Project Director is required to provide the Grants Office with a copy of all grant reports. At the end of the project the Project Director shall send the Grants Office and the Vice President for Business and Finance a complete list of grant expenditures so that the account may be reconciled for the final report.
2. The project is completed and a final report is submitted by the Project Director. A copy of the final report shall be sent to the Grants Office.

The management team will consist of those individuals responsible for the grant-funded project after funds are awarded. This team will be responsible for the administration, supervision, and ultimate success of the project.

#### ***2.7.1.5.2 Management Team***

##### **2.7.1.5.2.1 Project Director**

Upon receipt of the award, the Project Director is in charge of the daily management of the project, meeting objectives in accordance with the funder-approved timetable, monitoring project activities, hiring and supervising project staff, budget control, writing interim and final reports, and funder contact. The Project Director attends to the evolution of the project, taking advantage of opportunities and conducting early and continual troubleshooting. The Project Director works closely with the project staff to ensure that project management is conducted according to grant maker and Medaille expectations. The Project Director keeps the project staff and Grant Writer informed of the project status, areas for concern, major changes due to unforeseen events, and budget management.

##### **2.7.1.5.2.2 Vice President for Business and Finance**

The Vice President for Business and Finance communicates with the Project Director, creates budget amendments and revisions as directed by the Project Director and provides financial reports monthly to the Project Director. The Vice President for Business and Finance monitors any over- or under-spending of the budget and alerts the Project Director of such a situation. Should such issues be of a serious nature or persist over a period of time, the Vice President for Business and Finance will discuss concerns with the Director of Finance and Administration as well as the Supervisor under which the project is implemented.

#### 2.7.1.5.2.3 Grant Writer

The Grant Writer will assist the Project Director with grant oversight when requested. It is the responsibility of the Project Director to contact the Grant Writer if a problem arises, if modifications to an award need to be made, or if any other assistance is needed.

#### 2.7.1.6 Renewal/Re-submission Process

Please be advised that some proposals will need to be re-submitted for award consideration or renewed to receive consecutive year payments. While it may not be necessary to follow every step in the grant submission process (as outlined above), the Project Director must always obtain institutional approval through the completion of the Grant Project Authorization Form. Contact the Grants Office for more information.

### 2.7.2 Charitable Contributions

The objective of the development program at the College is to encourage, accept, and hold gifts made to the College in the form of any and all types of real or personal property for the purpose of advancing the welfare and development of the College and to aid it in carrying out its commitment to provide educational opportunities.

The Board of Trustees has authority over policies and procedures for all fund raising activities and acceptance of all gifts and grants from non-governmental sources. With certain exceptions provided for herein, such authority has been delegated to the College's President or the President's designees. The Board of Trustees retains the power of final approval of the policies and procedures that govern all fund raising activities and for such special Board decisions as are required by these policies and procedures.

Members of the College community who may be involved in fund raising activities should be aware of development policies and procedures. This statement has been prepared as an aid to the approved policies and procedures.

The Vice President for Institutional Advancement will provide information regarding the interpretation and clarification of these policies and procedures.

#### 2.7.2.1 Soliciting Charitable Contributions

In soliciting charitable contributions, no staff member or representative of the College is authorized to commit the College to an agreement which is in conflict with established policies and procedures, or which compromises, in any manner, the position of any office or department in the performance of its assigned responsibilities.

Any member of the campus community who wishes to seek a grant or other contribution of money, real and personal property, or gift-in-kind from an individual, corporation, foundation, or other non-governmental agency for the purpose of continuing, enlarging, or imitating an approved program, project or activity, will coordinate such solicitation effort from its inception with the Vice President for Institutional Advancement. The Vice President for Institutional Advancement will ensure that, in the solicitation of support from such sources, College priorities are observed and plans for such programs, projects or activities have been reviewed and approved in advance of solicitation by academic, financial, and other appropriate administrative officers.

### **2.7.2.2 Acceptance of Charitable Contributions**

As a general rule, a solicitation for a gift or bequest should stress the advantages of an unrestricted gift. Prior to acceptance, a bequest or restricted gift must be appraised to assure that it does not place unreasonable constraints on the College. The language used in establishing restricted and endowed funds should be such that the terms can be modified to permit suitable use in the future as conditions require in the light of changed circumstances.

While the College will accept gifts which are restricted so as to affirmatively assist particular individual or group efforts, it is the policy of the College to seek to persuade the donor, when appropriate, to allow language in the deed of gift permitting use of the funds for general purposes.

Scholarship gifts may not be accepted by the College if they are offered on the condition, or with the understanding, that the award will be made to a student of the donor's choice.

### **2.7.2.3 Gift Valuation**

Before acceptance, gifts will be assessed by the Vice President for Institutional Advancement in coordination with appropriate department heads to assure that such gifts do not impose unreasonable constraints or conditions upon the College, and are in accord with capacity to provide the appropriate care for such property. No payment for the expense involved in accepting such a gift will be made without the express authorization of the Vice President for Institutional Advancement. Whenever the acceptance commits the College to a major or extraordinary obligation not already provided herein, the acceptance must be approved by the Board of Trustees.

In setting up or reviewing the terms of any gift with a donor, a representative of the College may suggest wording or terms that will assist the College in complying with the donor's wishes. The representative will not, however, give tax or legal advice. All prospective donors should be advised to seek the counsel of their attorneys and/or their tax and estate-planning advisors concerning all aspects of their proposed gift. If the donor refuses to employ that person's own counsel, the College's counsel should be contacted for procedural guidance.

Gifts will be valued by the College on the date the donor relinquishes control of the assets in favor of the College. The amount reported should be arrived at without regard to the donor's estimation of the gift's value, the worth and date of the gift as reported by the donor to the IRS, or the value placed on it by the IRS in reference to the donor's tax liability.

In cases where gifts are made in cash, the valuation does not pose a problem. In cases where gifts are made with securities real and personal property, or bearing some real or implied obligation on the part of the College, the following guidelines will be observed:

#### **2.7.2.3.1 Securities**

The College will report gifts of securities at market value on the date the donor relinquishes assets in favor of the College. Neither losses nor gains realized by the College's sale of securities nor brokerage fees or other expenses associated with the transaction will affect the value reported.

#### **2.7.2.3.2 Real and Personal Property**

Major gifts of real and personal property — such as land, vehicles and works of art — will be reported at the fair market value placed on them by an independent, expert appraiser. Small gifts of real and personal property with apparent value of less than \$2,500 may be valued by a member of the College’s staff, and that informal valuation will be used for reporting purposes.

#### **2.7.2.4 Recording and Acknowledging Charitable Contributions**

The Vice President for Institutional Advancement is responsible for the processing, recording, acknowledging and maintenance of records and files and related correspondence and documents for all gifts of cash, securities, gifts-in-kind, pledges, and grants from private sources including individuals, corporations and private foundations. Any member of the faculty or administrative staff reviewing such a gift or grant will promptly forward it and all pertinent correspondence to the Vice President for Institutional Advancement for deposit, accounting and acknowledgment. After the recording of such gifts, securities and original documents (such as wills, trusts, deeds, annuity agreements, contracts and correspondence) establishing restrictions on such gifts will be deposited into the custody of the Treasurer of the Board of Trustees.

All personal gift records identifying a donor will be treated with professional discretion and will be subject to the normal listings and uses of the College. Gift records of donors requesting confidentiality or anonymity will be accorded such. However, the Vice President for Institutional Advancement may disclose such information or documentation as authorized by such a donor or as may be required by law.

#### **2.7.3 Use of College Name, Seal, and Logo**

Members of the campus community, either individually or collectively, shall not officially use the name, seal or logo of Medaille College in any activity outside of the regular work of the College. Violation of this rule is regarded as sufficient cause for dismissal or expulsion. Medaille College’s name, seal, and logo are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Vice President for Institutional Advancement. Members of the campus community publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to Medaille College in connection with such quotations.

Official stationery may not be used in connection with “outside activities” except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of Medaille College attributed to it. The use of official Medaille College titles for personal gain or publicity is prohibited without the written approval of the Vice President for Institutional Advancement.

## **2.8 Miscellaneous Policies**

### **2.8.1 Hazing**

Hazing is an act or series of acts that persecutes or harasses an individual(s) with difficult, humiliating, and sometimes dangerous tasks. It is the policy of Medaille College that activities of this nature do not belong within a collegiate environment and are outside the context of a positive learning experience. Please refer to Volume VII, Subsection 7.9.3, the Student Code of Conduct, "Offenses Related to Persons," and refer possible violations to the Student Affairs Office promptly.

### **2.8.2 Fireworks**

College regulations forbid the use of fireworks and firecrackers. Possession and/or use will result in disciplinary sanctions.

### **2.8.3 ATM**

For the convenience of the Medaille College community, an ATM is located in the Kevin Sullivan Campus Center on the first floor next to the elevator. The College is not responsible for any malfunction, error or loss of service with the ATM machine.

### **2.8.4 The College Store**

The Medaille College Store carries educational supplies, imprinted clothing, and souvenir items. Accepted terms of payment include cash, checks (with valid ID), Master Card, Visa, American Express and Discover.

Location: Sullivan Campus Center, C117

Hours:

9:00 a.m. – 6:00 p.m. Monday-Thursday

9:00 a.m. – 4:00 p.m. Friday

Staff:

Michael Healy Manager

Sharon Myers Assistant Manager

### **2.8.5 Virtual Bookstore**

Beginning Fall 2004, Medaille College launched a virtual bookstore. We are partnering with MBS Director for textbook distribution services. Text books will not be available for purchase on campus. The virtual bookstore is located at [www.medaille.edu](http://www.medaille.edu) or [www.mbsdirect.net](http://www.mbsdirect.net).

MBS Direct will provide an Internet ordering site for all members of the campus community that is supported on the World Wide Web via the MBS Direct Virtual Bookstore. Internet ordering will be available 24 hours a day. In addition, orders may also be made via telephone at the following toll free number: 1-800-325-3252, by fax at 1-800-499-0143 or by mail with check, money order or credit card information.

The virtual bookstore is located at [www.medaille.edu](http://www.medaille.edu) or [www.mbsdirect.net](http://www.mbsdirect.net). Internet ordering is available 24 hours a day. In addition, orders may also be made via telephone at the following toll free number: 1-800-325-3252, by fax at 1-800-499-0143 or by mail with check, money order or credit card information.

### **2.8.6 College Property**

Anyone who willfully or carelessly misuses, abuses, or destroys College property will be required to pay for its repair or replacement and will be subject to disciplinary action.

### **2.8.7 Facility Usage**

The academic program has priority in the use of College facilities. Requests for the use of facilities are filed with the appropriate office. Medaille College groups and individuals are given priority consideration in the use of College facilities. Clean up of the facility is the responsibility of the sponsoring organization or individual. Any group or individual sponsoring an event in the College facilities assumes all financial responsibilities connected with the event. Social events are limited to students, faculty, staff and their invited guests. Educational and cultural events may be open to the general public.

### **2.8.8 Food Service**

A dining hall located on the first floor of the Kevin Sullivan Campus Center is available for all employees and students.

The College is served by Chartwells. Resident students have a meal plan and commuters participate either on a declining balance or cash basis. Chartwells also provides a variety of catering to campus groups including faculty and students. Daily specials at lunch and dinner, a soup and salad bar, and made to order items, provide a variety of cuisine.

#### **2.8.8.1 Dining Hall Hours**

Breakfast	7:00 a.m. – 10:45 a.m.	Monday – Friday
Brunch	11:00 a.m. – 1:30 p.m.	Sat. and Sun.
Lunch	11:00 a.m. – 4:15 p.m.	Monday –Friday
Dinner	4:30 p.m. – 7:00 p.m.	Monday – Thursday
	4:30 p.m. – 6:00 p.m.	Fri., Sat., and Sun.

Food Service may close periodically for special events but alternative arrangements will be provided. Hours are subject to change.

#### **2.8.8.2 Snack Bar**

The South Residence Hall Snack Bar opened in the Fall of 2004. It will be open in the evening after the Dining Hall closes to all students, faculty and staff. Hours of operation will be posted. Students may use their declining dollars as well as cash at this facility. Please note, meal plan exchange can not be used at this site.

### **2.8.8.3 Meal Plans**

There are a number of meal plan options available for commuter and resident students, faculty, and staff. Resident students must carry a meal plan. First-year students are required to carry the 19 meal plan. Students who have been in housing at least one year and are living in a room without kitchen facilities may select between the 15 and the 19 meal plans. Students residing in either an apartment or a house with kitchen facilities may select among the 10, 15 or 19 meal plans. Unused declining balance dollars are not refundable or transferable. Students will be provided with the opportunity to use excess remaining dollars through catering ordering such things as cases of water, soda, etc.; pizza; cakes, and so on.

The plan details are as follows:

The Ultimate	19 meals per week plus \$100 declining balance dollars
Fabulous Fifteen	15 meals per week plus \$200 in declining balance dollars
Totally Ten	10 meals per week plus \$400 declining balance dollars
Declining Balance Dollars	Minimum \$50 to Start

The Decline Balance Dollars program allows food purchases to be debited from the purchaser's account at the cashier station in the dining hall. Additional credits can be added at anytime. Participation in the program is a convenient way to fulfill an individual's food service needs. Worry about not having or running out of cash is eliminated. In addition, pre-paid meal plans for students are not taxable; thus, providing a significant savings. Well-balanced meals are available for 19 meals per week, including brunch on Saturday and Sunday. Unused declining balance dollars are not refundable.

See Mary Johnson in the Student Affairs Office, 2<sup>nd</sup> floor of the Campus Center, to complete the proper form and have the I.D. card encoded with the appropriate information.

### **2.8.8.4 Food Service Area**

As previously stated, all students residing in College-sponsored housing are required to participate in the College Board Plan. Responsibility for the operation of the dining program is vested in the Director of Food Service. Any questions or suggestions should be brought to the Director's attention.

In order to provide a desirable environment in the food service area, the following guidelines have been established:

1. A proper meal card must be shown when entering the dining hall.
2. Trays, glasses, silver, and dishes, of any type may not be removed from the food service area.
3. Shirts and shoes must be worn at all times.
4. Students using the athletic facilities are not to use the serving area or dining room until properly attired in street clothes and after appropriate hygiene.
5. Throwing of food or any objects will not be tolerated. Students conducting themselves in an unacceptable manner may be separated from the food service area for a specific period of time by the Food Service Manager and with the

concurrence of the Dean of Students. When a student is separated from the dining area, no refund of board charges for missed meals will be made.

6. All persons eating in the dining area are expected to return their trays and dishes to the dishwashing area after they have finished eating.
7. The last meal to be served before Thanksgiving, Christmas, and Spring Break closing, will be the Lunch meal for the day the Residence Halls close.
8. Students should enter and exit the dining area only through the two main entrances adjacent to the seating area. The other exits are for emergency use only.
9. Students are encouraged to become involved in the planning of food service. The official vehicle is participation on the Food Service Committee.

### **2.8.9 Gambling**

No form of gambling is permitted on Medaille property by College policy and by state law unless authorized by the Dean of Students. Any member of the Campus Community who violates this regulation will be subject to disciplinary action. Charitable bingo may be permissible under Board of Trustee approval.

### **2.8.10 Medaille Messenger**

The Medaille Messenger is a listing of events, activities and/or announcements of interest to the Medaille community. It is published Mondays and provides information of use to students and staff. Information for publication must be submitted by noon on Wednesday to the Office of College Communications. Members of the campus community will want to read it each week to keep informed about the events of the week. It is also accessible on the College web site

### **2.8.11 Lost and Found**

Lost articles shall be taken to the Information Office or the Public Safety Office. Similarly, check with the Information Office or the Public Safety Office if an item has been lost. The Information Office is located on the first floor of the Main Building and the Public Safety Office is located at 2 Agassiz Circle.

### **2.8.12 Parking**

Parking is available to all students, faculty or staff members. Parking permits must be obtained from the Campus Public Safety Office every year.

Parking facilities are maintained for all faculty and staff members, as well as students registered at the College. To park on campus, parking permits must be obtained from the Department of Public Safety. The parking tag must be clearly displayed on of the vehicle, in a location designated by the Department of Public Safety.

Each employee and student is responsible for obtaining and adhering to the parking regulations. The College is not responsible for any theft or damage to vehicles. Comprehensive insurance is strongly suggested. Parking regulations, distributed when a

permit is obtained, are enforced seven days a week and apply to all students, faculty, and staff at the College.

All new incoming day commuter students will park at the Buffalo Zoo lot, located on Parkside Avenue at the corner of Jewitt Parkway. A shuttle between this lot and the Sullivan Campus Center will be available from 7:00 a.m. – 5:00 p.m., Monday – Friday.

Every student, faculty or staff member's personal vehicle parked on Campus or at the Buffalo Zoo lot must display a valid coded parking permit. These permits may be picked up at the Campus Public Safety Office located at 2 Agassiz Circle.

Prior to the issuance of any parking permit, an application (vehicle registration card) needs to be filled out. A valid drivers license and vehicle registration must be presented. Students must also present a Student Class Schedule (students only) to obtain a parking permit.

The faculty/staff parking permit shall be hung from the inside rearview mirror in a manner which is readable from the outside of the vehicle. Student stick-on parking permits must be affixed to an area of the vehicle designated by Campus Public Safety.

Parking Permits are valid in any legal parking space on Campus which is not specifically marked for some other purpose.

Vehicles parked in handicapped spaces must display a New York State Handicap plate or hanging permit.

Vehicles must park inside the clearly marked parking spaces. Vehicles occupying more than one space or parked diagonally will be ticketed.

Parking is not permitted in areas marked "Delivery," "Loading Zone," "Commercial Vehicles Only," "No Standing," "No Parking," "No Overnight Parking 11 pm – 7 am" near fire hydrants or in fire lanes or on grass.

Vehicles illegally parked may be towed at the owner's expense. This will include the parking summons, the tow and storage charge.

All bicycles are to be locked in bike racks. Bicycles are not permitted in any of the buildings. Individuals are responsible for securing their own bicycles.

### **2.8.12.1 Snow Removal Policy**

From November 15<sup>th</sup> – April 15<sup>th</sup>, "No Overnight Parking" is allowed between the hours of 11:00 p.m. – 7:00 a.m. in areas to be designated by the Department of Campus Public Safety for the purpose of snow removal.

A snow removal and approved parking map will be posted on each floor of each Residence Hall, the Main Building and the Sullivan Campus Center for informational purposes. Any vehicle found in violation of this policy will be subject to a parking summons and a towing at the owner's expense. Additional Campus notices will be posted as well as Campus voicemail and

e-mail messages when the weather necessitates alternate parking for the clearing of snow from designated overnight resident student parking areas. Failure to adhere will result in the issuance of a parking summons and tow at the owner's expense.

### **2.8.12.2 Adjudication Policy**

Anyone with a legitimate reason for not parking legally who wishes to contest the issuance of a parking summons must do so in writing within ten (10) days from date the summons was issued. No disputes will be accepted after ten (10) days. Dispute forms are available at the Office of Campus Public Safety and the Information Office.

A committee of representatives from Campus Public Safety, Office of Student Affairs and the Department of Residence Life will conduct parking hearings and render decisions based on the evidence presented.

### **2.8.12.3 Violation Schedule**

<u>Description</u>	<u>On Time</u>	<u>Late Charge</u>
No Parking	\$20	\$40
No decal/permit	\$20	\$40
Crosswalk	\$20	\$40
Overnight	\$20	\$40
On Sidewalk	\$20	\$40
On Grass	\$20	\$40
Straddling Lines	\$20	\$40
Blocking Dumpster	\$20	\$40
Fire Hydrant	\$40	\$80
Fire Lane	\$40	\$80
Snow Removal	\$40	\$80
Handicapped Space	\$50	\$100
Towing	\$45	

All Tickets are to be paid at the Public Safety Office, located at 2 Agassiz Circle between the hours of 8:00 a.m. and 3:00 p.m. Monday-Friday, or by mail to the Public Safety Office.

Any ticket not paid within ten (10) calendar days will result in a late charge and a hold being placed on the individual's account. This hold will result in violators being unable to register for classes, receive grades and/or transcripts.

### **2.8.12.4 Traffic Flow**

A ring road has been established on Campus to provide for a safe flow of vehicular traffic entering or leaving Campus. Traffic signs have been posted and shall be followed to avoid accidents.

Traffic entering Campus may go left to the rear parking lot or may enter to the right to access the front parking lot. Traffic leaving the Campus should follow posted traffic signs and exit the rear parking lot to the roadway behind the Sullivan Campus Center and alongside the Admissions Building. All traffic should then exit the Campus at the Main entrance at Parkside and Agassiz Circle. The traffic flow pattern between 7 a.m. and 11 p.m. on Campus roadways is one way only.

During the hours of 11 p.m.–7 a.m. traffic is restricted from the roadway behind the Sullivan Campus Center (during this time, chains are erected to keep all traffic from this area). Traffic leaving the rear parking lot between 11 p.m.–7 a.m. shall exit to the roadway behind the South Residence Hall, in front of the North Residence Hall and follow it to the

main entrance. The traffic flow pattern on the South Roadway is two-ways between 11 p.m.–7 a.m. and extra caution is advised.

### **2.8.13 Postal**

Pre-stamped personal letters may be left in the Information Office for pickup by the Post Office. Postage may be purchased in the Information Office.

### **2.8.14 Sales and Solicitations**

Sales and solicitations are not permitted on the Medaille College campus. Exceptions are subject to the discretion and approval of the Dean of Students.

### **2.8.15 Shoes**

In accordance with the state law, shoes must be worn in all public building, i.e., the Administration/Classroom, Library, Science, and Athletic buildings. This does not necessarily apply to student residences but footwear must be used when coming to the public buildings for class or meals.

### **2.8.16 Weight Room**

Faculty, staff and students may use the weight room facilities according to regulations.

### **2.8.17 Student Identification**

Every registered student must have a valid Medaille College Student Identification Card. Photos for the ID cards are taken during Orientation and throughout the early part of the semester by the Campus Public Safety Office. Returning students must have it validated by the Campus Public Safety Office. Students should have their ID cards on their person at all times on campus and should be prepared to present it upon request. ID cards are needed to take books out of the library, for use of the Academic Computer Center, to gain entrance to most social events, to use the Campus Center during open hours, and to receive a parking tag. There is a \$10.00 replacement fee.

This card must be available for presentation upon request by any Campus Public Safety staff, or any College faculty or staff member. Failure to obtain the I.D. card at the designated time is a form of incomplete registration.

### **2.8.18 Childcare**

There are no childcare facilities on any campus of Medaille. Members of the campus community are encouraged to check local listings for available child care centers.

### **2.8.19 Children on Campus**

Please note that College policy prohibits the unauthorized presence of children on any campus of Medaille. This includes leaving children unsupervised in lounges, the Dining Hall, Campus Center, Library, etc. Children are not to be brought into the classroom settings, for their presence is not conducive to an optimal learning environment for

Medaille students. Violations will be handled by the individual instructor and/or reported to the Student Affairs, the Academic Affairs Office or the Human Resource Office.

### **2.8.20 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at the College, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on College premises, employees shall immediately notify their supervisor or the Public Safety Office. Any suspicious behavior shall be reported immediately to the Public Safety Office.

### **2.8.21 Pets on Campus**

Due to considerations of health, safety, cleanliness, and professionalism, members of the campus community, (faculty, administration, staff, students, guests) are not to bring pets onto any campus of Medaille College, or any ACCEL campuses.

Pets may be brought onto campus only under one of the following conditions:

1. A specific purpose such as class demonstration, observation, surgery, or medical assistance.
2. Student, employee, or guest with a recognized and documented condition with the Office of Disability Services.
3. A specific program such as an Animal Care Seminar.
4. Any animal brought into the Animal Health Care Facility (Downey Science Bldg.) must have the permission of the chairperson of the Veterinary Technology Program.
5. Animals used for academic demonstration (non-Vet Tech), must be authorized through the Chairperson of the Vet Tech Department.
6. Animals used for other than academic purposes must be authorized through the Dean of Students.

Even after gaining permission to bring an animal on-campus, proper clean up must take place at all times. Under such exceptions the animal should be either in the presence of the owner or supervised by veterinary personnel. Under no condition may animals brought to campus for the above purposes enter College housing.

Pets, other than fish, are prohibited in College Residences or on College property. Students found having pets will be required to immediately take them off-campus. Students who refuse to comply with this policy will subject themselves to disciplinary action.

### **2.8.22 Vending Machines**

The vending machines are serviced by Loose Ends for the convenience of the student body. Their proper use is a community responsibility, and students should actively participate in this process. Abuse of any vending machine will be considered abuse of College property and will result in disciplinary action.

## **Appendix 2.1.6.2.1: Office of Disability Services Policies and Procedures**

### Federal and State Legislation Mandates

Assurance of equal opportunity rests upon legal foundations established by federal and state law, specifically the Rehabilitation Act of 1973 including Section 504, the Americans with Disabilities Act of 1990, and the New York Human Rights Law. By federal law, a person with a disability is any person who:

1. has a physical or mental impairment,
2. has a record of such impairment, or
3. is regarded as having such an impairment,

which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Examples include, but are not limited to: learning disabilities, visual impairments, hearing loss, psychological disorders, mobility impairments, AIDS, seizure disorders, and other chronic illnesses.

The College's efforts to accommodate people with disabilities must be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support the Colleges regular services and programs.

The College will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

The policies and procedures that follow are the means by which faculty, staff, and students of Medaille College endorse and will apply the conditions of Section 504, the ADA, and the New York Human Rights Law to students.

### Non-Discrimination Policy for Students with Disabilities

It is Medaille College's policy that no otherwise qualified person with a disability be excluded from participating in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subjected to discrimination with regard to any College program or activity. A program or activity refers to any credit or non-credit program or activity sponsored by Medaille College.

An otherwise qualified person with a disability must be ensured the same access to programs, opportunities, and activities at the College as are all others. Existing barriers, whether physical, programmatic or attitudinal will be removed. There must be ongoing vigilance to ensure that new barriers are not erected.

### College Service Providers for Students with Disabilities

Individuals with disabilities seeking accommodations, adjustments, and/or auxiliary aids and services must contact and provide documentation of disability to:

Coordinator, Office of Disability Services/504 ADA Compliance  
 Medaille College  
 Room M-031 Main Building  
 Phone (716) 880-2391, FAX (716) 884-0291

**Appendix 2.7.1.1A: Medaille College Grant Project Authorization Form**

Signatures of Approval:

I have read the attached grant abstract and fully support this project.

Department Supervisor/Chair	_____	_____
	Signature	Date
Supervisor	_____	_____
	Signature	Date
Vice President for College Relations	_____	_____
	Signature	Date
President, Medaille College	_____	_____
	Signature	Date

I understand, and will abide by Medaille College’s policy regarding the grant process. I will accurately represent Medaille College in my grant proposal, and, if this proposal is funded, I will take the required actions needed to comply with the requirements of this grant-funded project.

Project Name: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_ College Match \_\_\_\_\_

Project Director: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

When all signatures are completed, please return to:

Grant Writer  
 Medaille College Grants Office  
 Agassiz Circle  
 Buffalo, NY 14214  
 716-884-3411, ext. 208

Please note that a grant proposal can not be submitted without the required signatures of approval!

For External Use Only  
 GW Initials: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**Appendix 2.7.1.1B: Medaille College Grant Proposal Abstract**

Date of Request

Description of Project

Benefits to Medaille College

Total Project Cost

Potential Funding Sources

Project Timeline