
Medaille College
School of Adult and Graduate Education

ACCELERATED LEARNING PROGRAM

September 2011

STUDENT HANDBOOK

APPENDIX

www.medaille.edu

<https://one.medaille.edu>

helpdesk@medaille.edu

alpsite.medaille.edu

learning.medaille.edu

<http://www.medaille.edu/sage/academic-catalogs-handbooks>

Buffalo Campus
18 Agassiz Circle
Buffalo, New York 14214

Amherst Campus
30 Wilson Road
Williamsville, New York 14221

Rochester Campus
1880 S. Winton Road, Suite 1
Rochester, New York 14618

(716) 880-2000
1-800-292-1582

(716) 631-1061
1-888-252-2235

(585) 272-0030
1-866-212-2235



Richard T. Jurasek, Ph.D.
President

Douglas W. Howard, Ph.D.
Vice President for Academic Affairs

Judith M. Horowitz, Ph.D.
Dean, School of Adult and Graduate Education

Jenifer M. Bavifard, Ed.D, NCC
Executive Director for Accelerated Learning Program/Amherst Campus Director

This appendix completes the ALP Undergraduate, Graduate, and Online Student Handbooks, which are housed online and may be accessed at <http://www.medaille.edu/sage/academic-catalogs-handbooks>. Students are encouraged to become familiar with the appropriate handbook and its contents.

Contents

In Amherst: Who to contact.....	2
In Rochester: Who to contact.....	5
Accelerated Learning Program Directory	7
Cost of Attendance Calculation.....	11
Student Accounts Office Information	12
Amherst Campus Information	14
Rochester Campus Information.....	17
Map to Medaille Buffalo Campus	20
Parking Policies.....	21
Additional Buffalo Campus Services	22
Class Schedule.....	24
Emergency Notifications.....	25
Snow Closing Policy	26
Student Placement Data	27
Public Safety and Crime Statistics	28
Student Code of Conduct and Judicial Procedures	30

IN AMHERST: Who to contact...

For:	contact:	at:
Absence from class	Your instructor (Or the office, if instructor is unreachable.)	Contact info on Course Disclosure
Academic alternatives and advisement	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Admission forms or materials	Admissions Counselors: Jessica Helmbrecht Mary Conboy Erika Schwegler	(716) 932-2545 (716) 932-2546 (716) 932-2544
Banner or BbVista issues	Medaille IT Helpdesk	helpdesk@medaille.edu 1-800-292-1582 ext. 2282
Change of status	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Class cancellations (weather related)	Listen to radio/TV stations, contact the front desk, or check the webpage: www.medaille.edu	(716) 631-1061
Degree completion planning	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Diploma information	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Financial aid info on loans, withdrawals, or LOAs	Financial Aid: Monica Lanzetta Angela Crocker	(716) 932-2610
Financial aid info on award letters or status of account	Financial Aid: Monica Lanzetta Angela Crocker	(716) 932-2610

IN AMHERST: Who to contact...

For:	contact:	at:
Financial aid forms	www.fafsa.ed.gov www.hesc.com	
F.A. - Veterans information	Sergio Rodriguez, Veteran's Certifying Officer	(716) 932-2543
Grade reports	https://one.medaille.edu	
Grades	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Grade appeals	Academic Services: Jackie Martek	(716) 932-2639
Incompletes	Your current instructor; complete application forms	See course syllabus
Information Technology questions	helpdesk@medaille.edu IT Support: Mike Piatko	(716) 880-2282 (716) 631-1061
Leave of absence and information	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Library information	Amherst Librarian Tom Orrange Medaille Library Services	(716) 932-2608 (716) 880-2283
Receipts and invoices	Student Accounts Office: Rachel Incorvaia	(716) 932-2607
Study Group problems	Student Services: Halín Tavano Susan Kottke	(716) 932-2601 (716) 932-2602
Textbooks and blueprints	Academic Services: Barb Yendall	(716) 932-2594
Transcripts	Registrar's Office; or through your MedailleOne account.	(716) 880- 2261
Tutoring	Jackie Martek Academic Skills Center	(716) 932-2639 (716) 880-2214

IN AMHERST: Who to contact...

For:	contact:	at:
Waiver forms and information	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582
Withdrawal forms	Student Services: Halín Tavano Susan Kottke Katie Fish Alexandra Santos	(716) 932-2601 (716) 932-2602 (716) 932-2581 (716) 932-2582

IN ROCHESTER: Who to contact...

For:	contact:	at:
Absence from class	Your instructor (Or the office, if instructor is unreachable.)	Contact info on Course Disclosure
Academic alternatives and advisement	Student Services: Drew Marsherall	(585) 957-9378
Admission forms or materials	Admissions Counselors: Barbara Smithgall	(585) 957-9371
Banner or BbVista issues	Medaille IT Helpdesk	helpdesk@medaille.edu 1-800-292-1582 ext. 2282
Change of status	Student Services: Drew Marsherall	(585) 957-9378
Class cancellations (weather related)	Listen to radio/TV stations, contact the front desk, or check the webpage: www.medaille.edu	(585) 272-0030
Degree completion planning	Student Services: Drew Marsherall	(585) 957-9378
Diploma information	Student Services: Drew Marsherall	(585) 957-9378
Financial aid info on loans, withdrawals, or LOAs	Financial Aid: Monica Lanzetta Angela Crocker	1-888-252-2235 ext. 5
Financial aid info on award letters or status of account	Financial Aid: Angela Crocker Monica Lanzetta	1-888-252-2235 ext. 5
Financial aid forms	www.fafsa.ed.gov www.hesc.com	
F.A. - Veterans information	Sergio Rodriguez, Veteran's Certifying Officer	(716) 932-2543
Grade reports	https://one.medaille.edu	
	Student Services:	

IN ROCHESTER: Who to contact...

For:	contact:	at:
Grades	Drew Marsherall	(585) 957-9378
Grade appeals	Academic Services: Ann Horn-Jeddy	(585) 957-9375
Incompletes	Your current instructor; complete application forms	See course syllabus
Information Technology questions	helpdesk@medaille.edu	(716) 880-2282
Leave of absence and information	Student Services: Drew Marsherall	(585) 957-9378
Library information	Rochester Librarian: Lea LaBore Medaille Library Services	(585) 957-9379 (716) 880-2283
Receipts and invoices	Student Accounts Office: Rachel Incorvaia	1-888-252-2235 Ext. 2599 (585) 932-2599
Study Group problems	Student Services: Drew Marsherall	(585) 957-9378
Textbooks and blueprints	Academic Services: Ann Horn-Jeddy	(585) 957-9375
Transcripts	Registrar's Office; or through your MedailleOne account.	(716) 880-2261
Tutoring	Request tutoring from Lea LaBore or at: http://libraryguides.medaille.edu/tutoring	(585) 957-9370
Waiver forms and information	Student Services: Drew Marsherall	(585) 957-9378
Withdrawal forms	Student Services: Drew Marsherall	(585) 957-9378

Accelerated Learning Program Directory

AMHERST CAMPUS

30 Wilson Road
Williamsville, New York 14221
(716) 631-1061
1-888-252-2235

Jenifer Bavifard, Ed.D., NCC

Executive Director for Accelerated Learning
Program; Amherst Campus Director
(716) 932-2591
jbavifard@medaille.edu

Anand Choudri, M.B.A.

Faculty
(585) 957-9377
anand.g.choudri@medaille.edu

Angela Crocker, M.S.

Financial Aid Counselor
(716) 932-2596
angela.m.koenig@medaille.edu

Mary Conboy, M.S.

Assistant Director of Admissions
(716) 932-2546
mconboy@medaille.edu

Kathleen Crouse, A.A.S.

Administrative Assistant
(585) 957-9368
kathleen.e.crouse@medaille.edu

Pamela Diaz, B.S.

Technology Support Specialist
(716) 631-1061
pdiaz@medaille.edu

Rita Dobbin, A.A.S.

Administrative Assistant
(585) 957-9367
rdobbin@medaille.edu

ROCHESTER CAMPUS

1880 S. Winton Road, Suite 1
Rochester, New York 14618
(585) 272-0030
1-866-212-2235

Dr. Bavifard is responsible for the direction and administration of the Accelerated Learning Program in Amherst and the management of the Amherst Campus. She also provides oversight for the Rochester Campus.

Mr. Choudri is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs.

Ms. Crocker assists both Amherst and Rochester Accelerated Learning Program students with all financial aid services.

Ms. Conboy recruits prospective students for the Amherst Campus programs and assists them with enrollment.

Ms. Crouse assists the Rochester staff, students, and faculty with a variety of administrative duties; as the evening receptionist, she also greets visitors and answers the main Rochester Campus phone line.

Ms. Diaz provides technology services for both the Amherst and Rochester campuses, including training and classroom hardware.

Ms. Dobbin provides administrative support to the admissions and recruiting functions for the Accelerated Learning Program; she also greets visitors and answers the main Rochester Campus phone line.

Katie Fish, M.S
Student Services Counselor
(716) 932-2581
katherine.l.fish@medaille.edu

Ms. Fish assists students with degree completion planning, as well as academic and study group advisement.

John Fronckowiak, M.S.
Faculty; Director of Online Learning
(716) 932-2589
jfronckowiak@medaille.edu

Mr. Fronckowiak is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs, as well as the development of online programs.

Phyllis G. Hart, M.S., M.A.
SAGE Director of Financial Aid
(716) 932-2597
phart@medaille.edu

Ms. Hart is responsible for all Financial Aid services for adult programs on both Amherst and Rochester campuses.

Jessica Helmbrecht, M.A.
Admissions Counselor
(716) 932-2545
jessica.helmbrecht@medaille.edu

Ms. Helmbrecht recruits prospective students for the Amherst Campus programs and assists them with enrollment.

Justine Hessler
Administrative Assistant/Office Manager
(716) 932-2638
jhessler@medaille.edu

Ms. Hessler provides administrative support to the admissions and recruiting functions for the Accelerated Learning Program.

Ann Horn-Jeddy, M.A.
Assistant Director, Rochester Campus and
Academic Services Coordinator
(585) 957-9375
ajeddy@medaille.edu

Ms. Horn-Jeddy coordinates the daily operation of the Rochester Campus. She also maintains inventories and distributes educational materials, provides administrative support for the instructional staff, and coordinates tutor requests.

Rachel Incorvaia, M.S.
Associate Bursar
(716) 932-2599
rci23@medaille.edu

Ms. Incorvaia is responsible for student payments, invoices, billings, refunds, receipts, collections, fees, and payment agreements for the Amherst and Rochester campuses.

Jerry Inglet, M.Ed., M.S.
ALP Corporate Recruiter
(716) 932-2563
jerry.inglet@medaille.edu

Mr. Inglet works with local businesses to educate employees on the programs offered at Medaille.

Susan Kottke, M.S.
Student Services Counselor
(716) 932-2602
skottke@medaille.edu

Ms. Kottke assists students with degree completion planning, as well as academic and study group advisement.

Barbara Coulter Kurasch, M.A.
Senior Director, Academic Services
(716) 932-2592
bkurasch@medaille.edu

Ms. Kurasch is responsible for the Accelerated Learning Program curriculum, faculty, and academic services.

Monica Lanzetta, M.S.
Financial Aid Counselor
(716) 932-2598
monica.r.lanzetta@medaille.edu

Ms. Lanzetta assists both Amherst and Rochester Accelerated Learning Program students with all financial aid services.

Lea LaBore, M.L.S.
Librarian
(585) 957-9370
lea.c.labore@medaille.edu

Ms. LaBore provides reference services and instructs students in the use of the library, including online resources. She also coordinates tutoring requests for Rochester students.

Jackie Martek, M.S.
Academic Services Coordinator
(716) 932-2639
jacqueline.r.martek@medaille.edu

Ms. Martek maintains, inventories, and distributes educational materials, provides administrative support for the instructional staff, oversees student learning outcomes assessment, and coordinates tutor requests.

Jackie Matheny, M.S.
Executive Director,
Enrollment Management
(716) 932-2541
jmatheny@medaille.edu

Ms. Matheny directs the marketing, recruitment, and admissions functions for the School of Adult and Graduate Admissions (SAGE), including the ALP programs in Amherst and Rochester.

Drew Marsherall, M.A.
Assistant Director of Student Success
(585) 957-9378
andrew.n.marsherall@medaille.edu

Mr. Marsherall coordinates Rochester Student Services, which includes student advisement, degree completion planning, and certain Registrar functions.

Robert Nesslin, M.A., CME
Faculty
(716) 932-2588
rnesslin@medaille.edu

Mr. Nesslin is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs.

Thomas Orrange, M.L.S.
Librarian
(716)932-2608
tmo39@medaille.edu

Mr. Orrange provides reference services and instructs students in the use of the library, including online resources.

Mike Piatko, B.S.
Technology Coordinator, SAGE
(716) 631-1061
mpiatko@medaille.edu

Mr. Piatko oversees technology services for both the Amherst and Rochester campuses, including BbVista, training and classroom hardware.

Larry Robinson, M.A
Faculty
(585) 957-9385
lawrence.l.robinsone@medaille.edu

Mr. Robinson is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs.

Sergio Rodriguez, B.S.
Coordinator of Veteran Student
Recruitment and Services
(716)932-2543
srr37@medaille.edu

Mr. Rodriguez oversees programs and support for Medaille students who have served or are serving in the armed forces. He recruits veterans for all programs and campuses and assists students in accessing military benefits.

Alexandra Santos, Ed.M. Ms. Santos oversees the Registrar and Student Services functions for all SAGE campuses and degree programs.
Assistant Registrar, SAGE
(716) 932-2582
alexandra.i.santos@medaille.edu

Erika Schwegler, B.A. Ms. Schwegler recruits prospective students for the Amherst Campus programs and assists them with enrollment.
Admissions Counselor
(716) 932-2544
eschwegler@medaille.edu

Ellen Sidey, M.S. Ms. Sidey assists in the management, revision, and quality control of all ALP/SAGE curriculum, including the online classroom management software.
Online Curriculum Coordinator
(716) 032-2679
ellen.p.sidey@medaille.edu

Barbara Smithgall, M.S. Ms. Smithgall recruits prospective students for the Rochester Branch Campus programs and assists them with enrollment.
Assistant Director of Admissions
(585) 957-9371
barbara.a.smithgall@medaille.edu

Susan Steffan, M.B.A. Ms. Steffan is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs.
Faculty
(716) 932-2604
ssteffan@medaille.edu

Marianne Sullivan, Ph.D. Dr. Sullivan is a faculty member for Medaille College with responsibilities for instruction in the graduate and undergraduate programs.
Faculty
(716) 932-2586
masullivan@medaille.edu

Halin Tavano, M.S., M.A. Ms. Tavano coordinates Amherst advisement and registrar functions, as well as overall Student Services for both branch campuses.
Director of Student Services
(716) 932-2601
htavano@medaille.edu

Wendy Way, M.L.S. Ms. Way provides reference services and instructs students in the use of the library, including online resources.
Librarian
(585) 957-9379
wendy.m.way@medaille.edu

William G. Weeks, M.S. Mr. Weeks is a faculty member teaching in the graduate and undergraduate programs; he also serves as chair of the Management and Leadership Department.
Faculty, Department Chair
(716) 932-2593
bweeks@medaille.edu

Barbara J. Yendall, B.S. Ms. Yendall directs the production, review, and availability of all ALP/SAGE instructional materials and classroom management software.
Assistant Director, Curriculum Development
(716) 932-2594
byendall@medaille.edu

Program Cost of Attendance Calculation

Effective August 1, 2011

COST OF ATTENDANCE MINUS FAMILY CONTRIBUTION EQUALS FINANCIAL NEED

Independent WITH NO Dependents								
	BBA/IS/ED	BBA-FF	ASB	MOL/MBA	PHY/MSED	MHC	CCI	PMCLI/PMCSPEd
Credits	24	34	24	24	24	18	16	18
Tuition/credit:	\$ 530	\$ 530	\$ 395	\$ 656	\$ 725	\$ 725	\$ 250	\$ 725
Tuition:	\$ 12,720	\$ 18,020	\$ 9,480	\$ 15,744	\$ 17,400	\$ 13,050	\$ 4,000	\$ 13,050
Resource Fees:	1,104	1,104	1,104	2,112	2,112	2,112	640	2,112
Room and Board:	10,400	10,400	10,400	10,400	10,400	10,400	7,200	10,400
Transportation:	2,500	2,500	2,500	2,500	2,500	2,500	2,000	2,500
Personal	1,300	1,300	1,300	1,300	1,300	1,300	890	1,300
Total:	\$ 28,024	\$ 33,324	\$ 24,784	\$ 32,056	\$ 33,712	\$ 29,362	\$ 14,730	\$ 29,362
Independent WITH Dependents								
	BBA/IS/ED	BBA-FF	ASB	MOL/MBA	PHY/MSED	MHC	CCI	PMCLI/PMCSPEd
Credits	24	34	24	24	24	18	16	18
Tuition/credit:	\$ 530	\$ 530	\$ 395	\$ 656	\$ 725	\$ 725	\$ 250	\$ 725
Tuition:	\$ 12,720	\$ 18,020	\$ 9,480	\$ 15,744	\$ 17,400	\$ 13,050	\$ 4,000	\$ 13,050
Resource Fees:	1,104	1,104	1,104	2,112	2,112	2,112	640	2,112
Room and Board:	12,400	12,400	12,400	12,400	12,400	12,400	7,830	12,400
Transportation:	2,500	2,500	2,500	2,500	2,500	2,500	2,000	2,500
Personal	1,300	1,300	1,300	1,300	1,300	1,300	890	1,300
Total:	\$ 30,024	\$ 35,324	\$ 26,784	\$ 34,056	\$ 35,712	\$ 31,362	\$ 15,360	\$ 31,362
Dependent W/ Parents								
	BBA/IS/ED	BBA-FF	ASB				CCI	
Credits	24	34	24				16	
Tuition/credit:	\$ 530	\$ 530	\$ 395				\$ 250	
Tuition:	\$ 12,720	\$ 18,020	\$ 9,480				\$ 4,000	
Resource Fees:	1,104	1,104	1,104				640	
Room and Board:	3,600	3,600	3,600				3,600	
Transportation:	2,500	2,500	2,500				2,000	
Personal	1,300	1,300	1,300				890	
Total:	\$ 21,224	\$ 26,524	\$ 17,984				\$ 11,130	

Student Accounts Office Information

TUITION PAYMENT POLICY

The Student Accounts Office is responsible for the billing and collection of tuition and fees. Tuition and fees are due and payable on or before the first scheduled day of class. **Satisfactory payment arrangements must be established to avoid a \$150.00 late fee.** Satisfactory payment arrangements include payment in full (Medaille College accepts payment by cash, check, money order, Master Card, Visa, Discover Card or American Express), **COMPLETION** of financial aid/student loans, satisfactory documentation of employer reimbursement or enrollment in the monthly payment plan through Tuition Management Systems. A combination of payment arrangements may be utilized. Please be advised that prior semester balances cannot be carried over to the next semester and will *prohibit* a student from registering for the next semester, receiving his/her grades, transcripts or diploma.

Students who owe a balance or whose financial aid has not been completed and are not registered with TMS will be expected to pay the balance of their tuition in full (minus any financial aid). *Students opting to pay their tuition in full, rather than utilizing the TMS payment plan, and who fail to make their payment by the due date will be assessed a \$150.00 late charge.*

Tuition Management Systems

Should a student need to establish a monthly payment plan, he/she would need to do so through Tuition Management Systems (TMS), an outside payment arrangement service. TMS is an interest free monthly payment option with an annual enrollment fee of \$65.00 or a \$45.00 enrollment fee for the semester-based plan. A student's expenses are broken out over the academic period in which he/she is/will be enrolled. For example, *if a student anticipates attending for the academic year, his/her budget would be estimated based on the Fall and Spring semesters and he/she would be eligible for a nine or ten month payment plan.* The term of the payment plan would be based on the date of registration and limited to offered plan options. **Students are responsible for establishing the proper budget based upon the cost of attendance and financial aid/loans if applicable.** Students should contact the Medaille College Student Accounts Office at (716) 932-2607 for additional information or for help in determining their budget. **All scheduled payments must be made to TMS until the financial aid/loans are guaranteed.** TMS is not available for summer semesters.

Employer Reimbursement

Students who receive tuition reimbursement from their employers must still make satisfactory payment arrangements as outlined above. Employee reimbursement is an arrangement between the student and his/her employer; Medaille College cannot defer course charges based on this arrangement. The status of the employer payment is the student's responsibility. Students who will be reimbursed must submit a copy of their

employer's reimbursement policy and a letter stating they are eligible for the program.

Accessing your account

Students can access their student account by logging onto the Medaille One website at <https://one.medaille.edu/cp/home/displaylogin>. At this website students access their grades and their student billing account.

When students log on the first time for each semester they will need to accept the Medaille College Payment Arrangement Agreement. Please read this form carefully as it explains the payment policy, late fees and collection expenses. **The Payment Arrangement Agreement must be accepted to proceed into the student's account.** Without accepting the payment agreement students will not be granted access to their class schedule, grades or student billing information.

Past due accounts

A hold will be placed on any past due account, prevent a student from being registered for future classes, viewing grades, receiving transcripts, or acquiring a diploma. Transcripts will not be released until the balance is paid in full.

Making payments

Medaille College accepts payment by: cash, check, bank draft, money order, and credit card (American Express, MasterCard, Visa and Discover). Credit card payments can be made via your MedailleOne account. Checks should be made payable to Medaille College. If paying in cash, correct change is appreciated.

If paying by check, money order, or bank draft please be sure that your name and student ID number are on the check. We can not post a payment to an account if we do not know to which account it should be posted.

Payment can be made via your MedailleOne account, with a credit card. Checks or money orders can be mailed directly to the Medaille College Student Accounts Office, 30 Wilson Road, Williamsville, NY 14221. If payment is received after the due date you will be subject to the \$150.00 late fee.

To get an invoice for employer tuition reimbursement

Call the Student Accounts Office at (716) 932-2607. Invoicing is only done by request.

Please contact the Student Accounts Office at (716) 932-2607 with any questions regarding this payment policy.

Amherst Campus Information

Features of the Wilson Road Campus

- Food Service:** Coffee, soda, sandwiches, salads, and snacks are available in the food service area on the second floor of building. Food service hours are 10:00am-2:00pm Monday through Thursday when day classes are in session, 5:00pm until 8:00pm, Monday through Thursday and Saturdays, 8:30am- 1:30pm, if weekend classes are in session.
- Cohort Mailboxes:** Cohort mailboxes are located outside Room 119.
- Student Lounge:** Tables, chairs, and vending machines are available in the Student Lounge, Room 121, located to your left as you enter the building from the front entrance.
- Computer Lab:** The Computer Lab, Room 116, houses twenty-five desktop computers using Windows XP and the Microsoft Office Suite. The lab also features Internet connectivity and printers. The computer lab is usually open during all hours that the campus is open; contact Public Safety if you need access.
- Copy Machines:** Student copiers are located on both the first and second floors. Copies are available for ten cents a page.
- Campus Layout:** The campus is shaped like a capital T. The A wing is found on the right as you enter the building and contains Admissions and the Administrative offices. The B Wing is located on the left and includes classrooms numbered 100 through 121 on the first floor; classrooms 200 through 204 are located on the second floor.
- Directly ahead as you enter the building is the C wing, the second classroom wing. Rooms 127 through 131 are located on the first floor; rooms 208 through 213 are located on the second floor.
- Administration:** Administrative offices are located in the A wing, found to the right as you enter the building at the main entrance. The first floor houses the Admissions offices, the Multi-Purpose Room, and various SAGE offices. SAGE and ALP administration can be found on the second floor of the A wing.
- The Amherst administrative offices are open Monday through Thursday, from 8:00am until 6:30pm and Friday from 8:00am until 4:00pm.

Individual appointments with Amherst staff can be made for other times; please contact the staff member with whom you need to meet in order to schedule an appointment. Messages can be left for staff members at any time (day, evening, or weekend) on voicemail. Your phone message will be returned as soon as possible. Written messages for staff can be left at the Reception Desk to be placed in staff mailboxes.

- Restrooms:** Spacious student restrooms are located near the center of the building in the C wing on the first floor. Restrooms are also located on the second floor, C wing.
- Outdoor Pavilion:** Outside the C wing is a covered area with picnic tables. This area is open to students during normal (daylight) hours of operation.
- Smoking Gazebo:** Located behind the B wing, the Smoking Gazebo is the only area on the Amherst campus where smoking is permitted.
- Reception:** The reception desk in the Wilson Road lobby is staffed from 10:00am until 6:30pm, Monday through Thursday and 10:00am until 4:00pm on Friday. Mail for ALP administrators may be left at the desk at any time the receptionist or public safety officer is present.
- Public Safety:** Medaille College Public Safety officers are present at all times that Amherst Campus classes are in session. They will lock the building and arm the security system after classes conclude at 10:00pm. You can contact the Public Safety Officer on duty at 984-1350. Public Safety Officers patrol the building and parking lot, control traffic and parking as necessary, provide escorts when requested, and are responsible for the safety and security of the College community. Anyone encountering safety or security issues or observing criminal activity should report it to Public Safety immediately.
- Building Access:** The building is open from 8:00am until 10:00pm Monday through Thursday, 8:00am until 4:00pm on Friday, 8:30am until 12:30pm on Saturday, and various Sundays when weekend classes are in session. The front door will be unlocked at all times that the building is open. The side and rear doors will be locked by 7:00pm to restrict unauthorized access.
- Parking:** ALP students will be issued parking tags during the New Student Seminar process. Your parking sticker is valid on both the Buffalo and Amherst campuses. Be sure to observe restricted parking areas and lock your car before coming in to class. Do not leave valuables - especially your laptop – in your car.
- Wireless Access:** The whole Wilson Road building has wireless access to the Internet. If

you wish to configure a personal laptop, contact Mike Piatko at mpiatko@medaille.edu or Pam Diaz at pamela.m.diaz@medaille.edu.

- Emergencies:** In the case of an emergency contact Public Safety at 984-1350 or call 911, if appropriate. In case of fire, do not waste time trying to locate the officer; pull the fire alarm and exit the building immediately.
- Student IDs:** Student identification cards and parking permits are available through Public Safety as well as information and literature to assist in preventing crime and victimization. Your ID should be delivered to you during your first class; use it to access the Medaille College online library resources.
- Elevator:** An elevator is located in the C wing, just beyond the bathrooms.
- Textbooks:** ALP students: Textbooks will be delivered to your classroom. Please do not take textbooks for absent students unless they know that you will be taking them. Any unclaimed textbooks can be left at the Reception Desk.
- Fast Forward students: Textbooks, listed by course, are available at www.medaille.bkstr.com.
- Disability Access:** Bathrooms, parking spaces, and the elevator provide access to Wilson Road facilities for our students, instructors, and visitors with a need for handicapped facilities. The external door at the west end of the building (near the garage) has an automated access door.
- Veterans' Corner:** Located adjacent to the Student Lounge, the Veterans' Corner (Room 119) is available to all student vets as a meeting and study space.
- Amherst Library:** The Amherst Library Resource Room is located in Room 131 and regularly staffed by Medaille librarians. Research assistance is available for individuals and groups. Tutors from the Academic Skills Center are also located in the Library Resource Room.
- Online Bookstore:** The online store at www.medaille.bkstr.com also carries Medaille clothing and merchandise.

Rochester Campus Information

Features of the South Winton Road Campus

Cohort Mailboxes: Cohort mailboxes are located in the central forum, across from the vending machines.

Student Lounge: Tables, chairs, and vending machines are available in the Student Lounge area, located in the central forum as you enter the building from the front entrance.

Computer Access: The Rochester Campus Library has eight computers for student use and also features Internet connectivity and printers. The computers are available during the hours when the library is open; other times can be arranged by appointment. You will need your user name and password to access campus computers.

Copy Machine: A copy machine for student use is located in the central forum near the vending machines. Copies are available for ten cents a page.

Campus Layout: There are two classroom areas in the South Winton Road campus. Four classrooms open off the central forum; other classrooms are located in the classroom corridor to the right.

Administration: The Rochester administrative offices are open Monday through Thursday, from 8:30am until 6:30pm and Friday from 8:00am until 4:00pm. Individual appointments with Rochester staff can be made for other times; please contact the staff member with whom you need to meet in order to schedule an appointment.

Messages can be left for staff members at any time (day, evening, or weekend) on voicemail. Your phone message will be returned as soon as possible. Written messages for staff can be left at the Reception Desk to be placed in staff mailboxes.

When you have an appointment to meet with a Rochester SAGE staff member, please check in at the reception area. The receptionist will contact the person with whom you are meeting to escort you back to the administrative offices.

Restrooms: Student restrooms are located down the classroom corridor to the right, past the library.

- Outdoor Patio:** The patio beyond the vending machine area may be used by students in fair weather. Smoking is allowed in the patio area only.
- Reception:** The reception desk in the South Winton Road lobby is staffed from 8:30am until 6:30pm, Monday through Thursday; 8:30am until 4:00pm on Friday. Mail for ALP administrators may be left at the desk at any time the receptionist is present.
- Public Safety:** A Public Safety officer is present from 6:30pm until 10:30pm when Rochester Campus classes are in session and from 8:30am until 12:30am on Saturday mornings. The officer is responsible for locking the building and arming the security system after classes conclude at 10:00pm. Public Safety Officers patrol the building and parking lot, control traffic and parking as necessary, provide escorts when requested, and are responsible for the safety and security of the College community. Anyone encountering safety or security issues or observing criminal activity should report it to Public Safety immediately.
- Building Access:** The building is open from 8:30am until 10:00pm Monday through Thursday, 8:00am until 4:00pm on Friday, 8:30am until 12:30pm on Saturday. During the week, the front door is always unlocked until 6:30pm; at 6:30pm the front and patio doors are locked to restrict unauthorized access. Visitors on Saturday morning should ring the doorbell for admittance.
- Parking:** During the New Student Seminar process, ALP students will be issued parking stickers that should be visible when using the Medaille Rochester parking area. If you wish to park on Amherst or Buffalo campuses, contact Public Safety with your student ID when you arrive on that campus to obtain a temporary parking pass. Be sure to observe restricted parking areas and lock your car before coming to class. Do not leave valuables - especially your laptop - in your car.
- Wireless Access:** The whole South Winton Road building has wireless access to the Internet. If you wish to configure a personal laptop, contact Mike Piatko at mpiatko@medaille.edu or Pam Diaz at pamela.m.diaz@medaille.edu.
- Emergencies:** In the case of an emergency, contact Buffalo Public Safety at 716-880-2525 or call 911, if appropriate. In case of fire, do not waste time trying to locate the officer; pull the fire alarm and exit the building immediately. There is a telephone in each classroom for local emergency calls only.
- Student IDs:** Student identification cards are distributed during your first course; you will need your ID to access the Medaille College online library resources.

Textbooks: ALP students: Textbooks will be delivered to your classroom. Please do not take textbooks for absent students unless they know that you will be taking them. Any unclaimed textbooks can be left at the Reception Desk before 6:30pm or left with the instructor.

Fast Forward students: Textbooks, listed by course, are available at www.medaille.bkstr.com.

Tutoring: The Academic Support Center at the Medaille College Rochester Campus offers access to professional, trained tutors in a variety of subjects. The Writing Lab is held Monday through Thursday and Saturday morning each week in Room 115. Students who would like help developing their writing style or completing a specific writing assignment are encouraged to visit the lab or make an appointment. See the librarians for more details or request a tutor online at <http://libraryguides.medaille.edu/tutoring>.

Disability Access: Bathrooms and parking spaces provide access to South Winton Road facilities for our students, instructors, and visitors with a need for handicapped facilities.

Rochester Library: The Rochester Library is located directly in front of you in the central forum as you enter the building. Staffed by Medaille librarians, the library is open from 5:00pm until 9:00pm on Monday through Thursday and 8:30am until 12:30pm on Saturdays. Research assistance is available for individuals and groups.

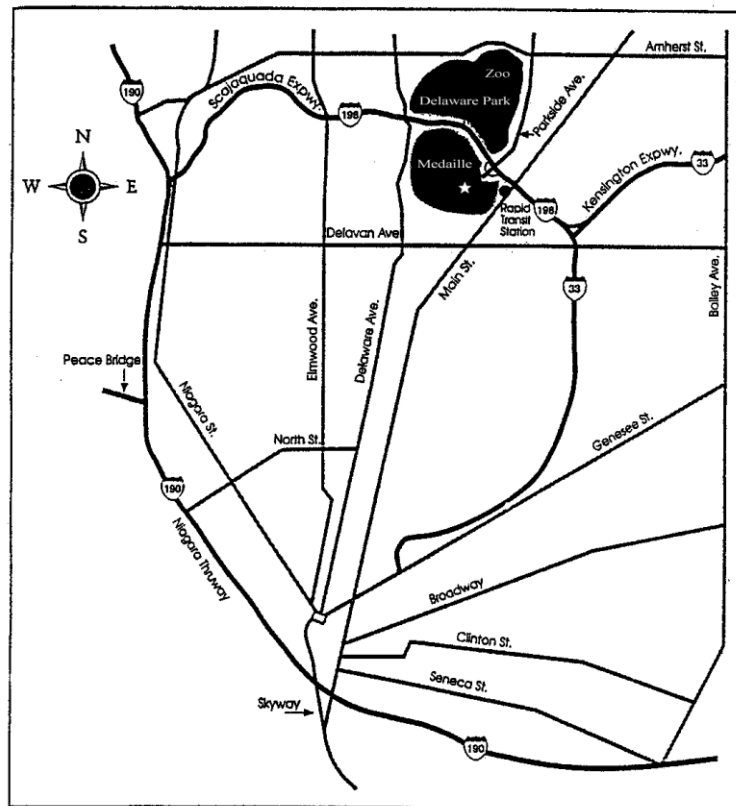
Career Services: Career Services personnel will visit the Medaille Rochester campus twice each month in Room 116 between 4:30pm and 6:00pm. Check the Career Planning bulletin board for dates and to schedule appointments.

IT, Student Accounts, and Financial Aid: Personnel from IT, Student Accounts, and financial aid visit the Rochester Campus regularly; they can be found in Room 109. Schedules of these visits are posted in the classrooms and distributed to class representatives.

Online Bookstore: The online store at www.medaille.bkstr.com also carries Medaille clothing and merchandise.

Map to Medaille Buffalo Campus

Medaille College Buffalo Campus is located in Buffalo, New York, on an attractive urban campus at the intersection of Route 198 (Scajaquada Expressway) and Parkside Avenue. Adjacent to Delaware Park and the Buffalo Zoological Gardens, the campus is easily accessible by car or bus. In addition, Medaille is in close proximity to the Albright-Knox Art Gallery, the Buffalo and Erie County Historical Building, the Buffalo Museum of Science, and the Buffalo and Erie County Public Libraries. The campus is served by the Humboldt-Hospital rapid transit station.



Parking Policies

BUFFALO CAMPUS PARKING PERMIT POLICY

1. Every vehicle must display a valid parking tag.
2. Before any parking permits are issued, an application must be completed.
3. The parking permit shall be displayed on the rear view mirror.
4. Parking permits are color coded and are issued according to your status on campus (first semester student, commuter, and resident).
5. Parking permits are valid in any legal parking space on campus which is not specifically marked for some other purpose.
6. Vehicles parked in handicapped space must display a special permit or a special plate from New York State.
7. Vehicles must park inside the clearly marked striped parking places between the lines. Cars occupying two spaces or parked diagonally will be ticketed.
8. Parking is not permitted in areas marked Delivery, Loading Zone, No Standing, No Parking, or No Overnight Parking 11 p.m.-7 a.m., near fire hydrants, or in fire lanes. All locations will be clearly marked.
9. Commercial vehicles are to be parked on the roadway designated for commercial vehicles. There are to be no commercial vehicles in the circle.
10. All bicycles are to be locked in the bike rack. Bicycles are not permitted in any of the buildings. You are responsible for securing your own bicycles.
11. Cars illegally parked may be towed at the owner's expense for the tow and storage charge.
12. People who are visiting on campus are advised to stop at the Public Safety office where they can obtain a temporary parking permit.

Parking violations may be subject to fines up to \$50.00 depending on the violation.

BRANCH CAMPUS PARKING POLICY

Amherst and Rochester ALP students must display a valid parking sticker on the rear view mirror. This permit is valid on all Medaille campuses.

Students should obey handicapped space restrictions as well as identified site-specific parking constraints.

Additional Buffalo Campus Services

Academic Computing Center

Buffalo Campus, Huber Hall
Room H-209
(716) 880-2160

Hours	Monday -Thursday	8:00 a.m.	7:00 p.m.
	Friday	8:00 a.m.	3:30 p.m.

The public access PC lab offers 30 machines which run Windows 7 Pro with Microsoft Office Pro 2010, as well as various multimedia software. Laser printers are available; color inkjet printers are available by request.

NOTE: Summer hours may vary for services on the Buffalo Campus. Please call ahead.

Academic Support Center

Buffalo Campus, Main Building
Room 321
(716) 880-2214

Hours	Monday -Thursday	8:00 a.m.	8:00 p.m.
	Friday	8:00 a.m.	4:00 p.m.
	Saturday	10:00 a.m.	2:00 p.m.

The Academic Support Center provides assistance in studies, including tutoring, consultation, reading, writing, critical thinking, research, and study skills.

NOTE: Summer hours may vary for services on the Buffalo Campus. Please call ahead.

Recreation Areas

Buffalo Campus, Sullivan Center
(716) 880-2218

As a branch campus student, you are entitled to participate in Buffalo Campus functions, as well as use the campus facilities. The Sullivan Center houses a food service area, college store, gymnasium, running track, weight room, and lounges. Please bring your college I.D. to use the facilities. All students must sign a release of liability form before you use the Weight Room. Forms are available in the Weight Room.

Registrar's Office

Buffalo Campus, Main Building
1st Floor
(716) 880-2367

Hours	Monday through Friday	8:00 a.m.	4:00 p.m.
<i>Extended hours to 6:00 during drop/add periods</i>			

This office will issue official transcripts for the coursework you have completed at Medaille College. The first transcript is free, and each additional transcript is \$5.00. You may order transcripts through your MedailleOne account or print out the transcript request form at www.medaille.edu/transcript. You may bring the form to the registrar's office in person, mail in your request with payment, or fax the completed form to the Buffalo campus at 716-880-2535 and make payment through the Student Accounts business office.

Library

Buffalo Campus, Huber Hall
1st Floor
(716) 880-2283

Hours	Monday -Thursday	7:30 a.m.	10:00 p.m.
	Friday	7:30 a.m.	6:00 p.m.
	Saturday	10:00 a.m.	5:00 p.m.
	Sunday	1:00 p.m.	9:00 p.m.

Hours for all campus libraries are also available on the library website:

<http://www.medaille.edu/libraries>

Career Planning and Placement

Buffalo Campus, Sullivan Campus Center
2nd Floor
(716) 880-2211

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

The Career Planning and Placement Office offers a career library, job listings, and group workshops. Evening and individual appointments are available. Be sure to call the office or check the website for updated information.

Class Schedule

Each student is given a class schedule at New Student Seminar. This schedule contains a complete list of classes and their meeting dates for the student's group. With few exceptions, classes meet on the same day throughout the program for your convenience.

Medaille College reserves the right to schedule make-up class sessions during planned breaks if weather or another emergency prevents the scheduled session from meeting.

January	New Year's Day	Winter Break: no classes.
	Martin Luther King, Jr. Day	Classes rescheduled to following week, same class day.
March/April	Spring Break	Refer to your cohort calendar.
May	Memorial Day	Classes rescheduled to following week, same class day.
July	Independence Day Break	Classes rescheduled to following week, same class day.
July/August	Summer Break	Refer to your cohort calendar.
September	Labor Day	Classes rescheduled to following week, same class day.
November	Thanksgiving Eve	Classes rescheduled to following week, same class day.
	Thanksgiving	Classes rescheduled to following week, same class day.
December	Winter Break	No classes scheduled this week.

Emergency Notifications

Buffalo Radio Stations

WBEN-AM (930)	WBLK-FM (93.7)	WJYE-FM (96.1)
WMJQ-FM (102.5)	WGR-AM (550)	WYRK-FM (106.5)
WECK-AM (1230)	WGRF-FM (96.9)	WNED-AM (970)
WBUF-FM (92.9)	WEDG-FM (103.3)	WHLD-AM (1270)
		WJLL-AM

Television stations WGRZ (2), WIVB (4), and WKBW (7).

Rochester Radio Stations

WPXY-FM (97.9),	WCMF-FM (96.5),	WBZA-FM (98.9),
WZNE-FM (94.1),	WRMM-FM (101.3),	WDKX-FM (103.9)
WHAM-AM (1180),	WNVE-FM (95.1/95.5)	WKGS-FM(106.7)
WVOR-FM (100.5)	WBBF-FM 93.3	

Television stations WROC (8), RNEWS (9), WHEC (10), WOKR (13).

Canadian Radio Stations

CHUM-AM/FM
CHAM-AM
CIS 92.0 FM

In case of an emergency that occurs during class time, please call Public Safety and 911 (if appropriate). State your name, the nature of the emergency and the area from which you are calling.

*Please note that in case of fire, do not waste time calling the Buffalo Campus.
Pull the fire alarm and exit the building immediately.*

<p>Amherst Public Safety 716-984-1350 Buffalo Public Safety 716-880-2525</p>
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Snow Closing Policy

DAY, EVENING, SATURDAY, AND AMHERST ACCELERATED LEARNING PROGRAM CLASSES CLOSE INDEPENDENTLY

(If day classes are canceled, **do not** assume evening classes are canceled.)

Amherst Accelerated Learning Program Campus Classes:

Closing of classes at the Amherst Accelerated Learning Program Campus will be the responsibility of the Executive Director of the Accelerated Learning Program. If Medaille=s Buffalo Campus or Rochester Campus classes are canceled, students should not assume that evening or Saturday classes at the Amherst Accelerated Learning Program Campus are canceled. A separate announcement will be made after 3:30pm on weeks days and 6:00am on Saturdays. Students may also telephone the Amherst office at **716-631-1061** for closing information.

Rochester Accelerated Learning Program Campus Classes:

Closing of classes at the Rochester Accelerated Learning Program Campus will be the responsibility of the Executive Director of the Accelerated Learning Program. If Medaille=s Buffalo Campus or Amherst Campus classes are canceled, students should not assume that evening or Saturday classes at the Rochester Accelerated Learning Program Campus are canceled. A separate announcement will be made after 3:30pm on weekdays and 6:00am on Saturdays. Students may also telephone the Rochester office at **585-272-0030** for closing information.

→ Sign up for Immediate Alerts by Text, Email, Phone

In the event of a campus closing, general class cancellations, or other emergency situations, Medaille has implemented an emergency notification system that sends notifications through text messaging (SMS), email, and messages to cell and home phone numbers.

Go the URL address below to add or to update your text/cell phone/SMS, e-mail, or home phone information.

<https://portal.blackboardconnected.com/login.aspx?eiid=1207B6088C3471A16379&fAction=Edit&fUserRole=Student&lang=en>

Student Placement Data

2009	Rochester ASB	Rochester BBA	Rochester MBA	Amherst ASB	Amherst BBA	Amherst MBA
Responses:						
Number of graduates	6	53	19	14	80	45
Response to survey	4	26	9	10	49	22
Percentage response	67%	49%	47%	71%	61%	49%
Employment Statistics:						
Employed in field of major	4	26	9	7	44	22
Employed, unrelated field	0	0	0	0	4	0
% Employed	100%	100%	100%	70%	98%	100%
Unemployed; seeking emp.	0	0	0	0	1	0
Unemployed; not seeking	0	0	0	3	0	0
% Unemployed	0	0	0	30%	2%	0
Further Education						
Enrolled, undergraduate	2	0	0	0	0	0
Enrolled, graduate	0	5	0	6	9	0
% enrolled: further education	33%	19%	0	60%	18%	0
Total Placement	100%	100%	100%	100%	98%	100%

	Rochester ASB	Rochester BBA	Rochester MBA	Amherst ASB	Amherst BBA	Amherst MBA
2008						
Further Education	No data	10%	0%	78%	26%	0%
% Employed		82%	100%	67%	93%	98%
Placement		86%	100%	100%	95%	98%
2007						
Further Education	78%	11%	0%	77%	23%	4%
% Employed	22%	89%	100%	38%	94%	96%
Placement	100%	93%	100%	100%	97%	96%
2006						
Further Education	33%	19%	0%	60%	18%	0%
% Employed	100%	100%	100%	70%	98%	100%
Placement	100%	100%	100%	100%	98%	100%
2005						
Further Education	50%	8%	0%	64%	11%	11%
% Employed	100%	100%	100%	91%	94%	94%
Placement	100%	100%	100%	91%	94%	94%

Data based on responses to Graduate Survey.

Public Safety and Crime Statistics

Public Safety

The College's Public Safety Office is located in the house 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, should report it immediately to the Public Safety Office. The Public Safety Office phone number is: (716) 880-2911.

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.

A copy of the Campus Crimes Statistics report is available at the website of the U.S. Department of Education at <http://www.ope.ed.gov/security/> .

CRIME STATISTICS REPORT FOR ALL MEDAILLE COLLEGE CAMPUSES

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

	ACADEMIC YEAR 2004-2005	ACADEMIC YEAR 2005-2006	ACADEMIC YEAR 2006-2007	ACADEMIC YEAR 2007-2008	ACADEMIC YEAR 2008-2009	ACADEMIC YEAR 2009-2010
TYPE	# of Incidents	# of Incidents	# of Incidents	# of Incidents	# of Incidents	# of Incidents
MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
MANSLAUGHTER NY NEGLIGENCE	0	0	0	0	0	0
FORCIBLE RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	0	1	1
BURGLARY-BREAKING & ENTERING	11	2	3	8	3	3
MOTOR VEHICLE THEFT	1	0	0	2	1	1
OTHER ASSAULTS	0	0	0	0	0	0
ARSON	0	0	0	0	1	0
FORGERY & COUNTERFEITING	0	0	0	0	0	0
WEAPONS, CARRYING POSSESS	0	0	0	4	1	0
LIQUOR LAWS	3	15	11	15	94	76
SEX OFFENSES (except rape and prostitution)	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	1	7	3	3	2	13

*Data from the 2009 Annual Security and Fire Report
Medaille College Public Safety*

Student Code of Conduct and Judicial Procedures

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 Affairs 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.

Student Rights within the College Community

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

1. 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.
2. To associate with whomever they please.
3. To engage in educational process.
4. 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.
5. To be free from discrimination on the basis of race, creed, color, sex, religion, sexual orientation, national origin, or disability.
6. 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.
7. To be free from violence, force, the threat of force, entrapment and coercion.
8. 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.
9. 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.
10. 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.
11. 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.
12. To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the College community.
13. To have College records reflect only such information as is reasonably related to the educational purposes of the College.
14. 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.
15. 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.

16. To establish and elect a democratic, representative, student government.
17. To be heard and have one's views considered at appropriate levels of the decision making process within the College community.
18. 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.

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 program handbooks and announcements which may be issued from time to time.

The following shall be meaning of terms as used herein:

1. "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.
2. "College Official" means any person employed by the College who is assigned administrative or professional responsibilities, or a public safety officer.
3. "Member of the College Community" means any student, faculty member, or College Office or employee of the College.
4. "Offense" means conduct and/or attempts to engage in conduct inappropriate to the College Community for which disciplinary action may be instituted.
5. "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.

Offenses Related to Property

An Offense related to property is committed when a student:

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

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.

Offenses Related to the Operation of the College

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

1. Abuses or damages College Property by using it in a manner inconsistent with its obvious or designated purpose.
2. Forges, alters, takes possession, duplicates, or uses documents, records, keys, or identification without the consent or authorization of appropriate College Officials.
3. Falsifies information or records submitted to a College official or Office.
4. Fails to comply with the lawful direction of a College official acting in the legitimate performance of his or her duties and authority.
5. Refuses to respond to a legitimate oral or written request to report to a College Official exercising official authority.
6. Fails to present College identification upon request by a College Official.
7. Purports to represent the College or person in the College Community improperly and without authorization.
8. Engages in solicitation of any type in or on College Property unless approved by an appropriate College Official.
9. Intentionally obstructs the operation and functions of the College by failing to comply with the policies and procedures of the College.
10. 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.

Offenses Related to Welfare, Health or Safety

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

1. Uses, possesses, or manufactures without authorization firearms, explosives, weapons, or other dangerous articles or substances injurious to persons or property.
2. 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.
3. Abuses misuses, remove, or damages fire or safety equipment.
4. Refuses to vacate buildings, street walks, driveways, or other facilities of the College when directed to do so by College Official.
5. Uses, possesses, distributes, sells, is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances except as permitted by law.
6. Possesses or consumes alcoholic beverages on campus or at a College sponsored function off-campus if under the age permitted by the State of New York.
7. Engages in games of chance or money or other gain in violation of the law.

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.

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 Medaille supervision of student conduct to the Dean of Students, hereafter called the C.S.A.O. All disciplinary actions remain subject to final review by the President of Medaille College.

The Role of the Chief Student Affairs Officer (CSAO)

The supervision of student conduct is the responsibility of the Chief Student Affairs Officer (C.S.A.O.). All disciplinary actions remain subject to final review by the President of Medaille College.

The C.S.A.O. shall serve as the liaison with students who have been placed on disciplinary probation or separated from the College; the Office of Student Affairs shall be responsible for informing students of the procedure for reinstatement. The C.S.A.O. has authority to carry out or direct Interim Suspension of students as authorized by the President of the College. The C.S.A.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.A.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 Affairs staff, and other appropriate College officials.

The C.S.A.O. serves as an advisor to the various campus judicial boards. The C.S.A.O may not, however, be a member of any board. The C.S.A.O. is responsible for deciding upon sanctions based on the recommendations of the Campus Judicial Board or may refer the case to the President for final adjudication.

The C.S.A.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.A.O. to charge the student(s). The C.S.A.O. shall notify the student in writing of the specific rights, together with a statement of the hearing procedures and sanctions. The accused student(s), in consultation with the C.S.A.O., shall decide upon one of the following three options:

1. To dispose of the charges informally by mutual consent 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.A.O./designate and the student. With this option, the C.S.A.O./designee's disposition of the case and disciplinary sanctions are final and binding.
2. To take the case before the Campus Judicial Board for adjudication. The advisor for the Campus Judicial Board will be the C.S.A.O., the Associate Dean of Students, or a designate.
3. To have the case heard by a Hearing Officer who shall be a member of the fulltime faculty or administration.. The C.S.A.O. shall attempt to name a hearing officer who is mutually acceptable to the parties involved.

The Campus Judicial Board

Composition

The Campus Judicial Board shall be composed of fourteen (14) students. Five (5) members of the CJB shall be present for a hearing. It is the responsibility of the C.S.A.O to make appointments to the CJB based on the recommendations of a selection committee.

Term of Office

Members of the Campus Judicial Board shall be appointed for staggered terms of two years. Vacancies may be filled at any time.

Sanctions

The Campus Judicial Board may recommend any College approved sanctions. The recommendations shall be forwarded to the C.S.A.O. The C.S.A.O. may either implement the sanctions as recommended, or may lessen or increase the severity of the sanctions.

Appeals

A student who wishes to appeal the findings and/or recommendations of the Campus Judicial Board must submit a written request for an appeal within two (2) days of receipt of the final decision. The request shall be directed to the C.S.A.O. An appeal shall stay the imposition of a sanction unless the C.S.A.O., with the concurrence of the President, for good cause, directs in writing that the sanction be imposed immediately.

Appointment to the Campus Judicial Board

A selection committee established by the C.S.A.O., which shall be representative of the College Community, shall make recommendations for appointment to the Campus Judicial Board at the beginning of the Fall and Spring Semesters.

Applicants shall be solicited from the student population and shall meet the following requirements:

1. Must be registered student;
2. Must not be on academic or disciplinary probation.

All appointments shall be made by the C.S.A.O. based upon the recommendations of the selection committee and after meeting with each recommended student.

Removal of a Campus Judicial Board Member

A member of the Campus Judicial Board shall be removed automatically for the following:

1. Academic probation
2. Disciplinary probation

In the unusual case where a member of the campus judicial board fails to discharge the responsibilities of the position, that member may be removed by the majority vote of a Campus Judicial Board membership. Any such removal must have the approval of the C.S.A.O.

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 elect to dispose of the charges informally by mutual consent with the C.S.A.O. or to have their case heard by either the Campus Judicial Board or Hearing Officer.
- To have a private hearing, or, with the consent of the C.S.A.O. to have public hearing.
- 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.A.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 format and procedure of the Campus Judicial Board.
- To be informed of the general nature of the evidence to be presented.

- To confront and question all parties and witnesses as appropriate. In that case that the College will make an effort to provide the student with all the information it has from the other parties and any witnesses.
- 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 have only relevant evidence considered by the Campus Judicial Board. The Moderator determines relevance.
- 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.

Judicial Board Procedures

Any member of the College Community may institute a proceeding before a judicial body by filing a complaint in the Office of C.S.A.O. A complaint against a student must set forth the following:

1. The name and address of the student against whom a complaint is being lodged.
2. The name of the complainant and their status in the College Community.
3. The alleged offense, which is the basis of the complaint.
4. A statement demonstrating the facts of the alleged offense, which must include:
 - a. Date of occurrence
 - b. Time of occurrence
 - c. Place of occurrence
 - d. Narrative of events
5. The names of persons having personal knowledge of circumstances or events.
6. The general nature and description of all evidence.
7. The signature of the complainant.

A computer template may be obtained from Student Affairs.

NOTICE: Upon request of a properly filed complaint, the C.S.A.O. shall notify the accused student by mail and, if possible, in person that proceedings have been instituted. The written notice shall include:

1. A notice of the complaint
2. A request for a preliminary conference

The student will have time to respond to said charges. Students will be asked to respond within 72 hours.

Preliminary Conference

The C.S.A.O. shall schedule a preliminary conference. The purpose of the preliminary conferences is to provide guidance to the accused in the disposition of the charges, to Medaille answer questions regarding the procedures and format of the Campus Judicial System or to make arrangements for a hearing, and to provide other assistance when appropriate.

Hearing Notification

After a reasonable attempt to confer with all parties the C.S.A.O. shall schedule a hearing. All parties shall receive written notification of all hearings which shall include the time, date, and place of hearing.

Witnesses

Any member of the College Community may, upon showing relevance and necessity, request witnesses to appear at the hearing. Witnesses who are members of the College Community shall be called and other witnesses shall be requested to appear at the hearing. The call or request to witnesses shall set forth:

1. Names of the parties
2. Request to appear
3. Time of the hearing
4. Date of the hearing

5. Place of the Hearing
6. Signature of the C.S.A.O.

Hearing Format

The Campus Judicial Board, under the direction and advisement of the C.S.A.O./designate, does not function as a civil or criminal court of law but rather as a formal hearing board. Therefore, legal technicalities are kept to a minimum while an emphasis is placed upon maintaining the interdependent network of rights and responsibilities between the individual student and the College. Hearings held by the Campus Judicial Board are oriented towards the achievement of an understanding among all parties involved. Within this conceptual framework, the legal doctrine of procedural due process is operationally defined as fundamental fairness. Thus, the judicial system works to ensure that there is fundamental fairness throughout the disciplinary process, i.e., sanctions and the right to appeal.

The Judicial Board shall adhere to the following format for all hearings:

1. The Coordinator shall introduce the members of the Board, and request the names of all persons present at the hearing. The Coordinator shall then explain the procedure to be followed if there are any questions. Minutes of the hearing will be made..
2. The Coordinator will read the charges being filed against the student, and will ask the accused to respond with respect to the charge of guilt or innocence. The accused student and the complainant will both be asked to give their accounts of the incident.
3. The Coordinator will ask the party filing charges if they have any additional information or clarification.
4. Witnesses for both sides will be asked to give their account of the incident or alleged policy violation.
5. At the conclusion of the two presentations both of the parties involved will be free to ask questions of the parties involved or any witnesses.
6. Board members reserve the right to ask questions or clarification at any time during the course of the hearing.
7. When all aspects of the case have been discussed to the satisfaction of the parties involved, the Coordinator will ask all people to leave the room, except for the Board members.
8. During deliberations, the Board will first decide whether or not the accused student is guilty of the charges as indicated. If guilty, the student will be sanctioned in accordance with the sanctions stated under College Sanctions.
9. Both parties will be asked to return to the room, and the decision will be read. In the case that further reflection is needed before a decision is rendered, the hearing officer/coordinator will contact the parties and inform them of the decision once one has been reached.

Final Adjudication

The Campus Judicial Board in its deliberations shall consider only relevant evidence presented at the hearing. The adjunction shall be sent to the C.S.A.O. for a decision. It shall then be sent in letter form to the accused student, and shall set forth:

1. Name of the parties
2. Date of the hearing
3. Offenses involved
4. Finding of fact
5. Recommend sanctions
6. Signature and Approval of the C.S.A.O.

Where a sanction is in effect, a record of it may be properly introduced at a subsequent disciplinary hearing if it is determined a student has committed another offense.

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.A.O or their representative, expressing disapproval of conduct. A record of a disciplinary reprimand shall be maintained in the Office of the C.S.A.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.A.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.A.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.A.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.A.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.A.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.A.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.A.O. and may be introduced in subsequent disciplinary proceedings.
10. **Disciplinary Dismissal** – 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.A.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.A.O. until the undertaking is completed. If the substituted sanction is not satisfactorily completed, the C.S.A.O. shall reinstitute the original sanction.
12. **Persona Non Grata** – an exclusion from College property/buildings for a specific or indefinite period of time.

College Review Board

Jurisdiction

The College Review Board (CRB) is the duly authorized appellate body, which serves as an advisor to the President. It shall hear appeals by the students from findings and/or recommendations of the Campus Judicial Board. The CRB shall also review findings and/or recommendations at the request of the C.S.A.O.

Composition

The Review Board shall be standing body of two (2) faculty members and three (3) students; the former appointed by the Faculty Council of Medaille College and the latter by the Student Government Executive Committee. A matter properly submitted for review shall be heard by the Review Board, which will consist of five member of Medaille College.

Term of Office

Members of the CRB shall be appointed for staggered terms of two years. Vacancies may be filled at any time.

Appeal

A student may appeal the recommendation(s) of the Review Board to the President of the College when the sanction involves separation from the College. When the President agrees to consider an appeal, the President shall review the records of the board of original jurisdiction and of the Review Board and such written submissions and oral arguments as the President requests. The President shall make such dispositions of the case, as the President deems appropriate.

Right to Appeal

Students have the right to appeal a decision of the Campus Judicial Board when they successfully present a substantial question within the scope of the review of the CRB and either the prior adjudication or action resulted in:

1. Suspension or dismissal from the College for violation of the Student Code of Conduct.
2. Suspension or dismissal from College residence halls.

Procedures of Appeal or Review

All requests for appeals must be submitted in writing to the C.S.A.O. within two (2) days of the receipt of the final decision. In reviewing an appeal, the Review Board shall limit itself to consideration of the following questions:

1. Whether the adjudicatory process of an initial hearing was conducted fairly.
2. Whether the adjudication was supported by the evidence.
3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

The student adversely affected by the decision of the Campus Judicial Board may institute an appeal by filing a petition in the Office of the C.S.A.O. and/or Moderator of the Campus Judicial System. A petition must set forth the following:

1. The name and address of the petitioner adversely affected by the prior adjudication.
2. The name and address of the respondent.
3. The result of the prior adjudication.
4. One or more of the questions within the scope of review of the CRB.
5. A statement supporting, through factual narrative and argument, the petitioner's position.

The Moderator in consultation with one student and one faculty member of the CRB shall review the petition and determine whether all requirements set forth for the filing of an appeal are satisfied and whether the petition sets forth the basis for an appeal and raises a question within the scope of review. After reviewing all material and arguments relevant to the appealed case, the Review Board may choose one of the options:

1. The decision of the initial hearing board should be upheld, and the sanction should be implementing as recommended.
2. The decisions of the initial hearing board should be upheld, but the severity of the sanction should be decreased.
3. The decisions of the initial hearing board should be overturned. Reasons for this recommendation must be given.
4. Recommend that the initial hearing board rehear the case. Reasons must be given for this recommendation.

The recommendations for the CRB will be forwarded to the C.S.A.O. The C.S.A.O. either implements the recommendation(s) or transmits the case and all materials to the President of the College for disposition. The C.S.A.O shall notify the student of the status of the case.