



Medaille College

POLICY MANUAL

VOLUME VII

**STUDENT DEVELOPMENT AND
RESIDENTIAL POLICIES**

TABLE OF CONTENTS

7.1	Student Development Policies	1
7.1.1.	Recreational Activity	1
7.1.2.	Group Demonstrations	1
7.1.3.	Voluntary Leave of Absence.....	1
7.1.4	Interim and Involuntary Leave of Absence	2
7.2	Student Alcohol and Drug Policies and Programs	3
7.2.1.	Alcohol Policy	3
7.2.1.1.	Campus Regulations	3
7.2.1.2.	Residence Hall Policy	4
7.2.1.3.	Summary of the Current New York State Laws on Alcohol	5
7.2.1.4.	Parental Notification Policy	6
7.2.1.5.	Containers	6
7.2.2.	Drug Policy	6
7.2.2.1.	Residence Hall Policy	6
7.2.3.	Substance Abuse Prevention Program.....	7
7.2.3.1.	Description of Health Risks Associated with Illicit Drugs and Alcohol..	7
7.3	Residential Policies	8
7.3.1.	Room and Residence Policies.....	8
7.3.1.1.	Room and Board Charges.....	8
7.3.1.2.	Room Reservations and Deposits	8
7.3.1.3.	Room and Board Assignments and Charges	9
7.3.1.4.	Room and Board Refunds	9
7.3.1.5.	Residency during Holiday Periods.....	9
7.3.1.6.	Checkout Procedures	9
7.3.1.7.	Commercial Enterprises	10
7.3.1.8.	Condition of Rooms	10
7.3.1.9.	Furniture Removal	10
7.3.1.10.	Destruction of Property.....	10
7.3.1.11.	Damage Assessment Procedures	10
7.3.1.12.	Entering and Searching Rooms and Apartments	11
7.3.1.13.	Keys and ID cards.....	11
7.3.1.14.	Locking Doors	11
7.3.2.	Personal Property Liability.....	12
7.3.3.	Quiet Hours	12
7.3.3.1.	Stereophonic Equipment and Other Electronic Sound Equipment	12
7.3.4.	Windows	12
7.3.5.	Resident Safety.....	12
7.3.5.1.	Fire Procedures.....	12
7.3.5.2.	Fire Extinguishers/Cases and Equipment	13
7.3.5.3.	Fire Hazards	13
7.3.5.4.	Water Guns, Water Balloons, etc.	13
7.3.5.5.	Self-balancing Scooters/Hoverboards	13

7.3.6.	Policies for Guests in Residence Halls.....	13
7.3.7.	Residence Life Visitation Policy	14
7.3.7.1.	Room Visitation.....	15
7.3.7.2.	Room Capacity	15
7.3.7.3.	Bathrooms	15
7.3.7.4.	Additional Facilities	15
7.3.7.5.	Complaints and Violations	16
7.3.8.	Emotional Support Animals	16
7.4	Student Code of Conduct and Judicial Procedures	17
7.4.1.	Introduction.....	17
7.4.2.	Student Rights within the College Community	17
7.4.3.	Student Code of Conduct	18
7.4.3.1.	Offenses Related to Property.....	19
7.4.3.2.	Offenses Related to Persons	19
7.4.3.3.	Offenses Related to the Operation of the College.....	20
7.4.3.4.	Offenses Related to Welfare, Health or Safety	20
7.4.3.5.	Offenses Related to the College Student Judicial System (CSJS).....	21
7.4.3.6.	Offenses Related to Title IX.....	21
7.4.4.	Judicial System Administration	21
7.4.4.1.	The Role of the Chief Student Development Officer (C.S.D.O.).....	22
7.4.5.	Rights of Students in Disciplinary Proceedings.....	22
7.4.5.1.	Sanctions.....	23
7.4.5.2.	Appeals	25

Volume VII

Student Development and Residential Policies

7.1 Student Development Policies

7.1.1. Recreational Activity

Outdoor sports should take place on Campus during reasonable hours and a reasonable distance from all housing units. Outdoor sports or physical activities are prohibited inside all residential units.

Students are encouraged to become involved in the outdoor activities available and to use the campus sports and fitness facility to its full capacity. Contact Student Involvement for further information.

Bicycles are not permitted inside residential units. Motorcycles are not permitted inside campus buildings and must be properly parked in the parking lots. Motorcycles are not to be used on campus sidewalks or lawns.

7.1.2. Group Demonstrations

Demonstrations must be registered twenty-four (24) hours in advance with the Office of Student Development. All demonstrations (and expression of any form) must be peaceful and orderly. Demonstrations may be organized and led only by members of the Medaille College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of age, sex, race, color, sexual orientation, religion, national origin, disability, marital status, veteran status, military status, or any other category protected by law.

7.1.3. Voluntary Leave of Absence

The College recognizes that situations may arise when a student may want to voluntarily interrupt his or her academic students. A Voluntary Leave of Absence may be requested for national service, medical conditions, or for personal or financial reasons.

Every request for a Voluntary Leave of Absence is analyzed on an individual basis. To request a Voluntary Leave of Absence, a student must request the leave in writing to the Vice President of Student Development and provide the reasons for the request. A student considering a Voluntary Leave of Absence should also consult with his/her academic program and advisor to determine whether there are further procedures that must be followed. A Voluntary Leave of Absence should be requested prior to the semester in which the leave is taken if possible. The Vice President of Student Development must approve the Voluntary Leave of Absence in writing. The Vice President of Student Development or his/her designee, in consultation with the student, will determine length of the Voluntary Leave of Absence and requirements for re-admittance/return from any Voluntary Leave of Absence.

Medaille will maintain the confidentiality of all information regarding Leaves of Absence in accordance with federal, state and local law. No statement regarding the reasons for the Leave of Absence will appear on the student's official transcript. Medaille reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

7.1.4 Interim and Involuntary Leave of Absence

When in the judgment of the Vice President of Student Development or his/her designee the continued presence of a student at the College presents an immediate danger to the fulfillment of the educational mission of the College or to the life, health, welfare, safety or property of any member(s) of the College community, and the student is unwilling or unable to make a determination to take a Voluntary Leave of Absence, the student may be subject to an interim suspension, including immediate denial of campus housing and/or suspension from the College. The Vice President of Student Development shall continue to evaluate all the circumstances in determining whether to continue the interim suspension pending the outcome of a student disciplinary hearing or an Involuntary Leave determination.

The Vice President of Student Development or his/her designee will also determine whether to place a student on Involuntary Leave for reasons of personal or community safety. Before Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence.

When Involuntary Leave is under consideration, the Vice President of Student Development or his/her designee will notify the student in writing. The student will have the opportunity to provide the Vice President of Student Development with evidence and information regarding the need, or lack thereof, for an Involuntary Leave of Absence. The Vice President of Student Development or his/her designee will gather information necessary to make an individualized and objective assessment of the student's ability to safely participate in his/her academic program and in the College community, including requesting information directly from the student. The Vice President of Student Development or his/her designee shall also consider whether the risk to personal or community safety could be eliminated or reduced through reasonable and available accommodations and/or on-campus supports.

A student placed on Involuntary Leave may appeal the decision to the Vice President of Student Development within ten (10) business days of the decision. The appeal must be in writing and indicate the reason(s) why the student believes the decision is inappropriate. The Vice President of Student Development will review the appeal and provide a written response, which will be considered final.

A student placed on Involuntary Leave will be provided with information regarding the steps that must be taken to re-enroll.

Medaille will maintain the confidentiality of all information regarding Leaves of Absence in accordance with federal, state and local law. No statement regarding the reasons for the Leave of Absence will appear on the student's official transcript. Medaille reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

The policy and procedures for initiating an Involuntary Leave do not take the place of disciplinary actions (e.g. probation, suspension, dismissal) that are in response to violations of policies set forth in the Medaille College Handbooks.

7.2 Student Alcohol and Drug Policies and Programs

7.2.1 Alcohol Policy

Alcohol consumption as a fact of student life has come under increasingly stringent scrutiny recently, especially as state and federal governments have adopted stronger drinking age and driving-while-intoxicated laws. Medaille College supports the efforts of governmental agencies to control abuse of alcohol and the unhappiness such abuse causes, and seeks to uphold the spirit, as well as the letter of the law through its policies. The philosophical foundations of Medaille's Alcohol Policy are:

1. In an effort to develop independent and self-reliant individuals, the College considers the use or non-use of alcohol to be a personal decision, as long as that decision does not interfere with the rights of others. The College is responsible for developing policies and regulations that emphasize moderate and thoughtful use of alcohol and prevent abuse.
2. The College recognizes that the development of policies and procedures will not solve the problems of alcohol abuse. Educational programs that stress positive attitudes and behaviors and emphasize the dangers of alcohol consumption are equally important.
3. While the College has limited control over individual drinking habits, it does have the responsibility and obligation to monitor the College social environment and to comply with State and Federal laws pertaining to alcohol use. Medaille's policies and regulations reflect the importance of an appropriate environment during social events where alcohol is served and monitor the general use of alcohol and the quantity served.

These regulations apply for both on and off-campus events sponsored by student organizations of the College.

See Volume II of Medaille's Campus Community Policies for the College's Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.

7.2.1.1 Campus Regulations

Alcoholic beverages are not permitted on campus, except in conjunction with events properly registered with and approved by the Student Development Office.

The provision of alcohol must conform to federal, state, and local laws. A summary of pertinent legal information is appended to this policy. The sponsoring group will be held responsible to see that these laws are followed. Failure to do so may result in loss of the privilege of sponsoring an event.

- Intoxication will not be accepted as an excuse for misconduct at any College sponsored event.
- Members of the College community will be held personally responsible for inappropriate behavior.
- Non-alcoholic beverages must comprise a minimum of one-half of the total available amount of beverage.
- Food must be provided in a sufficient quantity to accommodate the number of persons in attendance.
- The ordering of alcoholic beverages shall occur after consultation with the Vice President of Student Development, who reserves the right to limit the amount of alcohol served at any function.
- No alcohol related student events shall be sponsored by any campus organization, on or off-campus, within five calendar days prior to semester examinations.
- The College cannot condone activities that serve alcohol alone. Events will not be scheduled whose sole purpose is the consumption of alcohol. Advertisements and promotional literature should not create the impression that drinking is the sole purpose of the event.
- Individuals should not be coerced into drinking alcoholic beverages at any time.
- A system of checking ID's and age information must be enforced. This will protect the organizers from unknowingly serving alcohol to underage persons. Campus Public Safety must be consulted and utilized for checking IDs.
- On-campus parties will be limited to three hours duration. Off-campus events must close by 12:00 a.m.
- Continued unacceptable alcohol related behavior might be grounds for limitation of social privileges or dismissal from the College.
- Alcohol consumption must be a legal possibility for a majority of the persons attending, to justify its inclusion in an event.
- Enforcement of these regulations is the responsibility of the group sponsoring the event in conjunction with the Student Development Office.
- As a general practice, use of alcohol will not approved at on campus functions where there is a presence of students who are under the age of 21.

7.2.1.2. Residence Hall Policy

Medaille College follows the laws of the State of New York in its alcoholic beverage policy.

Consumption of alcoholic beverages on campus is prohibited for those under the age of 21, and they are prohibited by College policy to be in the presence of alcohol in any College-owned housing unit. If all residents of a house or apartment are of the legal drinking age of 21 years, they may consume alcoholic beverages in their designated common areas. If the residents in a particular room are of the legal drinking age of 21 years (whether in the

residence halls or houses), they may consume alcoholic beverages in their living space provided that no underage persons are present. Beverages may not be consumed in the presence of underage students or guests.

Resident students who are of the legal drinking age of 21 years may be in possession of no more than the equivalent of six (6) 12-ounce cans of beer, or one (1) 750ml bottle of wine or one (1) 750ml bottle of alcohol. If a student who is 21 years of age resides with a resident who is under the legal drinking age, all alcoholic beverages must be stored in a separate area that is not shared (e.g. a separate personal refrigerator).

Resident students are not allowed to display or collect empty alcohol beverage containers or paraphernalia.

Drinking alcoholic beverages out of doors, in residence hall common areas, or in any other campus buildings is strictly prohibited unless special written permission is granted through the Student Development Office.

Alcohol is one of the most dangerous drugs abused by contemporary college students. To that effect, utmost care and consideration is required regarding the abuse of alcohol. It is an individual's responsibility to act in a mature manner at all times. Any adverse behavior resulting from the consumption of alcoholic beverages will be considered a violation of the code. This includes any incidence of intoxication that manifests itself to the campus community at College-sponsored functions off campus.

7.2.1.3. Summary of the Current New York State Laws on Alcohol

At least six provisions of New York law regulate the purchase and sale of alcoholic beverages by persons under the age of 21. Collectively, they establish in New York a minimum drinking age of 21:

ALCOHOL BEVERAGE CONTROL LAW §65, makes it unlawful for a licensed establishment to sell, deliver or give away an alcoholic beverage to any person actually or apparently under the age of 21.

ALCOHOL BEVERAGE CONTROL LAW §65-a, makes it an offense for any person to misrepresent the age of a person under the age of 21 for the purpose of inducing the sale of any alcoholic beverage to such person.

ALCOHOL BEVERAGE CONTROL LAW §65-b, makes it unlawful for one under the age of 21 years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

GENERAL OBLIGATIONS LAW §11-100(1) provides that any person who is injured by reason of the intoxication of any person under 21 may sue for damages against any person who knowingly caused such intoxication by unlawfully furnishing or procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such person was under the age of 21.

PENAL LAW §260.20(4), makes it a misdemeanor for a person to give or sell or cause to be given or sold any alcoholic beverage to a person less than 21, except that this provision does not apply to the parent or guardian of such person.

GENERAL OBLIGATIONS LAW §11-101, commonly referred to as the “Dram Shop Act,” provides for a right of action and recovery for injuries caused by the illegal sale of intoxicating liquor to any intoxicated person.

OPEN CONTAINER AND PUBLIC CONSUMPTION LAW, The city of Buffalo prohibits the possession of any open alcoholic container and/or drinking in a public space or vehicle.

OTHER DRUGS, Federal and New York State laws prohibit the possession, distribution, and inappropriate use of controlled substances and illicit drugs.

SANCTIONS, Violation of laws relating to drugs and alcohol may result in probation, fines, imprisonment, civil seizure and forfeiture of property, and a permanent criminal record.

7.2.1.4. Parental Notification Policy

In accordance with the Federal Higher Education Amendment of 1998, Medaille College reserves the right to notify parents or guardians of students under the legal drinking age who have violated campus alcohol and other drug prevention policies, whether on or off campus, where there exists a nexus between the violation and the interests of the College. In all cases, students will be accorded appropriate consideration under the Student Code of Conduct and Judicial Procedures. The Vice President of Student Development or designee will provide notification when necessary.

7.2.1.5. Containers

The use of any containers in College housing to store/transport alcohol is strictly prohibited.

7.2.2. Drug Policy

The possession or use of any compound or substance which is illegal under the federal, state, or local laws is incompatible with the College’s expectations for student responsibility. Persons who possess, use or are in the presence of such compounds or substances contrary to law are subject to immediate disciplinary action, including, but not limited to, suspension or dismissal from Medaille College.

The use of drugs and alcohol is generally habit forming and experimentation should be considered not only illegal but also a significant health risk. Counseling on drug and alcohol issues is available through both the Counseling Office and the Student Health Center. Please take advantage of these services.

See Volume II of Medaille’s Campus Community Policies for the College’s Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.

7.2.2.1. Residence Hall Policy

On-campus sale or use of any other controlled substances which include for example, prescription drugs, marijuana, ecstasy, LSD, mescaline, cocaine, etc. is prohibited. Students who are found to be selling, using, or in possession of these substances may be

required to vacate College housing and are also subject to permanent disciplinary action from the College.

7.2.3. Substance Abuse Prevention Program

The Office of Student Development, in conjunction with the Health and Counseling Staff, will provide counseling and information on support services and medical facilities. Health and Counseling Services are located in the Wellness Center at 117 Humboldt Parkway on the Buffalo Campus.

Education and awareness will be the focal points of programming throughout the school year. In addition, Medaille participates annually in the National Collegiate Alcohol Awareness Week by offering a variety of activities aimed at preventing the abuse of alcohol. Online resources addressing both education and screening for substance abuse can be found via the Counseling Website. Prevention and treatment resources can be located at www.oasas.ny.gov. Individuals can access resources in their particular county via this site.

7.2.3.1. Description of Health Risks Associated with Illicit Drugs and Alcohol

Illicit Drugs

The use of illicit drugs can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death.

Effects from the use of illegal narcotics may include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Narcotic overdoses can produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms can include tremors, panic, cramps, nausea, chills, and sweating. Women who use drugs during pregnancy may give birth to infants with physical abnormalities and mental defects.

The illicit use of depressants can cause slurred speech, disorientation, and drunken behavior. Overdoses can cause a weak and rapid pulse, coma, and possible death. Withdrawal syndrome can include tremors, delirium, convulsions, and possible death.

The illicit use of stimulants can cause excitation, euphoria, increased pulse and blood pressure, insomnia, and loss of appetite. Agitation, increase in body temperature, hallucinations, convulsions, and possible death are the effects of stimulant overdose. Withdrawal syndrome can include apathy, long periods of sleep, irritability, depression, and disorientation.

The possible effects of the use of hallucinogens include hallucinations and altered perceptions of time and distance. Overdoses can produce longer, more intense effects, psychosis, and possible death.

The use of marijuana can produce euphoria, relaxed inhibitions, increased appetite, and disoriented behaviors. Overdoses can result in fatigue, paranoia, and possible psychosis. Marijuana withdrawal can occasionally produce insomnia, hyperactivity, and decreased appetite.

Alcohol

Alcohol consumption causes a number of changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate amounts of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high intake of alcohol can cause impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high amounts cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower amounts of alcohol will produce the same effects.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental defects. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

7.3 Residential Policies

7.3.1. Room and Residence Policies

7.3.1.1. Room and Board Charges

Students under 21 years of age who do not reside with their parents, and live beyond a reasonable commuting distance (50 or more miles) of the City of Buffalo are required to live in College owned housing.

Charges for room and board must be paid in full by the beginning of each semester. Students who leave the College before the end of the semester without having properly withdrawn from classes and notifying the Department of Housing and Residence Life, or students who have their residence hall/food service contract(s) canceled as a result of a violation of the Medaille College Student Code of Conduct, or of those rules, regulations, and policies for the Medaille College Residence Halls, are not entitled to any refunds.

7.3.1.2. Room Reservations and Deposits

Roommates may be requested at the time of deposit. A \$100.00 deposit is required to reserve a room for the academic year or for one semester should student take occupancy mid-year (beginning Spring Term). The deposit also serves as a damage deposit, which is used to offset a resident's outstanding damage charge. The deposit (or a portion of the deposit) will be refunded at the end of Spring Semester only after outstanding charges have been deducted.

7.3.1.3. Room and Board Assignments and Charges

The Assistant Dean of Student Development or a designee has the responsibility to make room assignments and to approve room changes. The student initiating the change will be required to move. Changes will be considered only for unusual circumstances, and then only with approval. Students interested in applying for a room change should contact the Residence Director or Graduate Residence Coordinator of the building they reside in.

7.3.1.4. Room and Board Refunds

Students who leave the College before the end of the semester or who are required to vacate College housing as the result of disciplinary action are not entitled to a refund of room and board charges. Students who formally withdraw from housing or those who formally resign as Medaille College students are eligible to receive a partial refund of their room and board charges in accordance with the tuition liability policy and schedule.

7.3.1.5. Residency during Holiday Periods

Housing is provided for students during the recesses only after the Assistant Dean of Student Development grants special permission and if the following criteria are met:

- A Break Stay form is completed prior to the posted deadline
- The student must be taking classes and/or have a legitimate College-related reason to stay.

7.3.1.6. Checkout Procedures

All students are required to vacate College Housing Facilities within twenty-four (24) hours of completing their examinations or specific times that may be determined by the Department of Housing and Residence Life. All residential units will officially close at 10:00 a.m. on the day after the last final examinations. Resident students must ensure that they follow proper check-out procedures to avoid any additional fees. Proper procedures are posted 2-4 weeks prior to closing.

The Medaille College housing facilities and dining hall will be closed during the Thanksgiving, Christmas, and Spring Breaks. Please read carefully the notices on specific dates for both closing and reopening during these recesses, which will be circulated by the Student Development Staff. Housing is provided for students during the recess only after special permission has been granted. Students vacating their rooms permanently at the end of the Fall Semester and all resident students at the end of the Spring Semester must accomplish the following before leaving campus:

Make sure the room is in good physical condition and clean.

Arrange with the Residence Life Staff a mutually agreeable time for room inspection. Students not arranging for inspection will be subject to having their rooms inspected by College Personnel after the semester ends. This may result in charges for damages found during inspection and/or improper checkout. Cleaning charges will be assessed for students whose rooms are left in a disorderly and/or unclean condition. Anything left in the rooms after graduation will be considered garbage or college property.

After the inspection, all room and mailbox keys are to be returned to the Residence Life Staff. Failure to return the room key will result in a \$30 assessment per key.

Disputes regarding damage bills will not be addressed once the refund process has concluded.

7.3.1.7. Commercial Enterprises

The operation of a commercial enterprise from a residence hall room, apartment, or any other space owned and/or under the general direction of the College is strictly prohibited. Violators will be subject to disciplinary action through the Campus Judicial System.

7.3.1.8. Condition of Rooms

Students are responsible for the cleanliness and general condition of their rooms and all adjacent or surrounding areas. If a member of the Residence Life Staff has spoken to residents of a room about excessive mess and/or garbage in or around the room or bathroom, the residents themselves must take responsibility to clean the area. If this is not done, the residents shall be billed for the cost of cleaning.

7.3.1.9. Furniture Removal

Removal of College furniture from the room in which it is placed is prohibited. Students found in violation of the aforementioned may be subject to fines and/or disciplinary action. Students shall not remove furniture from residence hall lounges.

7.3.1.10. Destruction of Property

College property should be respected at all times and any damages beyond normal wear are the responsibility of the residents of a given room. Those students, who participate in or are responsible for excessive and/or malicious damage to College property, may be suspended or dismissed from the College and shall be financially responsible for the cost associated with the repair of the damage.

7.3.1.11. Damage Assessment Procedures

All student rooms and common areas are assessed by the Resident Assistant assigned to that area, before the resident students assigned to that area takes occupancy of the room.

The resident students assigned to that particular room then review the inventory with the Resident Assistant to ensure that all pre-existing damages are documented. Once this has been completed the student will sign off on the inventory.

All inventories are stored in the Residence Life offices during the academic year. At the conclusion of the academic year students are expected to schedule an appointment with their Resident Assistant to assess the student's room once all belongings have been packed. This allows for an accurate assessment to be obtained free of obstruction. Final damage charges are subject to a walkthrough of the student's space by Residence Life and Facilities personnel after the closing of the residence halls.

All damages assessed are deducted from the students Housing Deposit. Any damage in excess of the \$100.00 housing deposit is billed to the individual's student account. If the party or parties responsible for damage in common areas are not identified either through self-admission or investigation the cost of repair will be divided equally among all students in that living area and subtracted from each student's housing deposit.

Apartment room damages will be assessed as necessary and immediately following room inspections, at the end of the Fall and Spring Semesters. A member of the Residence Life team and a representative of the Maintenance Department will complete room inspections. Damages will be assessed to the smallest identifiable group, i.e., one room, several rooms, a floor, an apartment or all apartments. Common area damages will be deducted from the damage deposits of the members of the identified group.

Students who elect or are asked to move mid-semester will complete an Exit Inventory with their Resident Assistant and/or the Residence Director. A new inventory form for the new room assignment will be completed and the previous room's inventory attached.

Damage bills are generated at the conclusion of the Spring term. Student should allow for a minimum of 4-6 weeks to receive a refund of their housing deposit, minus any charges that may be assessed by the Residence Life Staff.

7.3.1.12. Entering and Searching Rooms and Apartments

The College reserves the right for authorized representatives (Residence Life Staff, Student Development Staff, Facilities, Public Safety, etc.) to enter and search a student's room for housekeeping purposes, for damage inspections, for the establishment of order, for repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the College community. A student's room may also be entered and searched when there is reason to believe that a violation of College policy is taking or has taken place. In such cases, an attempt will be made to have the student present and/or a member of the Residence Life Staff available.

7.3.1.13. Keys and ID cards

All keys and Public Safety-issued identification cards are the property of the College and cannot be exchanged with, given to another person, or duplicated. Students will be assessed \$30 if they fail to return the key to the Office of Housing and Residence Life during checkout time. Replacement of a lost key or ID card during the semester is \$30.00 per key.

7.3.1.14. Locking Doors

The following guidelines are designed to insure residents' personal safety.

- Resident students are urged to keep their doors locked at all times.
- All outside doors will be locked 24-hours a day.

7.3.2. Personal Property Liability

The College is not responsible and has no liability for damage or loss of student's personal property. The College recommends that students whose personal property is not covered by their parent's personal property insurance policy should purchase renters insurance coverage on their own.

7.3.3. Quiet Hours

Minimum quiet hours for all residential units are 10 p.m. to 8:00 a.m. Sunday – Thursday, and 11:00pm to 8:00 a.m. on Friday and Saturday.

Besides the established Quiet Hours, the entire housing complex is subject to Courtesy Hours on a 24 hour basis. This means that relative quiet should be respected at all times out of consideration for widely ranging study and sleeping times, and given the fact that the College is located in a residential area. Students possessing potentially loud stereophonic equipment are asked to respect their roommate's and their neighbor's right to quiet.

7.3.3.1. Stereophonic Equipment and Other Electronic Sound Equipment

Only stereos with reasonable amplification levels are permitted. Speakers should never project sound out of the windows and should not be situated on sills or facing windows. Volume should always be at a reasonable level as determined by the staff. Repeated offenses concerning the volume of a resident's stereo may result in disciplinary sanctions and request that the equipment be taken home.

Only non-amplified musical instruments (excluding drums) may be used in the residence halls and houses.

7.3.4. Windows

External antennas are not allowed outside residence hall and community residence windows. Screens are not to be loosened or removed from windows. Throwing or dropping litter or other objects from windows is prohibited.

7.3.5. Resident Safety

7.3.5.1. Fire Procedures

Fire drills are an important aspect of student safety in the residences and will be executed 4 times during the year. When the notice is given, all persons in Residence are to evacuate the building immediately, according to an established evacuation plan. Failure to leave the building during a fire alarm/drill is a serious violation of College policy and may result in disciplinary sanctions.

The unauthorized use of or tampering with any piece of fire prevention equipment (such as smoke detectors, alarms, and extinguishers) is a serious threat to student life. Additionally, students shall not hang anything from sprinkler heads under any circumstances. These acts constitute a significant violation of College policy and may result in residence hall suspension and/or dismissal from the College.

7.3.5.2. Fire Extinguishers/Cases and Equipment

Fire extinguishers are placed on each floor for student protection. The discharging of, unauthorized movement of, or tampering in any way with a fire extinguisher carries a mandatory sanction of residence hall probation for the first violation. Floors with discharged equipment will be assessed a charge of \$50.00 for refilling if the individual violator is not identified. Thus, it is the responsibility of each member of the living area to care for this equipment. Cases that are tampered with or damaged will also generate a community fine. Hair dryers and other personal care products that produce large amounts of heat should not be used directly under or near smoke detectors.

7.3.5.3. Fire Hazards

The following items are not permitted in rooms and/or housing facilities since they are in violation of local safety codes: natural Christmas trees, flammable substances hung on walls or ceilings (including blankets, pennants and tapestries), heaters, hot plates, electric frying pans, toaster ovens, high intensity lamps (Halogen), air conditioners, large refrigerators, candles, incense, and crock pots. Residents should review the housing contract for additional information regarding fire hazards.

Medaille College considers the construction of lofts in apartment rooms a fire hazard.

7.3.5.4. Water Guns, Water Balloons, etc.

Water fights, water balloons, and snowball throwing are strictly prohibited in all residential areas, as they often lead to injury and property damage.

7.3.5.5. Self-balancing Scooters/Hoverboards

The use, possession, or storage of electronic self-balancing boards/scooters (commonly known as “hoverboards”) and other similar equipment is prohibited on any College-owned or rented property.

7.3.6. Policies for Guests in Residence Halls

A “guest” at any Medaille College housing facility is defined as a person who is not a Medaille College resident whose purpose is to visit for a short time with another person who is a resident living in that facility. Guests must vacate College housing prior to 2am on days prior to class days and 3am on days prior to non-class days.

Overnight guests should register and obtain a guest pass from the Residence Director and/or the Resident Assistant on duty prior to 12am (midnight). **NO GUESTS WILL BE ALLOWED TO REGISTER AFTER 11pm.**

Guest Pass: A guest pass must bear the signature of the guest, the campus host and a member of the Residence Life staff.

Resident students are responsible for the registration of their guests with the residence hall staff. Guests who enter the building prior to 9pm and are still inside the building at 9pm will need to come down with their resident student host and be properly signed-in.

Any student housing a non-registered guest in their room or public areas of the apartments and/or residence hall(s) will be subject to disciplinary actions.

Overnight guests are required to show proof of registration and identification if requested to do so by any member of the College staff or campus public safety.

Guests may not stay in the Residence Halls more than two (2) nights in a 7-day period. Additionally, resident students may not have overnight guests more than twice within a 7-day period. Both the guest and the host will be held accountable for adhering to this policy.

Guest privileges cannot be transferred. Students who are denied College housing for any reason are not permitted guest privileges in any Medaille College owned residential unit without special written permission from the Assistant Dean of Student Development. In addition, former students who have been declared “persona non grata” are not allowed on campus under any circumstances, and are subject to trespassing charges through the Office of Campus Public Safety and the Buffalo Police Department.

The student host assumes full responsibility for the conduct of their guest(s) under the provisions of the Student Code of Conduct. Furthermore, bills for damage caused by guests will be sent to the student host. The presence of a non-student (unregistered guest) in one’s room creates the presumption that they are that student’s guest.

Individuals under 18 years of age are not permitted in College housing unless the Assistant Dean of Student Development or a designee grants special permission. Violation of this guideline will be considered a serious infraction of College policy.

Failure of a guest to observe the regulations or conform to the Student Code of Conduct of Medaille College will warrant College intervention. The College will intervene to first clarify the guest policies and the Student Code of Conduct. Should this initial attempt fail to produce satisfactory results, the offending guest may be deemed “persona non grata,” removed from the campus, and denied further College visiting privileges.

7.3.7. Residence Life Visitation Policy

The visitation policy for Medaille College resident students is as follows:

Medaille College resident students are allowed to visit with other Medaille College residents students 24 hours a day, 7 days a week

Visitation between non-resident Medaille College students and resident Medaille College students can occur until 2:00 a.m. on days prior to class and 3:00 a.m. on days prior to non-class days. The resident host must register their visitor with the Residence Hall staff.

All visitors will be required to show a valid form of photo identification at the time of sign-in and leave their I.D. with the RA on duty; until such time that they leave the premises.

Valid forms of photo I.D. are as follows:

1. Driver’s License/Non-Driver’s License
2. Passport Photo I.D.

3. Military I.D.
4. College Photo Identification

Identification should have the person's name, address, and date of birth. Parents and/or legal guardians are required to show valid I.D. In addition, faculty or staff persons who may wish to visit during the inter-visitation hours will be required to present I.D.

The Resident Assistant on duty will record the visitor's names and ID numbers, the name of the resident they are visiting, their room number, and the visitor's time of arrival and departure in the Visitation Log. (Each time they enter and leave the building, they must be entered into log.)

Please Note: This will allow Residence Life staff to have an accurate account of who is present in the building in the event of an emergency.

Overnight Guests are permitted to stay up to 2 nights in a 7-day period, permitting no resident to have guests more than 2 nights a week. Extensions will be granted for long weekends.

Overnight Guests are permitted to register with administrative personnel, the RA on duty, or the security guard on duty after 9:00 p.m. Paperwork does not have to be submitted 24 hours in advance. However, it is preferred that the resident complete all necessary paperwork with the Residence Director between the hours of 9:00 a.m. and 5:00 p.m. on the day of the visit.

7.3.7.1. Room Visitation

A roommate's wish for privacy, study, sleep, or other personal reasons shall take precedence over the entertainment of the guest. For these reasons, the roommate has priority and may decide to not grant permission for visitation.

7.3.7.2. Room Capacity

The maximum number of guests allowed in any college housing facility is 2 per resident.

7.3.7.3. Bathrooms

Non-residents are encouraged to use those restrooms located on the first floor of the residence hall. However, overnight guests are permitted to use the facilities located in the residential area, so long as there is an agreement amongst those who occupy the shared facility. The host resident should check the area prior to the guest entering and must make all other parties aware of when the facility is in use by their guest.

7.3.7.4. Additional Facilities

All laundry rooms and utility rooms are off limits to guests except when accompanied by their host.

Main lounges are available during designated hours for visitation. Between 11:00 p.m. and 8:00 a.m., strict attention will be given to quiet hours. Excessive noise from visitors and/or the television in the lounge will not be permitted.

The host resident is responsible for the conduct of the visitor, either resident or non-resident, at all times during their visit. Hosts are required to escort their guests at all times and to all locations including to the host's room, around the building and the campus for security reasons.

Anyone found in the building after the above stated hours of visitation, will be escorted from the building or residence and the host may face disciplinary action from the Office of Housing and Residence Life.

Visitors under the age of 18 are not permitted, unless accompanied by parent or legal guardian.

Note: Parents are not permitted to remain in residence overnight, unless extreme conditions exist, i.e., inclement weather. In the event that the aforementioned should become necessary, the Residence Life Staff member on Duty should be contacted immediately.

7.3.7.5. Complaints and Violations

It is the resident's responsibility to inform their guest of the rules of the campus; in particular those that pertain to residence life. The host will be held accountable for the actions of their guests while they are on campus. It is also their host's responsibility to make known any complaints, violations, and/or problems regarding the visitation policy. The Resident Assistant or Residence Life Staff member on duty should be notified of any problems that arise. In the event of a violation the R.A. should forward all names of those involved to their Residence Director and Public Safety.

Guests are not permitted to have guests. Only residents of the particular residence are allowed to host visitors.

Specific interpretation of the policy or any part of it will be left entirely to the Assistant Dean of Student Development or their designee.

Residence Life and Public Safety staff are not permitted to open the door of a resident for a guest, except in the case of an emergency.

The responsibility for the implementation and effective operation of the visitation policy is delegated to Residence Life staff persons. The Residence Life staff should encourage residents to cooperate with one another in respect to the Visitation Policy.

Failure to comply with the policy may result in the loss of visitation privileges.

7.3.8. Emotional Support Animals

The College recognizes that certain persons with documented disabilities may require the companionship of an Emotional Support Animal as a reasonable accommodation. Specific requirements and guidelines for such persons are available through the Office of Disability Services. Emotional Support Animals may be considered only for access to university housing. They are not permitted in other areas on campus (e.g. libraries, academic buildings, classrooms, labs, Sullivan center, etc.). Requests must be made through the

Office of Disability Services prior to each academic year. Approval is valid for one academic year and must be renewed annually.

7.4 Student Code of Conduct and Judicial Procedures

7.4.1. Introduction

The Board of Trustees shall bear full responsibility for the College as a corporate entity. It shall determine the general educational policies of the College. The President shall be the Chief Executive Officer of the College, and shall have the general responsibility for administering the policies approved by the Board of Trustees. Responsibility for regulations and standards in the area of student life is in turn, delegated to the Chief Student Development Officer or a designee. While exercising these powers, the Board of Trustees and College Administration acknowledge and affirm the rights and responsibilities of students as defined herein, as well as rights and responsibilities which are inherent in the educational process.

7.4.2. Student Rights within the College Community

With the approval of the Board of Trustees, the College affirms the following student rights and privileges:

To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the College to make reasonable rules and regulations related to thereto.

- To associate with whomever they please.
- To engage in educational process.
- To engage in peaceful, orderly, and nondestructive picketing, protests and demonstrations, to the extent they do not violate public law and do not interfere with the educational process, or the rights of other members of the college community.
- To be free from discrimination on the basis of race, creed, color, sex, religion, sexual orientation, national origin, veteran status, or disability.
- To be secure in their persons, living quarters, papers and effects, from the reasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the College and the student against whom the legally authorized search is directed.
- To be free from violence, force, the threat of force, entrapment and coercion.
- To organize one's own personal behavior as long as such behavior does not violate public law or the right of others, and does not interfere with the educational process.

- To be informed of the standards and the norms of conduct established by the College, and the right to have advance notice of any sanctions for violations thereof.
- To have the benefit of fair equitable procedures for determining the validity of charges of alleged violations of College standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.
- To retain unaltered status as a member of the College community, to be present on the campus and attend classes, during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the College community or College property or to a student's own physical or emotional safety and well-being.
- To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the College community.
- To have College records reflect only such information as is reasonably related to the educational purposes of the College.
- To be informed of the existence, custodianship, and general character of all personal records maintained by the College. To inspect all personal records, except records determined to be confidential in accordance with the properly established criteria.
- To have protection from disclosure of personal records to unauthorized persons in accordance with the Family Educational Rights & Privacy Act of 1974. Information will not be released outside the College community without the expressed consent of, or waiver by, the student involved, except under valid legal compulsion or where there is a danger to a member of the College community, in said cases, the student will be informed of any such release.
- To establish and elect a democratic, representative, student government.
- To be heard and have one's views considered at appropriate levels of the decision-making process within the College community.
- To use designated College facilities as individuals and members of student organizations for extra-curricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable College rules and regulations regarding use of facilities.

7.4.3. Student Code of Conduct

The Student Code of Conduct is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees.

The purpose of this Code is to delineate non-academic standards of conduct appropriate to the College in consonance with the educational goals of the College.

All students are expected to familiarize themselves with the provisions of the Code and their individual responsibility within it.

The Student Code of Conduct shall apply to all undergraduates, graduate and professional students attending Medaille College. Additionally, all students are responsible for

complying with the rules, regulations, policies, and procedures contained in other official College publications such as policies, program handbooks and announcements which may be issued from time to time.

The following shall be meaning of terms as used herein:

- “Student” means any person matriculated, registered or enrolled in a College course or a program of study program or pursuing a course of study at Medaille College.
- “College Official” means any person employed by the College who is assigned administrative or professional responsibilities, or a public safety officer.
- “Member of the College Community” means any student, faculty member, or College Office or employee of the College.
- “Offense” means conduct and/or attempts to engage in conduct inappropriate to the College Community for which disciplinary action may be instituted.
- “College Property” means all property owned, leased, or controlled by the College.

Students are expected to conduct themselves as responsible members of the College community. Those students whose conduct demonstrates a disrespect for law, the rights of others, or the health, welfare and safety of members of the College community will be subject to disciplinary action by the College, only if such conduct, or attempts to engage in such conduct, takes place on College property or in the course of a College-sponsored or supervised activity, or if such conduct results directly from membership in the College community.

7.4.3.1. Offenses Related to Property

An Offense related to property is committed when a student:

- Knowingly and without consent or authorization has in the student’s possession College property or the property of another person.
- Knowingly and without consent or authorization removes, uses, misappropriates, or sells College property or the property of another person.
- Intentionally or negligently damages or destroys College property or property owned or in the possession of another person or the College.
- Obtains College property or the property of another person by misrepresentation or fraudulent means.
- Enters or uses facilities or property of the College or another person without consent or authorization.

7.4.3.2. Offenses Related to Persons

An Offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.

2. Threatens by any means, intimidates, coerces, or uses physical force in a manner which endangers the health or safety of a person or which would or should be expected to cause a person to be fearful of physical or emotional harm.
3. Physically abuses or injures another person.
4. Intentionally slanders or libels another person.
5. Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board Trustees.

7.4.3.3. Offenses Related to the Operation of the College

An Offense related to the operation of the College is committed when a student:

- Abuses or damages College Property by using it in a manner inconsistent with its obvious or designated purpose.
- Forges, alters, takes possession, duplicates, or uses documents, records, keys, or identification without the consent or authorization of appropriate College Officials.
- Falsifies information or records submitted to a College official or Office.
- Fails to comply with the lawful direction of a College official acting in the legitimate performance of his or her duties and authority.
- Refuses to respond to a legitimate oral or written request to report to a College Official exercising official authority.
- Fails to present College identification upon request by a College Official.
- Purports to represent the College or person in the College Community improperly and without authorization.
- Engages in solicitation of any type in or on College Property unless approved by an appropriate College Official.
- Intentionally obstructs the operation and functions of the College by failing to comply with the policies and procedures of the College.
- Obstructs or interferes with the reprimand, discipline or apprehension of another person who is involved in the commission of an Offense under the Student Code of Conduct or other College regulations or rules.

7.4.3.4. Offenses Related to Welfare, Health or Safety

An offense related to welfare, health, or safety is committed when a student:

Uses, possesses, or manufactures without authorization firearms, explosives, weapons, or other dangerous articles or substances injurious to persons or property.

Falsely reports a fire, or activates emergency warning equipment or communicates false information regarding existence of explosives on College property or property used by the College for a duly designated College function.

Abuses misuses, remove, or damages fire or safety equipment.

Refuses to vacate buildings, street walks, driveways, or other facilities of the College when directed to do so by College Official.

Uses, possesses, distributes, sells, is under the influence or in the presence of narcotics, hallucinogens, dangerous drugs, or controlled substances except as permitted by law.

Possesses or consumes, or is in the presence of alcoholic beverages on campus or at a College sponsored function off-campus if under the age permitted by the State of New York.

Engages in games of chance or money or other gain in violation of the law.

7.4.3.5. Offenses Related to the College Student Judicial System (CSJS)

An offense related to the CSJS is committed when a student:

1. Attempts to intimidate coerce, or influence a person by any means in an effort to discourage or prevent that person's use of, or participation in, any judicial process or proceedings.
2. Attempts to influence the impartiality of any member of the judicial body prior to or during the course of a judicial proceeding.
3. Fails to respond to written notification of a judicial proceeding.
4. Knowingly falsifies, distorts, or misrepresents information before the student body.
5. Disrupts or interferes with the orderly conduct of a judicial proceeding.
6. Knowingly institutes a judicial proceeding without proper cause.

7.4.3.6. Offenses Related to Title IX

An offense related to Title IX is committed when a student engages in or attempts to engage in sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, stalking or other offenses prohibited under in Medaille College's Policy Volume II.

7.4.4. Judicial System Administration

In accordance with the provisions of the College By-laws, and the actions of the Board of Trustees, the President, who is the Chief Executive Officer of the College, delegates the supervision of student conduct to the Chief Student Development Officer or a designee, hereafter called the C.S.D.O. All non-Title IX disciplinary actions remain subject to final review by the President of Medaille College. For appeal processes for Title IX disciplinary action, please see Medaille College Policy Volume II.

7.4.4.1. The Role of the Chief Student Development Officer (C.S.D.O.)

The supervision of student conduct is the responsibility of the Chief Student Development Officer (C.S.D.O.) or a designee. All non-Title IX disciplinary actions remain subject to final review by the President of Medaille College.

The C.S.D.O. or designee shall serve as the liaison with students who have been placed on disciplinary probation or separated from the College; the Office of Student Development shall be responsible for informing students of the procedure for reinstatement. The C.S.D.O. has authority to carry out or direct Interim Suspension of students as authorized by the President of the College. The C.S.D.O. also has authority either to recommend or to place a hold from further registration on the student's records with appropriate legal and procedural safeguards to the rights of students. The C.S.D.O. may release information concerning the status of the discipline case to persons involved in the case. These may include the accuser, the witness, the Student Development staff, and other appropriate College officials.

The C.S.D.O. shall have responsibility for receiving complaints against student(s) from any member of the College community, from local and state agencies and from the general citizenry. Complaints, which appear to be substantially indicative of a violation of College regulation, shall be reasons for C.S.D.O. or designee to charge the student(s). The C.S.D.O. or designee shall notify the student in writing of the specific rights, charges, and possible sanctions. With the exception of Title IX cases, the standard protocol will be to dispose of the charges informally without the initiation of a formal hearing. The normal disposition of a student conduct incident report will be for the case to be resolved by the C.S.D.O./designate and the student. The C.S.D.O./designee's disposition of the case and disciplinary sanctions are final and binding. If there appears to be a conflict of interest with the C.S.D.O./designate hearing the case, the C.S.D.O. shall attempt to name a hearing officer who is mutually acceptable to the parties involved. For procedures related to Title IX offenses, please see Policy Manual Volume II.

7.4.5. Rights of Students in Disciplinary Proceedings

In preserving the rights of the individual student, the College shall have the obligation:

- To describe its standards clearly.
- To make known its standard in a form readily available to its students, which will provide fair notice of what is expected and what is forbidden.
- To apply rules and regulations equally, fair, and impartially to all students.
- To make appropriate minutes of the hearing, which shall be made available to the parties involved upon request.
- For any disciplinary action for which sanctions may be imposed, students have the right:
- To be considered innocent until found guilty of a violation of the Student Code of Conduct.
- To be informed of their rights.

- To receive written, timely, and complete notice of the specific charges to be resolved.
- To seek the advice of any person within the College. Such rights shall not include the right to be represented at a hearing by any third party.
- To have a fair disposition of all matters as promptly as possible under circumstances.
- To hold unaltered student status pending a final adjudication and disposition of all matters except for compelling reasons relating to the safety and well-being of members of the College Community, or College Property, or for compelling reasons relating to the student's own physical or emotional safety or well-being.
- To have a preliminary conference with the C.S.D.O. or their appointed representatives prior to a full hearing.
- To be informed of the maximum and minimum sanctions which may be imposed.
- To be informed of the general nature of the evidence to be presented.
- To present a factual defense through personal testimony and other relevant evidence.
- To decline to testify against oneself.
- To request attendance of witnesses upon a showing of relevance and necessity.
- To receive a record of the hearing upon request.
- To be informed of all decisions as soon as possible.
- To request a review of a decision and be informed of the criteria and procedures which were followed.

Alleged victims of non-Title IX offenses may request in writing the results of the disciplinary hearing for students who were charged by the College with violations of the Student Code of Conduct. The request must be submitted to the C.S.D.O.

7.4.5.1. Sanctions

Sanctions imposed upon students must be proportionate to the gravity of the offense. Sanctions, which may be imposed, are:

1. Disciplinary Warning – a written statement to a student that the student is violating or has violated institutional regulations, and that the continuation of such conduct will not be tolerated. The fact that a student has received one or more disciplinary warnings in the past may affect the severity of a sanction in subsequent disciplinary proceedings.
2. Disciplinary Reprimand – a written statement from the C.S.D.O or their representative, expressing disapproval of conduct. A record of a disciplinary reprimand shall be maintained in the Office of the C.S.D.O. for the period it is in effect. During that same period a record may be introduced in subsequent disciplinary proceedings.

3. Disciplinary Probation – a conditional retention of a student’s status for a specified period of time. During the probationary period a student is excluded from participation in extra-curricular College activities nor may the student hold any appointed or elected position within the College Community. A record of disciplinary probation will be maintained in the Office of the C.S.D.O. for the period it is in effect and during the period the record may be introduced in subsequent disciplinary proceedings.
4. Residence Hall Probation – a conditional retention of a student’s status for a specified period of time. A record of Residence Hall Probation shall be maintained in the Office of the C.S.D.O. for the period it is in effect and during that period it may be introduced in subsequent disciplinary proceedings.
5. Restitution – a written direction to replace, repair, or make specific compensation for property of the College or another person, which was damaged, destroyed, or misused. A record of a direction to make restitution shall be maintained in the Office of the C.S.D.O. until full restitution is made, and during that period the record may be introduced in subsequent disciplinary proceedings.
6. Interim Suspension – an immediate exclusion from classes and all other College privileges or activities that is imposed by the President or C.S.D.O. (or their representative) of the College, pending a hearing before the appropriate judicial body. Interim suspension will be imposed only to ensure the safety and well-being of members of the College community, or College property, or to ensure the student’s own physical or emotional safety and well-being.
7. Residence Hall Suspension – a loss of the privilege of living in college sponsored housing for a specified period of time. A record of Residence Hall Suspension shall be maintained in the Office of the C.S.D.O. for the period it is in effect and during that period it may be introduced in subsequent disciplinary proceedings.
8. Disciplinary Suspension – a termination of registration as a student for a specified period of time. During the period of suspension a student is excluded from classes and all other College privileges or activities. A record of disciplinary suspension is maintained as a permanent record in the Office of the C.S.D.O. and a copy shall be placed in the student personnel file.
9. Residence Hall Dismissal – a permanent termination of the privilege of living in college sponsored housing. A record of Residence Hall Dismissal shall be maintained in the Office of the C.S.D.O. and may be introduced in subsequent disciplinary proceedings.
10. Disciplinary Dismissal/Expulsion – a termination of registration of a student. If the student applies for readmission, the student will not be allowed to return to the College. A record of a disciplinary dismissal is maintained as a permanent record in the Office of the C.S.D.O. and a copy shall be placed in a student’s personnel file.
11. Substituted Sanction – a constructive undertaking by a student, which shall be maintained in the Office of the C.S.D.O. until the undertaking is completed. If the substituted sanction is not satisfactorily completed, the C.S.D.O. shall reinstitute the original sanction.

12. *Persona Non Grata* – an exclusion from College property/buildings for a specific or indefinite period of time.

7.4.5.2. Appeals

The accused student(s) may appeal a decision made by the C.S.D.O. or his/her designee. A request for an appeal must be submitted in writing to the Vice President of Student Development (or his/her designee) within two business days (48 hours) of the decision. Generally, the Vice President of Student Development will hear appeals of all matters for which he/she did not render the decision. The President of the College will hear all appeals for which the Vice President of Student Development rendered the initial decision.

The written request for any appeal must be based upon one or more of the following reasons, which must be specifically specified in the appeal:

- Violation of College conduct review procedures;
- New evidence not reasonably available at the time of the hearing;
- Improper or excessive sanction(s);
- Decision not supported by a preponderance of evidence.

Upon receipt of the appeal, the appropriate college official will do one of the following:

- Accept to hear the case at his/her discretion;
- Refuse to hear the case for lack of sufficient reason for appeal;
- Investigate and amend the decision and/or sanction.

In appeals by the accused involving claims of improper or excessive sanctions, decisions following appeal cannot result in more severe sanctions for the accused student. The decision and sanction(s) resulting from any appeal will be sent to the respondent, complainant, president of the College and/or persons and offices notified of the original sanction(s).

The procedure for appeals regarding Title IX offenses are included in Medaille College's Policy Volume II.