Dear Student:

Welcome to Le Moyne! On behalf of the College’s Division of Student Development, I want to assure you that we are committed to fostering a friendly and supportive campus environment and to helping you become involved in the educational community.

This handbook will assist you in becoming familiar with the policies, services and opportunities at Le Moyne. It outlines the College’s expectations of you and your responsibility to the College. Read it carefully to better understand the important commitment you have made by enrolling here.

As a Jesuit college, Le Moyne is dedicated to the educational development of the whole person. We are concerned about the intellectual, moral and social development of each student. I encourage you to become involved in Le Moyne and the larger community — study hard, write for The Dolphin, work with campus ministry, study hard, volunteer off campus, join an intramural team, become involved in the Le Moyne Student Programming Board (LSPB), act in a play, study hard. The more involved you become, the more you will learn and the more vibrant Le Moyne will be.

My best wishes for an enjoyable and successful experience at Le Moyne College. If you have questions about anything in this handbook or need direction, call us (x4525) or stop by the student development office on the second floor of the Campus Center. We want to help you to make the most of your time here. Good luck!

Sincerely,

Shawn L. Ward, Ph.D.
Vice President for Student Development
LEARNING AND SERVICE:
OUR SHARED JESUIT MISSION

Student Handbook

2007-2008
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A copy of this handbook can be found on the Web at www.lemoyne.edu
The History of Le Moyne College

Le Moyne College, the Catholic College in Syracuse, N.Y., was founded in 1946 by the Society of Jesus. The institution offers higher education in a 450-year-old intellectual and religious tradition. The more than 300 Jesuit schools, colleges and universities throughout the world stress academic excellence, preparation for life in the professions or workplace, education of the whole person, respect for the integrity and freedom of all persons, the formation of clear goals in life based on solid religious or philosophical principles, an emphasis on ethics and values, the development of a concern for others, especially for those most in need, and service to the local and regional community.

Now in its sixth decade, Le Moyne has significantly grown and evolved since its early years. Yet it has remained true to its founding ideal: “But Love the Truth and Peace.” From its inception, Le Moyne has been a progressive institution, growing and developing in the Ignatian spirit of adaptation to the needs of the times. Le Moyne has been guided by the Jesuit principles of its presidents, whose educational visions have helped shape the character of the College.

As a comprehensive college, accredited by the state of New York and the Middle States Association, Le Moyne shares the ideals of academic freedom found in American institutions of higher education. The College welcomes faculty and students of all racial, ethnic and religious backgrounds. It provides educational opportunities for commuters, on-campus residents, those already employed and older students eager to continue their education alongside traditional college age students.

As an academic institution, Le Moyne recognizes that its identity is rooted in the pursuit of truth and the attainment of intellectual excellence as a goal in and of itself. Le Moyne believes that a solid grounding in the humanities and sciences is an essential part of the students’ preparation for a productive career and a meaningful life. The core curriculum requires students to complete a special series of courses and course options designed to assist them in acquiring the skills, knowledge, attitudes and values that form the basis of a liberal arts education in the Jesuit tradition. More than 700 courses are offered, leading to Bachelor of Science or Bachelor of Arts degrees in 24 different majors, or to graduate degrees in nursing, physician assistant studies, business administration or education.

Today, approximately 2,300 undergraduate students are enrolled at Le Moyne. Nearly 800 more are enrolled in the master’s programs or are pursuing certification in Le Moyne’s physician assistant program. Campus facilities, too, have steadily expanded over the years, with 29 buildings currently sitting on the 160-acre campus.

The College faculty comprises 237 dedicated men and women. Classes are small, and the student-faculty ratio fosters personal attention to the individual student. The Jesuit presence enriches the campus experience as well. Jesuits live in the residence halls as counselors, and many are members of the teaching faculty.

The Jesuit tradition gives special recognition to Christian revelation as a source of wisdom and the message of Jesus Christ as a way to frame a meaningful philosophy of life. Because the search for meaning and value is at the heart of the intellectual life, critical examination of fundamental religious and philosophical questions is integral to Jesuit liberal arts education. The College also provides extensive opportunities for liturgical celebrations and service projects for those who choose to take part in them.

Dedicated to the education of the whole person, Le Moyne’s commitment to a broad liberal arts education, personal growth, and a philosophy of service to others ensures that graduates leave this campus community with skills that will last a lifetime.

Mission Statement

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

Nondiscrimination Statement

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 (“Title IX”); Section 504 of the Rehabilitation Act of 1973 (“Section 504”); the Americans With Disabilities Act (“ADA”); the Age Discrimination in Employment Act; the Age Discrimination Act; and the New York State Human Rights Law) regarding discrimination. The College does not discriminate against students, faculty, staff or other beneficiaries on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities. Le Moyne College is an Affirmative Action/Equal Opportunity Employer. For further information contact the College’s Age Act, Title IX, and Section 504/ADA Coordinator: Assistant Vice President for Student Development and Multicultural Affairs, 315-445-4325 (voice), 315-445-4767 (facsimile).
Student Senate Officers

The Student Senate Office is located on the second floor of the campus center, phone: 445-4543.

President: TBA
Vice President for Finance: Michelle Platek
Vice President for Administration: Kate Van Etten
Secretary: TBA
Comptroller: Carleigh Prodrick
Academic Affairs Chair: TBA
Student Affairs Chair: Dan Warner

Senior Representatives:
Johanna Daws
Tracy Driscoll
Maureen Pinkerton

Junior Representatives:
Samantha Boyle
Alex Fornal
Jerod Leff

Sophomore Representatives:
Anudariya Batbold
David Melchionne
Amanda Miles

Alma Mater

Against the sky you stand, Le Moyne
A beacon to us all.
And on the Heights our forces join,
We rally to your call.

From loyal hearts our challenge roars
That here we stand allied,
You’re ours, Le Moyne, and we are yours
While Heights and Hearts abide.

May your ideal be our command
Your praises ever sung;
So long as on the Heights you stand
Your name be on our tongue.

From loyal hearts our challenge roars
That here we stand allied,
You’re ours, Le Moyne, and we are yours
While Heights and Hearts abide.

Le Moyne Student Programming Board

Co-Chair: Aaliyyah Abdul-Haqq
Co-Chair: Bethany Piraino
Secretary: Marissa Roberts
Comptroller: Kaitlin Conway
Publicity: Terry Coleman & Cailin Daly

Senior Representatives:
Katie Conroy
Lindsey Monnat

Junior Representatives:
Ricky Vernetti
Jenn Caiola
Yekaterina Lyubarskaya

Sophomore Representatives:
Amanda Miles
Kelly Pearsall
Kasey Klabunde

Dolphin Mascot

The dolphin is the symbol and mascot of Le Moyne College. The use of the sign of the dolphin became common among Christians of the second century A.D. It was popularly considered to be friendly toward man and represented both love and tenderness. Noted for its grace and swiftness, the dolphin also symbolizes the desire for knowledge. A figure of the dolphin appears on the seal of the bishop of the ancient See of Syracuse* in Sicily, as well as the seal of the bishop of the Diocese of Syracuse in New York state.

* See (se) n. The official seat, center of authority, jurisdiction or office of a bishop.
Fall Semester 2007

**August**

11 Saturday  P.A. Program graduation
20 Monday    P.A. Program classes begin
25 Saturday  New students report
26 Sunday    Residence halls open for upperclassmen
27 Monday    Classes begin (undergraduate and graduate)
31 Friday    Faculty must resolve “I” grades from Session I (graduate education)

**September**

1 Saturday  Saturday classes begin
3 Monday    Labor Day (no classes)
4 Tuesday   Last day to add classes and late registration
            Last day to drop a class with a full refund
            Last day to file proposal for Independent Study/Research with dean’s office
5 Wednesday Mass of the Holy Spirit
10 Monday   Faculty must resolve “I” grades from Session II and III (undergraduates)
            Last day drop a class with no grade
12 Wednesday Fall Convocation
21 Friday   Faculty must resolve “I” grades from Summer (MBA)

**October**

8-9 Mon-Tues Fall Break
              Saturday classes will be held 10/6
10 Wednesday Classes resume. Faculty must resolve “I”
              grades from Session II and III (graduate education)
17 Wednesday Midterm grades due by noon

**November**

16 Friday    Last day to withdraw from a class with a “W” grade
            Last day for pass/fail option
20 Tuesday  Residence halls close at 8 p.m.
21-24 Wed-Sat Thanksgiving break (no classes)
22 Thursday Thanksgiving Day
25 Sunday   Residence halls open at noon
26 Monday   Classes resume

**December**

7 Friday    Graduate education and undergraduate classes end
            Co-curricular activities end
10-14 Mon-Fri Semester ending exams
14 Friday    Residence halls close at 8 p.m.
15 Saturday Final exams for Saturday classes
18 Tuesday  Final grades due by noon

Spring Semester 2008

**January**

7 Monday    P.A. Program classes begin
14 Monday   Faculty must resolve “I” grades from Fall 2007 (undergraduate)
21 Monday   Martin Luther King Jr. Day (no classes)
            Residence halls open at noon
22 Tuesday  Classes begin (undergraduate and graduate)
26 Saturday Saturday classes begin
29 Tuesday  Last day to add classes
            Last day to drop with a full refund

**February**

5 Tuesday   Last day to drop classes with no grade
            Faculty must resolve “I” grades from Fall 2007 (graduate)
6 Wednesday Ash Wednesday
29 Friday   Residence halls close at 8 p.m.

**March**

1 Saturday  Spring Break begins (end of classes); Saturday classes held 3/1
3-7 Mon-Fri Spring Break (no classes)
9 Sunday    Residence halls open at noon
10 Monday   Classes resume
17 Monday   Midterm grades due by noon
20-24 Thurs-Mon Easter weekend break
            (Holy Thursday-3/20, Good Friday-3/21; Easter Sunday-3/23, no classes-3/24)
25 Tuesday  Classes resume

**April**

22 Tuesday  Last day to withdraw from a class with a “W” grade
            Last day for pass/fail option

**May**

5 Monday    Undergraduate and graduate classes end
            Co-curricular activities end
6 Tuesday   Study day
7-13 Wed-Tues Semester ending exams
10 Saturday Final exams for Saturday classes
13 Tuesday  Residence halls close for nonseniors
14 Wednesday Senior and graduate grades due by noon
16 Friday    All other grades due by noon
17 Saturday Baccalaureate (p.m.)
18 Sunday   Commencement (a.m.)
            Residence halls close at 8 p.m. for seniors

Students in any of the graduate programs should consult program calendars for additional significant dates and deadlines.
Academic goals cannot be achieved without the development of the student’s total personality. Since the majority of a student’s time is spent outside of the classroom, extracurricular and co-curricular activities serve as valuable partners with academics in the enhancement of the total college experience. Clubs and organizations provide opportunities for students to meet and interact with others who share their interests. They also provide opportunities for students to explore new interests.

College Clubs and Organizations

Le Moyne College reserves the right to register groups of Le Moyne students who wish to create formal clubs or organizations.

Le Moyne’s policy is to encourage free discussion of issues as part of the educational process. Organized advocacy of a position violating the College’s Catholic tradition is not endorsed or funded by the College. Registration of a student club or organization by Le Moyne College is an acknowledgment that the organization has complied with registration procedures. The College will grant all rights and privileges accorded every registered club or organization.

Any group of 10 or more Le Moyne students wishing to register as a College club or organization must begin by submitting a constitution (delineating the club’s purpose, membership, etc.) to the Organizational Finance and Review Committee (OFRC), a standing committee of the Student Senate. OFRC reviews the constitution to assure that the club’s or organization’s purpose is congruent with the goals and ideals of the College. Final approval for registration rests with the vice president for student development.

Students are encouraged to create new clubs and organizations in compliance with established guidelines when existing clubs do not address a particular need. Those interested in establishing a new club or organization should arrange to meet with the assistant vice president for campus activities and multicultural programs for assistance.

The proposed club or organization must also submit to OFRC a list of officers and members for the proposed club or organization and the name of the faculty member or administrator who will serve as the moderator.

Registration of a student organization implies that the College approves of the organization’s constitution and bylaws; however, such registration does not necessarily imply College approval or endorsement of the particular point(s) of view of the group.

Students on academic probation are prohibited from serving as members and/or officers of recognized clubs and organizations during the period of their probation as determined by their divisional academic dean.

For a current list of club moderators/presidents to contact, or if interested in joining a club, call the student development office at 445-4525 or go online to echo.lemoyne.edu and click on “Groups.”

Student Senate

The Student Senate is the formally recognized “voice of the students.” Under the leadership of an executive board (president, vice president, secretary and comptroller), elected at large by the student body, the Student Senate assures formal student input into the College’s policy-making process. Committees responsible to the Student Senate include the Le Moyne Student Programming Board (LSPB), Organizational Finance and Review Committee (OFRC), Student Affairs Committee, Academic Affairs Committee, Commuter Affairs Committee, and the Multicultural Affairs Committee.

Campus Review Board

The Campus Review Board deals only with student development policy issues of conflict between the Student Senate and the vice president for student development.

The eight members are: four students (non-Student Senate); two administrators (the director of campus ministry and the academic vice president); and two faculty members (appointed by Faculty Senate).

Accounting Society

This organization gives students the opportunity to meet accounting practitioners of various professional disciplines. Alumni frequently return to campus and share work experiences. Meetings are open to all accounting majors.
Amnesty International
Amnesty International is a nonpolitical organization dedicated to the work of advocacy on behalf of prisoners of conscience. Amnesty International promotes campus networks so that during the academic year students can participate in the organization's work. The purpose of the campus network at Le Moyne is twofold: to help in the work that the organization carries out and to allow students to learn about the world situation regarding prisoners of conscience. Membership is open to the entire Le Moyne community.

Anthropology Club
The purpose of this club is to foster an interest in the field of anthropology, to provide a common meeting ground for those interested and to facilitate communications among them. Membership is open to all students interested in the field of anthropology.

Art Club
The Le Moyne College Art Club provides an opportunity for the student body and faculty to further their creative pursuits, and it leads to the aesthetic enhancement of the entire college. Club activities explore many facets of art – including drawing, painting and photography – through participation and display. As such, the Art Club serves as a supplement to the Le Moyne College fine arts department and as a creative organization for social interaction and expression. The activities of the club culminate in an annual student art show in the Le Moyne College library during the spring semester.

Asian Students in Alliance (ASIA)
ASIA is an organization intended to represent and promote an awareness and appreciation of Asian cultures. Membership is open to all students who share an interest in the culture and issues facing Asian-American students.

Association of Students in Communications (ASC)
The Association of Students in Communication (ASC) enhances knowledge of the communication industry and facilitates career opportunities by sponsoring guest speakers, employer panels and tours of major media markets. All Le Moyne students are welcome to join.

BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students)
BACCHUS is a college-based alcohol abuse prevention program. The philosophy is that college students can play a uniquely effective role in encouraging their peers to reflect on, discuss honestly, and develop positive habits and attitudes toward alcohol use or non-use. There are currently more than 500 BACCHUS chapters in the United States bringing awareness to general student populations.

Biology Club
The Biology Club is an organization whose purposes are to promote student interest and participation in the life sciences and to provide a social venue through which students may explore shared interests and make new acquaintances. The Biology Club sponsors a variety of events and activities throughout the year and helps freshman biology students adjust to college life. The Biology Club is open to all students.

Black Robe
Black Robe, the Le Moyne yearbook, is published by Le Moyne students. All students are eligible to join the staff and may do so by applying to the editor-in-chief or the moderator. Students from all classes are urged to participate to ensure staff continuity. This publication provides students with experience in areas such as photography, editing, writing and graphic arts.

B.O.N.D. (Brothers of a New Direction)
BOND's purpose is to raise awareness of various cultures by sponsoring a variety of multicultural events. The organization also encourages students of color to become actively involved in all Le Moyne sponsored activities. Membership is open to any interested student enrolled at Le Moyne College.

Boot and Buskin Theatre Troupe
This student-managed organization presents professionally directed and designed theatre at Le Moyne. Past productions include Our Country's Good, The Living, MacBeth and The Fair Maid of the West. In 1995 Boot and Buskin was selected and invited to represent the United States at the Eighth International Colloquium of the Société Internationale pour L'Etude du Théâtre Médiéval in Toronto, Canada.

Chapel Choir
The Chapel Choir is affiliated with campus ministry. The choir is composed of singers and instrumentalists who rehearse weekly to lead the congregation at the Sunday Mass. The choir also sings at other liturgical events throughout the year. Songleaders and instrumentalists are also trained to lead the singing at the other Sunday Masses. An organizational meeting is held at the beginning of every school year for all singers and instrumentalists interested in the music ministry.

Chemistry Club
The Chemistry Club is open to all members of the Le Moyne community who major in the sciences. The club sponsors lecturers from both industrial and academic circles, giving students an awareness of current trends in chemistry.

The club is a student-affiliate organization of the American
Chemical Society (ACS) and makes ACS information and membership available to qualified students.

Criminology Club
The “Crime” Club is dedicated to furthering students’ knowledge of criminological, crime and criminal justice issues. Some of the activities the club will be involved in are touring correctional facilities, meeting with criminal justice professionals and discussing current criminological issues. Field trips are always encouraged, as are student ideas for trips or projects. The club is open to all majors.

Democrats Club
Membership in the Democrats Club is open to any member of the Le Moyne community who desires to meet, listen to and share the ideas of the Democratic Party. Events and activities of the club include an annual student voter registration drive, films, speakers, current event discussion sessions and campaign participation on behalf of Democratic candidates.

The Dolphin
The Dolphin is published weekly by the students of Le Moyne College. Students from all classes and majors are encouraged to join the paper, regardless of previous experience. The Dolphin provides students with experience in writing, editing, photography and layout design. Anyone interested in joining the paper should contact a member of the editorial board. Board names are listed in each issue of The Dolphin.

Dolphin Steppers
The Dolphin Steppers use various creative mediums, including step routines, to help bring about a greater understanding and appreciation for diversity on campus and the surrounding community. The theme of the Dolphin Steppers is “Unity through Diversity.” It should be understood that the arts are simply a means by which the group chooses to convey its message. Members consider themselves educators, not performers. While they promote cultural awareness, the Dolphin Steppers focus more on similarities between people than differences. For this reason they do not consider themselves a “multicultural” organization.

Economics Club
The Economics Club sponsors two outside speakers per year, holds four social meetings and sponsors an off-campus trip to an area of interest such as a Federal Reserve bank, the New York Stock Exchange, and government and business agencies in Washington, D.C., and elsewhere. The Economics Club also acts as an information center for careers in economics, opportunities for graduate study and current job openings. Membership is open to all Le Moyne students with an interest in economics.

Education Club
This club informs students of current issues in the field of education and teacher preparation. The club’s primary resources are the education department, alumni and experts in the field who discuss various education-related topics. Club activities and membership are open to all interested students enrolled at Le Moyne.

El Progreso
El Progreso is an organization whose purposes are to represent and explore Latino issues and cultures, to unite students who are interested in Latino issues, and to develop a network with community groups and other colleges. Membership is open to any Le Moyne student.

English Club
The English Club sponsors poetry and fiction readings, scholarly lectures, an annual Career Night where alumni English majors return to talk about careers and a number of social events. Membership is open to all interested students.

Environmental Coalition
The purpose of the Environmental Coalition is to foster an appreciation of the outdoors and an awareness of environmental problems through a variety of outdoor activities and environmentally concerned events. Participation in outdoor events is stressed. Membership is open to all members of the Le Moyne College community.

Gaming Society
The purpose of the Gaming Society is to provide resources and an environment for members of the Le Moyne community to engage in intellectual diversions and games. We also strive to bring together students with an interest in strategic games and related activities.

German Club
The purpose of this club is to nurture and spread interest in the German language and cultures of Germany, Switzerland and Austria in the college community.

Habitat for Humanity - Le Moyne College Chapter
Through fundraising, education and building assistance (locally and on alternative breaks), the Le Moyne College chapter of Habitat for Humanity works with the Syracuse chapter as well as Habitat for Humanity International to forward the mission of providing adequate housing and creating healthy communities for those in need.

The History Academy
The History Academy encourages the pursuit of studying history beyond the classroom. Whether by discussing future endeavors such as graduate schools or law schools, the History Academy strives to sponsor events which interest students regardless of their major.

Human Service Association
The Human Service Association promotes interest and participation in the medical and health sciences, and functions as a service organization on which the Le Moyne community may call for assistance at any time.

Throughout the year, the association sponsors mini-courses offered by the American Red Cross in such vital areas as CPR (cardio-
pulmonary resuscitation) and emergency first aid. Through lectures, the association attempts to acquaint members with graduate and professional school requirements, programs in the health professions and topics of general interest. In addition, it sponsors the semiannual Red Cross blood drive.

Membership is open to all interested persons in the Le Moyne community. More information may be obtained by contacting a member or the moderator.

Industrial Relations Association
Sponsored by the department of industrial relations and human resource management, this organization enables students to participate in professional development in the industrial relations and human resource management field. This is accomplished by acquainting students with experts in the field, by participating in field trips to local organizations and by participating in various social events.

Instrumental Groups
Pep Band
The Le Moyne College Pep Band, also known as the “Fanatical Fin Fraternity,” is a subdivision of the Le Moyne Instrumental Group and performs at home basketball games as well as occasional special programs on campus. As an entirely student-led activity, the group’s success originates from the enthusiasm of its members. The Pep Band’s invigorating music adds a positive atmosphere to home games.

Jazz Ensemble
Under the direction of Mr. John Spillett, the members of the Le Moyne College Jazz Ensemble endeavor to spread their knowledge and love of music to the entire campus and surrounding community. Performing in various group and individual concerts on campus, the ensemble showcases a variety of music, including songs from the classic big band era to Latin calypso beats. The Jazz Ensemble continually strives to make its presence known by playing at local businesses, establishments and festivals.

Ignatian House
Since its inception, Ignatian House has served as a medium for carrying out the ideals of Christian social action. The house is a community with the members working, studying and sharing their experiences together.

In focusing attention on the needs of the inner city, the members have developed a wide range of programs involving work with the aged, the homeless and the underprivileged. In an effort to bring important social issues to the Le Moyne community, Ignatian House sponsors a series of speakers, films, informational events and student-faculty dinners throughout the year. Liturgies are held to celebrate the unity in Christ necessary for true Christian social action. During the between-semester vacation, members travel to Appalachia and inner-city Philadelphia to serve those living in poverty.

International Relations Club
“Delegates, please come to order.” “I motion to open the speaker's list.” “This resolution clearly passes.” These are all common phrases one would encounter at a United Nations simulation.

The International Relations Club is open to students of all majors and sponsors activities that develop a greater understanding of international relations. The club sponsors speakers and debates, and selects a team for the annual National Model United Nations simulation in New York City.

Participation in such a simulation provides members with great hands-on experience in both communications and constructing resolutions for the world's social, economic and political conflicts. The club offers students the opportunity to gain the knowledge and skills necessary to become the leaders of tomorrow.

International Students Club
The purpose of this club is to assist students from other countries in making a smooth transition to Le Moyne College. The club serves as a support for international students by providing information on visas, travel and life in the United States. Students are encouraged to share their various traditions and learn about other cultures, including American culture.

Membership is open to all members of the Le Moyne community.

Investment Club
The Le Moyne College Investment Club exists to enhance the overall financial knowledge of the members. Using various media sources, members will facilitate sound investments, hence developing skills that will serve as a foundation in the financial world.

Italian-American Society
The purpose of this student-run organization is to represent and expose Italian-American issues and culture to the Le Moyne community, by carefully planning and presenting educational, social and recreational functions and events. The Italian-American Society also attempts to develop a close working relationship with Italian-American cultural groups and institutions. Membership is open to all Le Moyne students.

Jazzuits
A jazz singing group. Membership is open but subject to audition. The group performs on and off campus throughout the academic year.

Le Moyne College Singers
The Le Moyne College Singers specialize in both classical and vocal jazz repertoire and is open to singers from the entire Le Moyne community including students, faculty and staff. Rehearsals are held twice a week, with concerts scheduled toward the end of each semester.

LCTV
The Le Moyne College Television Club is designed to give students experience in writing, producing and performing shows for television. Le Moyne College has its own cable channel which will air student productions. All students who are interested in hands-on experience in the television industry are welcome to join.

Le Moyne Student Dance Program (LSD)
Classes meet weekly to study ballet, tap, jazz, modern, African, Latin and ballroom dance. Students with experience will have the opportunity to instruct as well as choreograph. All dancers collaborate and plan performances. Performances are held at least once per semester. When funding is available, professional instructors will be invited to provide dance workshops throughout the year. LSD was established to meet the needs of students who are interested in the study of dance and sharing their experiences.
Le Moyne Student Programming Board (LSPB)
The Le Moyne Student Programming Board is a standing committee of the Student Senate and is responsible for providing a variety of social and cultural activities for Le Moyne students. Events are funded through an activity fee that is assessed to all full-time students each semester.

Other organizations are also encouraged to sponsor campus activities. They may request funds from LSPB to help finance an event in which they are particularly interested. This procedure allows for greater diversity in campus programs.

The committee’s board is responsible for all budget allocations and program planning. The board consists of a chairperson elected at large by the student body, vice chairperson, comptroller, secretary, publicity coordinator, work-study staff coordinator, film director, music events director, on-campus special events director, off-campus special events director, lecture director, marketing directors, multicultural club representatives, commuter activities director, recreation activities director, hall council activities director, publicity coordinator, R.H.A. representative, comedy chair and representatives from each class.

All students are members of the Le Moyne Student Programming Board, and all meetings are open. Student suggestions and opinions are always welcome.

Le Moyne to Defeat AIDS (LTDA)
The Le Moyne to Defeat AIDS (LTDA) organization was established as an educational vehicle for students to address their personal responsibility in preventing the spread of HIV and AIDS. The group encourages students to educate themselves and the entire student population to better understand how the AIDS epidemic is impacting the Le Moyne community and the world at large. LTDA also strives to sensitize students to the personal experience of those infected with HIV and understand the impact on family and friends.

This organization provides AIDS educational programming for the campus by sponsoring lectures and other events. The focus of these programs is to underscore that AIDS and other sexually transmitted diseases are real and could be present in our communities. Using the resources available in the community, especially the AIDS Task Force of Central New York, the group promotes the understanding that even though “we may not all be infected, we are all affected.”

Life Skills Peer Education Group (affiliated with the BACCHUS & GAMMA Peer Education Network)
The peer education group’s philosophy is that students can play a unique role — unmatched by professional educators — in encouraging their peers to consider, talk honestly about, and develop responsible habits and attitudes toward student health issues.

Le Moyne Stands United
LSU is an anti-discrimination group. Through speakers, films and other special events, the group’s goal is to educate the Le Moyne community about prejudice based on sexual orientation. Membership is open to the entire Le Moyne community.

Literary and Graphic Arts Society/“Salamander”
The purpose of the society is to encourage literary and artistic creativity in the Le Moyne community and to publish outstanding student work in an annual journal. Each semester short stories, poems, scripts, informal essays and artwork of all kinds are solicited for publication.

Major Arcana
The Major Arcana Theater group was founded in the spring of 1983 with a production of an original performance-art piece, Blood and the Moon. The group produces student-directed and -designed one-act plays in the W. Carroll Coyne Center for the Performing Arts and at other campus locations for the Le Moyne community.

Past productions include: Aeskylos’ Agamemnon, Sartre’s No Exit, Edward Albee’s The American Dream, and David Mamet’s Revenge of the Space Pandas.

Marketing Club
This club’s purpose is to stimulate interest in, to foster a better understanding of, and to encourage sound, ethical practices in marketing. Both an academic and a social organization, the club provides a transition between the classroom and the practicing profession. Speakers are invited to the campus from commerce and industry to present and discuss current marketing techniques. A monthly newsletter is published and marketing projects and consultations are undertaken involving local profit and nonprofit organizations. Membership is open to the Le Moyne community.

Mathematics Club
The Mathematics Club is open to all students with an interest in mathematics. The club hosts speakers and views films that deal with interesting topics not covered in class and investigates the various professional opportunities available in the field of mathematics.

Modern Language Alliance (MLA)
The Modern Language Alliance is open to all members of the College community studying languages, and to others with an interest in the language, culture and customs of French-, Spanish-, Italian-, German- or Japanese-speaking nations. Students from foreign backgrounds enrich the group by adding their cultural experiences and are also very welcome.

MLA fosters an appreciation of cultures foreign to American students and offers a forum to discuss issues not covered in language classes. It brings foreign films, performing arts and academicians to the campus, and publicizes and encourages participation in foreign events on campus and in the Syracuse area. The MLA Puppet Theater participates in the Festival of Nations every year.

Muslim Student Association
We are an official chapter of the nationwide Muslim Students Association. Our goal will be to promote the ideas of Islam but also to bring Muslims and non-Muslims together to diminish the misconceptions people often have about others’ religions. For this reason, the MSA is open to Muslims and non-Muslim students alike.

Organizational Finance and Review Committee
This organization is a standing committee of the student senate. Membership consists of the student vice-president as chair serving as a non-voting member, the Student Senate comptroller and two representatives from each class. All class members are eligible for membership. The committee’s purpose is to consider the registra-
tion of new clubs/organizations consistent with the College’s ideals and to allocate budgets on an annual basis to ensure club viability and operation to meet stated objectives.

Orientation Committee
Le Moyne considers orientation important in providing a smooth transition to college life. For this reason, it is required that all new students participate in orientation programs. In an informal and informative atmosphere, returning students on the Orientation Committee carry out programs and activities to introduce newcomers to campus resources, organizations and people. Faculty members and administrators also play an active role in the orientation programs and are available to assist with the academic planning and with the concerns of new students. Committee members are selected during the spring semester. All full-time Le Moyne students are eligible to apply for membership.

Our Expressions
Our Expressions is a newsletter produced by the multicultural community at Le Moyne. The newsletter enhances all cultures: Latino, African-American, Native American, Italian, Irish, Greek, and others. Our Expressions seeks to promote an awareness of different cultures and races on campus through poetry, prose and short stories, as well as lectures and a wide spectrum of activities.

Outing Club
Through outdoor activities such as camping, hiking, caving and canoeing, the Le Moyne College Outing Club promotes community building, personal development, and appreciation for the outdoors. Membership is open to the entire Le Moyne community.

Physician Assistant Student Society
Our student society was formed during the fall semester of 1996 by the charter class of the Le Moyne College Physician Assistant Program. In the fall semester of 1997, the junior and senior classes reorganized the society’s infrastructure, produced a charter and became a recognized student society by the American Academy of Physician Assistants (AAPA).

The student society is the official organization of the physician assistant student body of Le Moyne College. The student society will encourage and support academic achievement, clinical excellence and community involvement. The society will promote the physician assistant as a member of the health care team.

The infrastructure of the student society was developed to facilitate interaction and camaraderie between the junior and senior classes.

The officers of the student society include:
- President (the elected senior class president)
- Vice President (the elected junior class president)
- Secretary (the elected junior class secretary)
- Treasurer (the elected junior class treasurer)

The vice presidents of both the junior and senior class are active participants in the student society as well.

The student society has one junior and one senior representative at the national, state and local level. The representatives are liaisons between the student society and physician assistant professional organizations: AAPA, NYSSPA and PACNY.

Physics Club
The Physics Club gives students the opportunity to pursue their interest in physics beyond the classroom and promotes an appreciation for and understanding of the physical sciences among members of the Le Moyne community. The club is a chapter of the Society of Physics Students, the student section of the American Institute of Physics. Membership is open to all Le Moyne students.

Political Science Academy
The Political Science Academy, which is open to all students, aims to develop and promote student awareness of, knowledge regarding and participation in the political system. Field trips, speakers, topical discussions and debates, workshops and social activities are planned throughout the school year.

P.O.W.E.R. (Pride in Our Work, Ethnicity and Race)
The purpose of P.O.W.E.R. is twofold. First, it helps students of color to maintain their cultural identity. Second, it fosters respect and appreciation for all cultures by providing a variety of multicultural activities for the wider Le Moyne community.

Membership in the organization is open to any interested student enrolled at Le Moyne.

Projects in the Community (PIC)
Projects in the Community was established at Le Moyne in 1969 to send Le Moyne students into the Syracuse community on a volunteer basis. PIC provides the structure for students to participate in Christian social action by volunteering their services as tutors, recreational aides and friends of senior citizens. Membership is open to all students interested in helping their community. Students should inquire at the campus ministry office.

Pre-Law Society
The Pre-Law Society was established to familiarize all students interested in the various aspects of the legal field. Activities include pre-law school counseling with faculty, guest speakers from local firms and an on-campus mock trial.

Psychology Club
The club educates Le Moyne students in the field of psychology by extending their knowledge beyond class material to new topics in psychology. This is done through films, lectures, panels and student interaction. The club also helps to inform psychology majors about graduate school and career options.

R.A.D.I.C.A.L.
All members of the Le Moyne College community are welcome to participate in this organization, whose members are committed to promoting awareness and understanding about disability issues. The group will strive to enhance campus accessibility by bringing issues of concern to the attention of appropriate College officials. In addition to regular meetings, events will be scheduled throughout the academic year to provide opportunities for members and guests to interact socially and share their experiences. (R.A.D.I.C.A.L. stands for “Raising Awareness About Disabilities and Improving Campus Accessibility at Le Moyne.”)

Religious Studies Club
The purpose of this club is to provide all students interested in the academic study of religion(s) with a forum for exploration of common interests, research and professional goals. The club seeks
to promote awareness and understanding of religious diversity on campus and in the larger community by bringing together students, teachers and writers of religious studies and theology both intellectually and socially.

Membership in the Religious Studies Club is open to all majors and minors in religious studies, as well as all other interested students. All members may participate in the work and direction of the club.

Republican Club
The Republican Club was formed to make known and promote the principles of the Republican Party on campus. Among its goals are the development of political skills and leadership abilities needed for future service to the party and the community, the recruitment of students as members of the club and Republican Party and the election of Republican candidates at all levels of government. Membership is open to all students.

Societies Classica Le Moynensis
The society seeks to expand, foster and solidify the teaching and study of the classics at Le Moyne. It is open to all students who share an interest in the civilization and culture of the ancient world.

Society for Human Resource Management
This organization is a student chapter of the national Society for Human Resource Management, a nonprofit association for human resource management professionals. The chapter provides a variety of programs, including guest speakers, attendance at local SHRM meetings, trips to the national SHRM conference, discussions and social events. Membership is open to any student, full or part time, interested in a career in human resource management.

Students are required to pay annual membership dues to the national organization. The chapter must have a minimum of eight members to remain active.

Sociology Club
The Sociology Club serves the needs of sociology students which are not typically met in formal classroom settings. Many of its activities are career-oriented. Speakers, often Le Moyne graduates, address student concerns regarding careers and preparation for employment. The club sponsors student attendance at professional conferences. And finally, club members organize social activities for students and faculty to meet in a relaxed setting.

Student Alumni Association (SAA)
To strengthen the relationship between students and alumni by educating students about their rights and responsibilities upon graduation and by increasing alumni awareness of Le Moyne activities and events. Furthermore, the SAA is committed, with the Office of Alumni and Parents Programs, to providing its background to: establish and maintain a healthy bond between the Alumni Board of Governors and the SAA; enrich the quality of the College as an institution of higher education by engendering pride, loyalty and support in its tradition and history; and promote the interests of and understanding among the students of the past, present and future of Le Moyne College.

Tae Kwon Do
This society meets for workouts twice weekly under the guidance of a certified instructor with a second-degree black belt in the Korean art of Tae Kwon Do. A variety of styles are practiced; students in any of the martial arts are encouraged to share their knowledge.

Voices of Power
The Voices of Power is a three-voice gospel choir composed of students and alumni of Le Moyne College. Its purpose is to spread the gospel of Jesus Christ through song. Membership is open to all students, faculty and administrators.

WAGE – We Advocate Gender Equality
Le Moyne works to bring a better understanding of women’s issues and their relationship to the Le Moyne community at large. The coalition strives to educate women and men in the hope of creating an atmosphere conducive to equality and cooperation. Membership is open to any student enrolled at Le Moyne who shares the coalition’s interests.

WLMU Radio
WLMU radio, a student-operated station, serves Le Moyne residence halls. Transmitting on a carrier-current that uses existing power lines, WLMU is located at 680 on the AM dial. WLMU is organized in the manner of a commercial station and provides an opportunity for students to learn broadcasting while they work. Students may participate in all phases of radio production and management. WLMU is a working organization that requires serious and dedicated students to fulfill the demands made upon responsible broadcasters.

Honor Societies

Alpha Kappa Delta
Alpha Kappa Delta (AKD) is the national honor society for sociology. It was established in 1920 at the University of Southern California and the charter for the local chapter at Le Moyne (Upsilon) was approved by the AKD council in 1975. The purpose of Alpha Kappa Delta is to recognize outstanding work by undergraduate students majoring in sociology who are in their junior or senior year and to provide a medium — the refereed journal Sociological Inquiry — through which scholarly work in sociology can be communicated to the scientific community. Alpha Kappa Delta sponsors an annual undergraduate paper competition and provides funds for student research projects and symposia. Membership in AKD is nationally recognized mark of distinction for a student’s resume or application to graduate programs. The invitation to Le Moyne students who qualify for membership is made annually, early in the spring semester.

Alpha Sigma Lambda
Alpha Sigma Lambda is a National Honor Society dedicated to the
advancement of scholarship among part-time students in higher education. Requirements for membership include the completion of at least 24 credit hours as a part-time student at Le Moyne. Students must also have a G.P.A. of 3.4 in order to be eligible for membership (an induction ceremony is held every spring). Further information about Delta Iota, Le Moyne's chapter of Alpha Sigma Lambda, is available from the Center for Continuing Education (RH 342, 445-4141).

**Alpha Sigma Nu**

Alpha Sigma Nu, the Honor Society of Jesuit Colleges and Universities, was established to honor students who distinguish themselves in scholarship, loyalty and service. Student membership is conferred on approximately 10 students from the senior class and 10 from the junior class each year. Student members must have a scholastic rank in the top 15 percent of their class as measured by their cumulative G.P.A. They must also meet qualifications of service to their school and communities and loyalty to the Jesuit ideals of higher education. Membership is limited to no more than four percent of a graduating class.

**Beta Beta Beta**

The Beta Beta Beta Biological Honor Society is a society for students, particularly undergraduates. It seeks to encourage scholarly attainment in this field of learning by reserving its active membership for those who achieve superior academic records and who indicate special aptitude for and major interest in the life sciences. It desires to cultivate intellectual interest in the natural sciences and to promote a better appreciation of the value of biological study. It thus welcomes into associate membership other students who are interested in biology. Beta Beta Beta also endeavors to extend the boundaries of human knowledge of nature by encouraging new discoveries through scientific investigation and to this end encourages undergraduate students to begin research work and report their findings in the society's journal, BIOS.

It emphasizes, therefore, a three-fold program: stimulation of scholarship, dissemination of scientific knowledge and promotion of biological research.

**Delta Mu Delta**

Delta Mu Delta is a national honor society in the field of business administration and accounting. The society was founded in 1913 and admitted to membership in the Association of College Honor Societies (ACHS) in 1963. Each year the Le Moyne chapter of Delta Mu Delta invites juniors and seniors with a G.P.A. of 3.25 or higher, of good character and in the top 20 percent of their class to join the society.

**Omicron Delta Epsilon, International Honor Society in Economics**

The Alpha Omega chapter of Omicron Delta Epsilon was chartered in April 1982 and is open to economics majors and minors who have demonstrated academic excellence in economics and throughout their curriculum. The objectives of Omicron Delta Epsilon are to recognize scholastic attainment in economics and outstanding achievements in economics by economists at all levels; to promote closer interaction between students and faculty in economics within each college or university and among campuses; and to emphasize the professional aspects of economics as a career choice for service in academia, business, government and international organizations.

Members are encouraged to submit entries for the Frank Taussig Award, an annual international competitive award for student papers in economics.

**Phi Alpha Theta**

Phi Alpha Theta is an international honor society in history which seeks to promote the study of history by bringing together students, teachers and writers of history on both an intellectual and a social basis. The Alpha Gamma Iota chapter was chartered at Le Moyne College in 1985 and is open to history majors who have demonstrated academic excellence and leadership potential. It conducts an annual initiation ceremony and banquet, sponsors an annual guest lecture by a prominent historian and encourages Le Moyne students to present papers at regional Phi Alpha Theta conferences.

**Phi Sigma Tau National Honor Society in Philosophy: Symposium**

Symposium and its sister organization, Phi Sigma Tau, sponsor a series of philosophical dialogues each semester. The typical session consists of a presentation by a philosopher or theologian of local or national standing, or a group member, followed by a dialogue about the subject, and a question-and-answer period. Topics in recent years have consisted of medical ethics, feminist theory, philosophy of the body, critiques of both films and the stars appearing therein, ethics, race and class issues and environmental philosophy. Sessions have been led by members of the Le Moyne faculty, faculty from other colleges and universities, Le Moyne students, and outside experts from various fields. Symposium is also a forum for students to present and discuss advanced research/writing.

**Pi Gamma Mu**

Le Moyne has a chapter of the national social science honor society, Pi Gamma Mu. The purpose of Pi Gamma Mu is to improve scholarship in the social sciences, to inspire social service to humanity, to engender sympathy toward others with different opinions and institutions by a better mutual understanding, and to supplement and support existing social science organizations by promoting sociability and attendance at meetings. Any person of good moral character who is a senior or junior and who has had at least 20 semester hours of social science with an average grade of not less than B or 85 percent may be elected to membership by a majority vote of the chapter under the supervision of chapter faculty members. Only students in the upper 35 percent of their class may be admitted to the society by any chapter in one year.

**Pi Mu Epsilon**

Pi Mu Epsilon, the national honor fraternity in mathematics, is an organization whose purpose is the promotion of scholarly activity in mathematics. The charter for the local chapter, Alpha Beta, was granted in 1983. To be eligible for membership, undergraduate students must have had at least two years of college mathematics including calculus, completed their mathematics work with honors and be in the top third of their class in general college work. Members plan a lecture, film or activity to promote mathematics at least once a semester.

**Pi Sigma Alpha**

Pi Sigma Alpha is the national political science honor society. Le Moyne has an accredited chapter of the society (Tau Alpha). The goals of Pi Sigma Alpha are to honor outstanding students and to sup-
port and promote extracurricular activities related to public affairs. Students who are political science majors, have completed at least 10 hours in the major and who possess a G.P.A. of 3.3 (overall and in the major) are eligible for membership.

Psi Chi
Psi Chi is the national honor society in psychology. Le Moyne’s local chapter was granted in October 1990. The purposes of Psi Chi are to encourage, stimulate and maintain excellence in scholarship in psychology and to advance the science of psychology. Membership in Psi Chi is earned and is for life. To be eligible for membership, undergraduate students must have completed nine hours of psychology, be registered as a psychology major or minor, and be in the top third of their class in general college work.

Theta Alpha Kappa
Founded in 1976 at Manhattan College in Riverdale, New York, Theta Alpha Kappa is the national honor society in religious studies and theology. The Alpha Delta Nu Chapter was established at Le Moyne College in 1998. The purpose of the organization is to recognize outstanding achievement in the academic study of religion, namely, the study of the religious dimension of human experience as that is expressed in all forms of human culture. To be eligible for membership, junior or senior students must have completed at least 12 credit hours in religious studies with a G.P.A. of 3.50 in those courses, have earned an overall G.P.A. of at least 3.00, and be ranked in the upper 35 percent of their class at the time of induction. Invitations to membership are extended by the faculty in religious studies to those deemed eligible in the spring term each year.

Upsilon Psi Chapter of Kappa Delta Pi
Kappa Delta Pi is the oldest and most prestigious honor society in education. The Le Moyne Chapter, Upsilon Psi, was chartered in 1998. The purposes of the organization are to recognize outstanding achievement in the academic study of religion, namely, the study of the religious dimension of human experience as that is expressed in all forms of human culture. To be eligible for membership, senior students must have completed at least 12 credit hours in religious studies with a G.P.A. of 3.50 in those courses, have earned an overall G.P.A. of at least 3.00, and be ranked in the upper 35 percent of their class at the time of induction. Invitations to membership are extended by the faculty in religious studies to those deemed eligible in the spring term each year.

Student Use of College Facilities
Organizations that wish to use Le Moyne’s facilities should fill out a facilities request form and submit it to the Office of Student Development at least seven school days prior to the scheduled reservation date.

The scheduling of the time and place of student social functions must follow the established procedures as outlined and approved by the Office of Student Development. No student organization may hold any public or semipublic affairs such as dances, banquets, parties or business meetings without approval of the Office of Student Development.

The above provisions apply to any student activity that may be directly or indirectly identified with the College. Groups or individuals with purposes or practices contrary to the objectives or regulations of the College will be liable to discipline up to dismissal.

All members of the College community have access to the usual college facilities, publicity and similar resources, in order to express their views or to have others present views in which they are interested. They must follow the clearly stated regulations concerning registration of activities.

No one in his or her speech has the right to use libel, obscenity or to incite riot or advocate the forceful overthrow of the United States government. This policy further excludes speeches that are essentially scandalous or false and speakers without professional or personal credentials.

Posting Notices and Posters
Notices and posters must clearly state the organization sponsoring an event and other pertinent information including the date, time, place, contact name, phone number and admission charge. No anonymous posters will be allowed.

Notices and posters in the residence halls must be approved by the appropriate residence hall director.

Notices or posters should be posted only on bulletin boards in the administration or classroom buildings. Tape, staples or tacks may not be used to fasten notices to doors, moldings, woodwork, painted walls or windows.

Posters and notices must not include any references to the sale and/or distribution of alcoholic beverages.

Posters may be hung on the first floor of the campus center. Anything hung on the outside of buildings must be approved by the physical plant director. Approval of posters and authorization to post notices on bulletin boards should be obtained from the Office of Student Development. Postings may be brought to the Office of Student Development and, upon approval, the Office of Student Development will coordinate the hanging of the posters.

All unauthorized, outdated or improperly affixed notices and posters will be removed, and the sponsoring organizations will be subject to penalty or fines. Persons posting notices and posters are responsible for their removal when they are outdated.

Leaflet Policy
Students may not leaflet, or cause or seek to permit leafletting by any third party, on any part of the Le Moyne College campus, including the parking lots, without the permission of the vice president for student development.

Publicity for College Activities
The Office of Communications issues all information, news releases and advertisements pertaining to the College community. As the media prefer to deal with a central information source, it is important that contacts with news services be made only through this office.

To promote campus events, call 445-4555 three weeks prior to the event. You will need to provide the following information:
- What (brief description of event)
- Where (location, building, room number)
- When (date, day, time)
- Who (name of speaker)
- Audience (internal: for Le Moyne community; external: for public)
- Contact (name and telephone number)

In the event of a cancellation, please notify a staff member in the Office of Communications immediately. He or she will contact all media who may have planned to attend your event.

Echo is your link to the Office of Communications for:
- Posting College-related announcements
- Initiating publicity for upcoming events
Le Moyne believes in nurturing the physical, emotional, spiritual, social and intellectual aspects of each individual. As a result, Le Moyne has an extensive athletic program incorporating intercollegiate, intramural and club sports, as well as personal fitness and recreational activities. The College facilities are designed to support a wide variety of sports activities and other extracurricular events.

Student-Athlete Advisory Committee
The Student Advisory Committee is made up of one representative from each collegiate team. Its role is to serve as a liaison between the student-athletes and the athletic director. Steve Evans (445-4416) is the advisor.

Athletics
Athletics at Le Moyne College are guided by an athletic advisory board. The board advises the vice president for student development and director of athletics concerning intercollegiate athletics. Faculty, students, administrators and alumni are represented on the board.

Intercollegiate Athletics
Le Moyne College observes the conditions for eligibility stated by the National Collegiate Athletic Association (NCAA) and the Eastern Collegiate Athletic Conference (ECAC). The men’s baseball and women’s lacrosse teams compete as Division I independents. All other teams compete in the Northeast 10. Students on academic probation may not participate in the intercollegiate athletic program. Freshmen are eligible for varsity competition.

Le Moyne sponsors men’s varsity competition in basketball, baseball, lacrosse, soccer, tennis, golf, swimming and cross-country. Le Moyne sponsors women’s varsity competition in tennis, volleyball, softball, basketball, soccer, swimming, lacrosse and cross-country.

Student Tickets
Each student is entitled to one free admission to each regular-season home basketball game. To be admitted to home games, students must present their Le Moyne ID card.

Athletic Clubs
Club Sports
Club sports at Le Moyne offer students the opportunity to participate in activities that interest them with others who have a comparable level of skill. Le Moyne feels strongly that club sports are an important part of the entire athletic picture. All of our teams are provided qualified coaches, practice facilities, necessary equipment and transportation. Club sports include men’s and women’s rugby, field hockey and ice hockey. Contact person: Tom Bonus (445-4713).

Intramurals
High participation in intramurals has long been a tradition at Le Moyne. Between 50 percent and 60 percent of the students take part in a variety of activities. Student leadership in officiating, establishing rules, and guidelines and supervision is a major factor in the success of the intramural programs. Major sports offered include football, basketball, soccer, coed volleyball, coed wallyball, coed indoor soccer, softball and coed softball. Students are encouraged to suggest and promote new activities. If you are interested in participating in intramural sports at Le Moyne College, visit the athletics department Web site for all the updated information (www.lemoyne.edu/athletics). Contact person: Tom Bonus (445-4713).

Recreation Center
Le Moyne's recreation center, a 47,000-square-foot facility, is connected to the campus side of the Thomas J. Niland Jr. Athletic Complex. Designed primarily for intramurals, recreational use and personal fitness activities, the facility is one of the most modern small-college recreation centers in the Northeast. It houses a 25-yard, competi-
tion-size swimming pool, a whirlpool, a large fitness center and weight room, a large (three-court size) multi-purpose gym area, an elevated jogging track, four racquetball courts and athletic offices.

The recreation center provides a wide variety of recreational and fitness outlets for students and staff. A broad range of inter- and intra-dorm programs is available to enhance the overall quality of recreational activity on the campus. Hours of operation and policies for use of the recreation center are posted and available at the beginning of each semester. The recreation center phone number is 445-4411.

Use of the Athletic Center, Recreation Center and Athletic Fields

The following rules have been established for the use of the recreation center:

1. All Le Moyne College students, employees and alumni, upon presentation of a valid ID card, retain the privileges to use the facilities during designated hours.
2. Each user must swipe his/her ID card at the entrance. Le Moyne IDs are not transferable to another individual for any reason. It is the responsibility of the card holder to retain the card while using the facility. The control room is not responsible for ID cards, keys or any other personal belongings.
3. Members must sign in a guest at the control room before entering the facility. Guests are not allowed to use the facility unless the membership holder is present.
4. All dependents under 18 years of age must be accompanied by their parent/guardian membership holder at all times.
5. The College is not responsible for lost or stolen items.

6. The College assumes no responsibility for injuries resulting from use of the recreation center.
7. It is the responsibility of the user to be aware of and to follow all posted and written regulations governing the use of various facility areas.
8. No food or drink is allowed outside the lounge/snack area.
9. No street shoes or black-soled shoes are permitted in any activity areas.
10. Equipment must be used properly and only in the appropriate areas.
11. You must supply your own towels and soap.
12. Obscene language and obnoxious behavior will not be tolerated. Le Moyne reserves the right to expel or prohibit persons or groups from using any area of the facility where their behavior is deemed inappropriate.
13. Users of lockers must provide their own locks. There is no overnight use of lockers. Locks left on lockers will be removed.
14. Pool wear is required when using the pool. A soap shower is required before swimming.
15. Any person not in possession of a valid Le Moyne College ID or membership ID will not be allowed access to the facility. Pay per use for nonmembers is not available.
16. There is a $5 replacement fee for any membership card that has been lost, stolen or damaged.

The College reserves the right to change or add regulations as deemed necessary. Therefore, all rules regarding the use of the facilities may not be contained in this list; however, each student is expected to be aware of all existing rules and is expected to comply with them.

Call the sports hotline at 445-4410 to hear recreation center hours, upcoming athletic events, and scores and results for your favorite teams.

Le Moyne administrators believe that part of providing an excellent education is the importance of assisting students in the areas of life that occur outside the classroom. Many different services are available to meet students’ needs in areas such as health, student welfare, religious and spiritual life, social life, and career planning and placement. Students should become aware of the available services early so they may take full advantage of them.

African-American, Hispanic, Asian and Native American Program (AHANA)

404 Grewen Hall

www.lemoyne.edu/heop

Carl A. Thomas, Director
Yvonne Caine, Associate Director

The AHANA (African-American, Hispanic, Asian and Native American) Program was established to enable Le Moyne to expand its enrollment of students of color. AHANA students have academic potential but would normally not meet Le Moyne’s criteria for regular admission. AHANA students are required to participate in a structured academic support program which includes a five-week pre-freshman summer program and other forms of academic assistance throughout the year.

Affirmative Action Office

Grewen Hall

Lynn McMartin, Affirmative Action Officer

The affirmative action officer provides leadership in the application of local, state and federal guidelines on affirmative action and equal employment opportunity, and interprets policy, conducts investigations and processes formal complaints of discrimination.

Bursar’s/Cashier’s Office

Second floor, Grewen Hall

Cheryl A. Davies, Bursar

Inquiries regarding financial matters pertaining to student accounts should be directed to the bursar’s office. The bursar’s office maintains records related to the payment of tuition and fees, disbursements of loan funds and financial aid awards that are credited directly to the student account. The bursar’s office is also responsi-
able for issuing refund checks and for collecting the various deposits, fees and fines that are required by the college.

**Campus Ministry**

Panasci Family Chapel  
445-4110  
[www.lemoyne.edu/campus_ministry](http://www.lemoyne.edu/campus_ministry)

Louis P. Sogliuzzo, S.J., *Director*  
William Dolan, S.J., *Campus Minister*  
Mr. Thomas Andino, *Campus Minister for Music*  
Ms. Elizabeth Scanlon, *Campus Minister*  
Mrs. Deborah Stipe, *Administrative Assistant*

The campus ministry office serves the entire College community, from the perspective of faith, regardless of religious affiliation. The professional staff offers a variety of opportunities to experience community, worship, service, faith doing justice and spiritual development. The campus ministry office is open Monday through Friday for relaxation, dialogue, inquiry, conversation and counseling.

Catholic worship is available on a daily basis in the Shanahan Chapel and on weekends in the Madonna della Strada Chapel, both located within Panasci Family Chapel. Interfaith and ecumenical services are held on campus throughout the year on various occasions.

Liturgy and spiritual ministry opportunities are available for those students wishing to be lectors, cantors, musicians, singers and eucharistic ministers for the weekend liturgies. A variety of service opportunities are made available through the campus ministry office throughout the year. Alternative Breaks to Appalachia and inner cities are offered several times a year during regularly scheduled school breaks.

We sponsor a variety of consciousness-raising activities to educate the campus about the many and various social justice issues of our time. Spiritual development is offered through the retreat program and through sacramental preparation programs. The campus ministers participate in and offer support to the resident chaplain program in the residence halls.

**Campus Shuttle Service**

First floor, Nelligan Hall  
445-4444  
[www.lemoyne.edu/security](http://www.lemoyne.edu/security)

John P. O’Brien, *Director of Campus Security*

The campus shuttle service travels throughout campus transporting students to and from college owned properties. The shuttle runs each evening from 7 p.m. to 2:30 a.m. The van starts at the top and bottom of each hour from Harrison/St. Mary’s. Look for your shuttle information in the lobby of all residence halls or call the security office at 445-4444 for additional information.

**Campus Store**

First floor, Grewen Hall  
445-4131  
[www.efollett.com](http://www.efollett.com)

Thomas Rowe Sr., *Manager*

Open year-round, the campus store offers a wide selection of college-imprinted merchandise, school supplies, novelties, personal items, miscellaneous items and books of general interest. The staff will accept orders for any book not in stock.

Textbook purchases are made at the beginning of each semester. Specific rules for all textbook returns are posted at the checkout register for graduating seniors seeking employment. Similar assistance is available for underclass students seeking summer and part-time positions. Visit the Career Services home page, listed under Offices and Resources on the Le Moyne College Web site.

**Career Services**

344 Reilly Hall  
445-4185  
[www.lemoyne.edu/career_services](http://www.lemoyne.edu/career_services)

Linda McGraw, *Director and Coordinator of Internships*  
Mark Schappert, *Associate Director*

Choosing an appropriate major…identifying possible career paths…obtaining internship experience…developing job search skills…understanding graduate school options…accessing opportunities for employment. These are the important needs of college students that the Office of Career Services supports.

Career Services helps students plan for careers after graduation through individual counseling and advisement, group workshops, instructional materials, online and traditional libraries of career-related information, a career guidance software program called Discover and access to alumni career advisors. Students are assisted in developing résumés, refining interview skills, gathering employer or graduate school information and implementing a plan for postgraduate pursuits. The office also provides Web-based job postings and recruiting programs to assist job seekers.

Students are encouraged to get involved in an internship during their college career. The Career Services Office works to develop relationships with area companies to facilitate students participation in internships.

Job search advisement, employer information, résumé and interviewing guidance, on-campus recruitment and job listings are available for graduating seniors seeking employment. Similar assistance is available for underclass students seeking summer and part-time positions. Visit the Career Services home page, listed under Offices and Resources on the Le Moyne College Web site.

**Center for Continuing Education**

342 Reilly Hall  
445-4141  
[www.lemoyne.edu/adult_education](http://www.lemoyne.edu/adult_education)

Patricia Bliss, *Director of Part-time Academic Programs*

The Center for Continuing Education markets to and recruits all part-time nonmatriculated students, including students for specific high school programs, post-baccalaureate students making career changes, certificate programs, summer sessions and students interested in course work for personal development. Academic advising and course registration, admission of nonmatriculated students and college orientations are offered through the center for all nontraditional students. Noncredit professional development and personal enrichment courses are offered to the community and alumni. Evening hours are available for working adults.

**Center for Personal Growth & Counseling**

Romero Hall  
445-4195  
[www.lemoyne.edu/pgc](http://www.lemoyne.edu/pgc)

Anne Kearney, *Director*  
Gerda Bennett, *Counselor*  
Maria Randazzo, *Substance Abuse Counselor*
Throughout their college careers, students are often faced with the need to make decisions and solve problems concerning their academic and personal lives. The Center provides a safe and confidential place to get support and sort out concerns.

The Center for Personal Growth and Counseling offers:

- **Individual counseling by appointment**
  (Call 445-4195 to make an appointment. Students may be seen for walk-in counseling if a counselor is available.)

- **Substance use and abuse issues**
  (Assessments, individual counseling, support and education groups are available.)

- **Resources**
  (Various books, brochures, CD’s and DVD’s are available for use and may be borrowed. Help with referrals to local community resources are provided as well.)

- **Wellness programming and other special programs by request**
- **Consultation**
  (provided to students, faculty, and parents)
- **Discussion and support groups**
  For more information, see www.lemoyne.edu/pgc, which provides information and resources on various areas of concern including adjustment to college life, depression and anxiety, stress, and relationship issues.

The Center's phone number is 445-4195 and it is located on the 1st floor of Romaro Hall (across from student health services). Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, or by appointment. In an emergency, call the security office at 445-4444. The resident hall director is also on-call and can provide crisis intervention as well as contacting the counselor on-call if necessary.

**Classroom Services**

442 Reilly Hall  
445-4380  
www.lemoyne.edu/classroom_services

Mark S. Ramsden, Manager of Classroom Services  
Sarah E. Davis, Assistant Manager of Classroom Services  
Sean P. Connolly, Assistant Manager of Classroom Services  
Shelli R. Walters, Classroom Services Assistant

The Office of Classroom Services provides audio-visual production and technical assistance to faculty, students, staff and administrators in support of the academic mission of the college.

Services include audio and video recording, duplication or editing, assistance with presentation design, as well as the set-up and tear-down of audio visual equipment in classrooms and event rooms on campus. The staff also provides instruction on the use of the equipment and will assist in classrooms if requested.

Requests for services and use of audio visual equipment must be made at least 7 days in advance. Students who wish to borrow equipment for class or club projects must have the signature of a faculty sponsor, and will be approved at the discretion of classroom services. All student-borrowed equipment must have the signature of a faculty sponsor, and will be approved at the discretion of classroom services. All student-borrowed equipment must be returned to the security office by midnight of the day borrowed; no equipment is allowed to be stored in dormitory rooms overnight.

Hours of operation while school is in session are Monday through Thursday, 8 a.m. to 9 p.m., and Friday 8 a.m. to 4 p.m. Hours of operation during the summer months are Monday through Thursday, 8 a.m. to 4 p.m., and Fridays 8 a.m. to 12 p.m.

**Office of Communications**

111 Mitchell Hall  
445-4555  
www.lemoyne.edu/communications

Joe Della Posta, Director  
Joyce Kusak-McGuire, Associate Director  
Molly McCarthy, Editor  
Penny Santy, Graphic Designer  
Heather Knuth, Graphic Designer  
Pamela Ethington, Editorial Assistant  
Cheryl Berardi, Publications Coordinator

In linking the College with the media, the Office of Communications prepares and distributes news releases, arranges for media coverage of College events, schedules and coordinates press conferences and generates feature story ideas that promote Le Moyne and members of the College community.

The office also designs College advertising and produces and edits all publications for internal and external purposes, including the Le Moyne College Magazine, Center for Continuing Education registration mailers, alumni invitations, institutional advancement invitations and multiple fundraising materials and admission pieces.

**Dining Services**

LaCasse Dining Center  
Office 445-4695  
Catering 445-4697

The Dolphin Den  
Office 445-4699  
www.lemoynedining.com

James Toczydlowski, General Manager  
Susan Wetzel, Catering/Retail Manager  
Mike Kraebel, Manager, Dining Center  
Josh Samuel, Manager, Dining Center  
Drew D’Angelo, Executive Chef, Dining Center  
Melissa Murphy, Catering Supervisor

The LaCasse Dining Center is open seven days a week serving breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday.

Four different resident plans are offered.

- **Carte Blanche**  
  Unlimited access to all meals  
  $60.00 per semester in Munch Money  
  Six guest passes

- **16 Meal Plan**  
  Up to 16 meals per week  
  $100.00 per semester in Munch Money  
  Six guest passes

- **12 Meal Plan**  
  Up to 12 meals per week  
  $75.00 per semester in Munch Money

- **8 Meal Plan**  
  Up to 8 meals per week  
  $50.00 per semester in Munch Money

Two nonresident meal plans are available.
Drug/Alcohol Overdosage Policy

Student Health Services lacks the necessary laboratory facilities for immediate, accurate detection of possible lethal drug and/or alcohol blood levels. For this reason, the following procedure has been enacted:

Any student brought to Student Health Services in a stuporous or semiconscious state will be sent directly to the emergency room for more extensive medical evaluation. If the student’s condition so warrants, an ambulance will be called for transportation.

In cases where it is necessary to implement this procedure, the student(s) will be responsible for all related expenses.

Required Physical Examination/Immunization Record

Full-time Students, Transfer Students: A complete physical examination, medical history and immunization record is required of all full-time students, including transfers. Transfer students may submit a copy of their physical exam/immunization record from their previous college. Registration procedures will be delayed if immunization compliance with New York state law has not been met prior to the designated date. In addition, no student may participate in intercollegiate athletics until this form is on file.

Required Immunization Record

Part-time Students: In compliance with New York state law, all students, full- or part-time, must complete the Meningitis Response Form and submit it to Student Health Services. In addition, those born after 1956 must present adequate proof of immunity to measles, mumps, and rubella. Registration will be delayed or denied until these records are approved and on file in the student health office.

Medical Excuses

Medical absences and excuses are explained in this handbook under Policy on Student Absenteeism in the Event of Illness or Accident. (See page 22.)

Health Insurance

The College requires every full-time undergraduate student to maintain and provide proof of adequate health and accident insurance coverage. If a student is unable to provide proof of adequate coverage, the College will bill the student for the minimum acceptable coverage.

The College strongly advises all students and/or families to discuss procedures to be followed with their health maintenance or managed-care provider when they are out of their local service area.

Higher Education Opportunity Program (HEOP)

404 Grewen Hall 445-4190

Carl A. Thomas, Director
Yvonne Caine, Associate Director

Designed to assist students from educationally under-prepared and economically disadvantaged circumstances, HEOP provides its students with both financial and academic assistance to facilitate their success at Le Moyne. The academic support services program includes a five-week summer session for pre-freshmen as well as special skill-development courses during the regular academic year. Students in the program may also avail themselves of the group or individual tutoring sessions. In addition, the program attempts to
provide its students with counseling and academic advisement sufficient to meet their personal needs.

**Higher Education Preparation Program/Upward Bound Program (HEPP/UBP)**
Romero Hall 445-4532

[www.lemoyne.edu/student_life/upward_bound](http://www.lemoyne.edu/student_life/upward_bound)

Johnnie Hill-Marsh, Director
LaRae Martin-Cooore, Academic Coordinator
Antwana Dixon, Student Services Specialist

The goal of the Le Moyne College Upward Bound Program is to generate in participants the skills and motivation necessary for success in education beyond high school. Services include instruction in reading, writing, study skills, mathematics and other core curriculum subjects; academic advice and assistance in high school course selection; tutorial services; exposure to cultural events, academic programs; career counseling; on-campus residential programs; programs and activities designed for individuals with limited proficiency in English.

Any student who is proven to be eligible may apply. Eligible students must be residents of the City of Syracuse, have completed eighth grade but not have entered 11th grade, and must be between the ages of 13 and 19.

**Division of Institutional Advancement**
First floor, Mitchell Hall 445-4545

[Todd Anthony Sloan, Vice President of Institutional Advancement](http://www.lemoyne.edu/alumni)

The Division of Institutional Advancement is responsible for the fundraising activities of the College, maintaining relations with alumni, parents and friends of the College, and for communications to internal and external audiences through its publications, advertising and media relations. Its major components are the Office of Development, the Office of Alumni and Parent Programs and the Office of Communications. The division's work is directed by the vice president for institutional advancement and guided by the Trustee Committee on Institutional Advancement.

The division maintains the College's records on over 25,000 individuals (alumni, parents and friends), corporations, foundations and other organizations. Through communication with various audiences, the division works to keeps its constituencies informed and involved in the life of the College.

**Development**
Juliahn Galler Simms, Associate Vice President, Institutional Advancement

The Office of Development helps provide the financial resources necessary for realizing Le Moyne’s mission while ensuring the College’s future strength and success. This is accomplished through the identification, cultivation, solicitation and stewardship of gifts from individuals, corporations, foundations and other organizations at increased levels to meet the needs of the College, its faculty and students.

**Alumni and Parent Programs**
Kimberly B. McAuliff, Director of Alumni and Parent Programs

The Office of Alumni and Parent Programs works collaboratively with alumni and parents to encourage lifelong connections to one another and to the College through volunteerism, career development and support of student enrollment.

Each year, the Office of Alumni and Parent Programs hosts special alumni events across the country, as well as on-campus events such as Reunion Weekend and Family Weekend. The Alumni Association Board assists the division’s work with alumni. The Parents Council assists the division in programming and fundraising with parents.

**Communications**
Joseph Della Posta, Director of Communications

See p. 18.

**Office of Multicultural Affairs**
Second floor, campus center 445-4525

[www.lemoyne.edu/multicultural](http://www.lemoyne.edu/multicultural)

Barbara M. Karp, Assistant Vice President for Campus Activities and Multicultural Programs

The Office of Multicultural Affairs provides a broad range of programs and activities designed to expand and enhance opportunities for success and achievement for students of color. These programs include diversity training, research on students of color and climate issues, multicultural programming and various enrichment programs.

Guided by the leadership of the President’s Committee on Diversity, the office conceives, plans, directs and implements programs that foster a campus environment that is racially, ethnically and culturally diverse and that supports the principal educational aims of the College.

In addition to programs of general interest, cultural programs and lectures that focus on Native American, African American, Asian American and Latino American life are presented throughout the academic year. The Matteo Ricci Award for meritorious effort toward diversity is given annually to the individual who has demonstrated the most outstanding contributions to building diversity in the College. In addition, the office also supports an array of new curriculum, instructional materials, media and pedagogical methods that reflect contemporary scholarly information that deals with key issues of race, ethnic studies, gender and cultural pluralism.

**Physical Plant**
Springfield Road 445-4500

[www.lemoyne.edu/physical_plant](http://www.lemoyne.edu/physical_plant)

James Dishaw, Director

The physical plant is located near the athletic center. The director and the staff are responsible for all maintenance, repairs and improvements to the buildings on campus and for the maintenance and upkeep of college-owned grounds. Resident students should report needed repairs to their RA or residence hall office.

**Registrar’s Office**
Second floor, Grewen Hall 445-4456

[www.lemoyne.edu/registrar](http://www.lemoyne.edu/registrar)

Mary Chandler, Registrar

The primary function of the Office of the Registrar is to maintain accurate academic records of all students registered in the college and to organize and facilitate registration activity. This includes timely grade recording, comprehensive grade reporting, transcript maintenance and course scheduling.

The Office of the Registrar is service oriented, committed to meeting the needs of the students and the rest of the college community. Our services to students include: enrollment verifications, posting
transfer credit, transcript requests, senior degree audits, degree conferral and diplomas. The Office of the Registrar ensures the privacy and security of all student records. In compliance with the Family Rights and Privacy Act of 1974, the college will not release grades over the phone or via e-mail. A student may have access his or her records with proper identification. All requests for transcripts must be in writing. A student may request an official transcript by writing to:

The Office of the Registrar
Le Moyne College
1419 Salt Spring Rd
Syracuse, NY 13214-1301
or by fax (315) 445-4752

The cost of a transcript is $5.00 per copy. In accordance with College policy, the registrar's office will not release transcripts and diplomas of students with an outstanding financial obligation to the college.

Further information regarding our services may be obtained by visiting our Web site at www.lemoyne.edu/registrar.

Security Office
First floor, Nelligan Hall
445-4444
www.lemoyne.edu/security

John P. O'Brien, Director of Campus Security

The primary function of the security office is to offer an environment conducive to personal and academic development for students, staff and faculty through service and prevention. The office strives to achieve these goals through conspicuous and covert patrol, ethical and professional investigative procedures, education of the public and constant training of department personnel.

Office of Service Learning
300 Grewen Hall
445-4791
www.lemoyne.edu/salt

Sr. Joan Kerley, F.M.S.J., Director
S.A.L.T. (Service and Learning Together)

The primary function of service learning courses and appropriate placements. The director works with interested faculty to support and/or develop service learning courses and appropriate placements. The director serves as a resource for other departments that are interested in promoting service opportunities.

The reverse president for student development serves as an advisor and is regularly available to assist students. Through Projects in Community (P.I.C.), Le Moyne College students serve the Syracuse area in a variety of programs on an ongoing basis as well as participate in a number of “one-shot” opportunities throughout the year. The office also serves as a resource for community agencies that are looking for volunteers as well as other student organizations that are looking for volunteer opportunities. Workstudy placements in the Syracuse community are coordinated through this office.

Office of Student Development
Second Floor, campus center
445-4525
www.lemoyne.edu/student_life

In an effort to contribute to the development of the student as a whole person, the vice president for student development, assistant vice president for campus activities and director for student activities work with students in a wide variety of ways, primarily in the areas of the student’s life outside the classroom. Each administrator serves as an advisor and is regularly available to assist students.

The vice president for student development is the college’s chief student development administrator and is responsible for the coordination of the following service areas: residence life, health and counseling, student discipline, and recreation, campus store, student activities, dining services and campus ministry. Generally, the vice president for student development is responsible for supervising and enhancing the quality of student development and assisting student development in appropriate extracurricular and academic ways.

The assistant vice president for campus activities coordinates orientation and student activities and is responsible for initiating and developing, with students and staff, programs of an educational, social and cultural nature.

Mission Statement
In keeping with the mission of the college, its educational goals and values, the Division of Student Development strives to support the growth and development of Le Moyne students:

- through the Jesuit tradition of cura personalis, the care and concern for the individual person
- through an effort to integrate development of the whole person — spiritually, personally, socially, physically, intellectually and vocationally
- through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- through promotion of a learning environment in all student activities and services
- through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- through activities that promote service to others on and off campus, and to promote a more just society where differences are accepted, valued and celebrated
- through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

Several administrative functions are also handled in the Office of Student Development including the ID card system and the Polney Loan Fund for short-term student loans.

The Rev. N. James Polney Social and Recreational Loan Fund

The Rev. N. James Polney, a retired United Methodist minister, established this loan fund in 1961 for the exclusive use of Le Moyne students who find themselves temporarily short of spending money for social and recreational purposes. The fund is administered by the vice president for student development. The rules established for the use of this fund are available in the Office of Student Development.
Things Every Student Should Know

Change of Address/Name
Permanent and local address changes and official name changes should be filed in the registrar's office. Please note that a name change needs to be accompanied by an original legal document indicating a change has taken place (i.e., a marriage certificate or a divorce decree).

Fire and Emergency Procedures
When the fire alarm is activated in any building on campus, it requires all occupants of that building to leave immediately. If a fire is discovered, evacuate the building and then contact the security office at ext. 4444.

Identification Cards
All students will be issued an ID (“Dolphin Card”) through the Office of Student Development. All students must carry their ID cards with them at all times and present them to College personnel upon request. Loss of an ID card should be reported to the Office of Student Development. There is a $5 replacement fee. Students found responsible for any fraudulent use of a college ID card will be subject to disciplinary action and fined.

Lost and Found
Found articles may be turned in to, and lost articles may be claimed at, the security office in Nelligan Hall. Unclaimed articles will be donated to a local charity after 45 days.

Lockers
A limited number of lockers are available in the campus center, second floor. Commuter students can reserve a locker at the Office of Student Development. In the event of a fire, the College may find it necessary to break a lock. Students must empty their lockers at the conclusion of each academic year. Lockers are assigned on a first-come, first-served basis.

Mail
Mail for students and student organizations is distributed through the central mailing office, located on the first floor of Reilly Hall.

The mailing address for mail sent from off-campus is:

Student’s Name
Residence Hall Name
Room Number
Le Moyne College
1419 Salt Springs Rd.
Syracuse, N.Y. 13214-1301

All students should notify correspondents of their address change at the end of the academic year. Mail that is not first class, including magazines, will not be forwarded after the academic year ends. It is never advisable to send cash through the mail. Students should advise correspondents who send money to do so in the form of personal, travelers or certified checks.

Telephones
The telephones in College offices are not to be used by students for personal calls. Interoffice calls should be made by using the four-digit, direct-dial system according to the office numbers listed in the Resource Guide of this handbook. Residents should inform parents and friends of the phone number assigned to their room so they may receive calls at that phone.

In the event of an emergency when a student needs to be contacted while in a scheduled class, students should instruct appropriate individuals to contact either the security office (extension 4444) or the Office of Student Development (extension 4525).

Academic Life

Allison L. Farrell, Co-Director of Global Education
(Study Abroad and International Student Advisor) 445-4275
Anne J. Herron, Associate Academic Dean & Director,
Academic Advisement Center 445-4597
Dr. Robert C. Johnston, Director of Library 445-4321
Dr. Robert Kelly, Acting Dean of Arts and Sciences 445-4310
Dr. Linda M. LeMura, Acting Provost & Vice President
for Academic Affairs 445-4312
Ms. Carolyn McTiernan, Assistant to the Provost 445-4312
Dennis J. Nicholson, Director of Admission 445-4300
Roger Purdy, Director of Disability Support Services 445-4118
Dr. Sherilyn Smith, Director of Integral Honors Program 445-4470
Carl A. Thomas, Director of HEOP/AHANA 445-4190
Tamara S. Westlake, Co-Director of Global Education 445-4275
Nicole Zervas, Director of Academic Support Services 445-4118

The process of education takes many shapes. It can range from formal classroom instruction to one-on-one discussion to taking advantage of special services available. All of these aspects fall within the parameters of general academic rules and regulations. Students should take the time to understand these services and policies.

Provost & Vice President for Academic Affairs
322 Grewen Hall

Susan Ames, Director of First-Year & Transition Programs 445-4277
Dr. Salwa Ammar, Dean of Management 445-4280
Patricia J. Bliss, Director of Part-time Undergraduate Programs 445-4141
Mary M. Chandler, Registrar 445-4455
William C. Cheetham, Director of Financial Aid 445-4400
Ms. Jeanne Darby, Coordinator, Faculty Support Services 445-4311
Dr. Michael Davis, Co-Director of Core Program 445-4675
Dr. Dennis R. DePerro, Vice President of Enrollment Management 445-4707
Dr. MaryAnn Donnelly, Co-Director of Core Program 445-4432
Academic Advisement
Faculty members (or other staff as appropriate) are assigned as academic advisors to all Le Moyne students. They advise students regarding degree requirements, majors, minors, grades, academic progress and problems. Students are encouraged to seek guidance from their advisors and, more importantly, to get to know them on a personal level.

First-Year Advisement Program
The First-Year Advisement Program provides specially selected faculty advisors to students beginning their first year of college at Le Moyne. During the fall semester, first-year students register for a mandatory AVS 101, a one-credit course. Sessions are held to assist students in adjusting to college academic and social life. A letter grade is earned by students for AVS 101.

Departmental Advisement Program
The Departmental Advisement Program provides faculty advisors to upperclassmen, transfer students and matriculated part-time students. Each student is advised by the department chair of his or her major department or by a faculty member assigned by the department chair. Undeclared upperclass students are advised by the director of advisement. Nonmatriculated part-time students are advised through the Center for Continuing Education (445-4141).

For additional information about Le Moyne’s academic advisement services, contact the director of advisement.

Policy on Student Absenteeism in the Event of Illness or Accident
1. If illness or injury requires more than three consecutive days of hospitalization or home care, Student Health Services needs to be informed (445-4440). If the student has been treated by a doctor off-campus, some documentation from that office will be expected. Student Health Services will then notify the registrar who will inform the student’s instructors, advisor and the appropriate academic dean. It is the student’s responsibility to contact his or her instructors, as soon as possible, to explain the absence and make arrangements for the completion of missed work or tests.

2. If emergency referrals for off-campus treatments or appointments for required physical examinations result in class absences, Student Health Services will issue the student written verification to present to instructors.

3. If infectious mononucleosis is diagnosed, the student will be issued verification and explanation of illness progression to discuss with involved instructors, advisor and the associate academic dean.

4. In the case of all other short-term health problems, including those treated by Student Health Services, it remains the student’s responsibility to contact his or her instructors to explain the absence and make arrangements for the completion of missed work or tests.

Faculty members may contact the Student Health Services for verification that a student was seen at the Student Health Services on a particular day and with a student’s written consent, this information will be discussed.

Policy on Reporting Absences Due to Death in a Student’s Family
1. In the event of a student’s absence from class due to a death in his or her immediate family, the student (or member of his or her immediate family) is asked to contact the Office of Campus Ministry before leaving campus or shortly thereafter. Please call campus ministry at (445-4110) and communicate the reason for the absence and date of expected return. When offices are closed, a message may be left on campus ministry’s voice mail. Campus ministry will forward this information to the registrar who will notify the student’s instructors and advisor.

2. Upon returning to campus, it remains the students’ responsibility to contact their instructors and advisors to explain their absence and make arrangements for the completion of missed work and tests.

Policy for the Posting of Requests for Prayers and Death Notices for Members of the College Community
1. As a community that values “personal care” for all its members the College provides the opportunity for faculty, staff and administrators to request campuswide prayers when they or their families are confronted by serious illness or death. Requests for prayers and death notices may be left at the Office of Campus Ministry (445-4110) during office hours or via voice mail outside of office hours.

2. Out of respect for community members and their families’ privacy, it is required that this request be made by the affected member of the college staff or his or her immediate family. Circumstances might require that such a request be passed on to campus ministry by a colleague or friend in which case the explicit permission of the affected individual or family will be required.

3. The Office of Campus Ministry will communicate this information to the College community through LMC Announce.

Academic Standards
Students are expected to observe at all times the highest ethical standards as members of the academic community. Any form of dishonesty makes a student liable to severe sanctions, including expulsion from the College. In cases where a student is accused of a violation of ethical standards in academic matters, the professor, in consultation with the appropriate academic dean, shall determine the penalty up to failure in the course. Further sanctions, such as suspension or dismissal from the College, shall be determined by the appropriate academic dean. Students should note particularly the following four specific policies:

1. Examination Regulations — Students are expected to be familiar with the regulations that are posted before each semester examination period. Violation of any of these regulations makes a student liable to penalties ranging from failure in the examination to dismissal from the College.

2. Cheating — A student who cheats on any examination is liable to penalties ranging from failure in the examination to dismissal from the College.

3. Plagiarism — Plagiarism is the attempt to fulfill an academic requirement by using the ideas, words or work of another person and representing them as one’s own. Academic conventions dictate that students and scholars must acknowledge the source of phrases and ideas that are not their own. Many ideas and phrases are so familiar that they have become the common property of all; these obviously require no documentation. However, the use
of ideas or phrases that are clearly original with another author requires that the appropriate credit be given to the original author.

Plagiarism undermines that basic relationship of trust that must exist between teacher and student and among students for the educational process to work. For this reason, penalties for plagiarism range from failure on the assignment to expulsion from the College. For details regarding plagiarism, Diana Hacker's Rules for Writers is available at the College bookstore.

4. Assignments — Student work (e.g., research projects, term papers) submitted to fulfill the requirements of one course may not be submitted to fulfill the requirements of another course.

5. Student Conduct — Students are expected to conduct themselves respectfully and appropriately in the classroom setting. Actions or behaviors that annoy, disturb or otherwise prevent orderly conduct in the classroom may be subject to disciplinary action.

Appeals
A student who wishes to exercise the right of appeal in these matters may request the academic vice president to convene a Review Board, whose authority is limited to investigating and determining the facts. This board will be convened only if a student alleges that the facts of the case are in question. Board membership will consist of three faculty members and one non-voting faculty member to serve as chair. These members will be appointed by the president of the Faculty Senate. In addition, at the student's request, two students may be appointed as nonvoting members of the board by the president of the Student Senate in consultation with the chair of the Academic Affairs Committee of that body.

Noreen Reale Falcone Library
Information/reference desk 445-4330
Circulation desk 445-4325
Hours 445-4133
www.lemoyne.edu/library

The Noreen Reale Falcone Library home page contains links to more than 100 databases providing access to research materials in all disciplines, in print and electronic formats. An online virtual reference service is available around the clock. In addition to traditional interlibrary loan nationwide, the Library is also part of the ConnectNY consortium which provides interlibrary quick access to 13 other NY academic library collections. A wireless network provides access for users of laptop computers. The library has a capacity of over 250,000 volumes and seating for 500 people. It currently houses over 265,746 volumes, 14,499 e-books, 1,168 print and 39,249 electronic periodical subscriptions, 612,688 microform units, 1,096 graphic materials, 3,999 audio recordings, and 8,385 video recordings. The Library houses an instructional lab equipped with multimedia-capable computers networked for classroom instruction and individual access to the on-line catalog, numerous databases, Le Moyne's academic computing mainframe and the Internet. In addition, wireless access is available in the library, and wireless laptops can be checked out from Media Services for three hours at a time.

Patron Conduct
All patrons must exit through the electronic surveillance system gate at the Library's main exit. When a patron sets off the alarm, the Library reserves the right to inspect the patron's belongings for library materials that have not been properly checked out. Individual cases of library theft or abuse of library property is referred to the Student Development Office or the local police as appropriate.

In respect for the rights of others, patrons should remember the following principles when using the facility and materials:

1. The Library's collections exist primarily to serve students. Prompt return of materials borrowed helps to ensure that as many students as possible will be able to use these collections.

2. The Library strictly enforces New York State law [N.Y. Civ. Prac. Law, Section 4509 (Consol. 1982)] maintaining the confidentiality of circulation records and non-disclosure of a borrower's name without consent of the borrower.

3. The Library's seating arrangements have been designed to promote a quiet atmosphere for study. Patrons can help maintain this quiet atmosphere by keeping talking to a minimum, especially in areas marked “Quiet Study Area.” Most of the second floor has been designated as a quiet study area.

4. Photocopies are available for patrons to copy information in non-circulating materials such as periodicals, reference books, and course reserves. Patrons should keep in mind the regulations that delineate fair-use photocopying of copyrighted materials. These regulations are posted at the photocopi ers.

5. To prevent damage to the Library's collections and furnishings, care should be taken when eating and drinking. Please dispose of your containers in the garbage receptacles located around the library.

6. The use of tobacco products is not allowed in the building.


Loan Periods for Books
All circulation transactions require a current Le Moyne ID, no exceptions. Undergraduate students may check out books for a period of three weeks, with one additional three-week renewal, unless the book is overdue or someone else is waiting for it. Junior and senior integral honors students, as well as graduate students, may check out books for one semester, with one renewal. For these students, books are due on the last day of classes.

Renewals for Books
Books may be renewed for one additional loan period either in person (with or without the books), by phone (x4325), or online by logging into My Account in the Library online catalog. Books may only be renewed once, and then must be returned for at least one day to give others a chance to use them.

Loan Periods for Audiovisual Materials
Videos, and music and spoken word CDs and audiocassettes may be checked out for three days, with one three-day renewal. Only Le Moyne College students, staff, and faculty may check out these materials. The video collection is very heavily used, and therefore a $15 fine per video will be assessed once it is more than one day overdue. Materials on reserve must be used in the Library.

Overdue Materials
Since a date-due slip is given for each item, failure to receive overdue notices does not affect the assessment of fines. Overdue notices are sent to Le Moyne e-mail accounts. Policies vary by patron and material type.
For a full explanation, please see the Library’s web site at www.lemoyne.edu/library/guides/circ.htm. Once materials are eight days overdue, they cannot be renewed, but must be returned to the library, and can be checked out again the following day. If books are not returned within seven days of the due date, fines will be levied and circulation privileges are suspended. Audiovisual materials are assessed a $15 fine once they are more than one day overdue. Overdue materials and fines are sent to the Bursar’s Office before the end of the semester, and may prevent students from receiving their diplomas on graduation day.

Students who have not registered for the following semester must return materials on the last day of classes, and after that date will not be able to check out materials until they are registered again. If former students, including alumni, wish to borrow materials from the Library, they may do so by filling out a form and becoming a special patron. Policies for this group of patrons differ from those of students, faculty, and staff, and may be found on the Library web page.

Exit Security
All patrons must exit through the electronic surveillance system gate at the library’s main exit. When a patron sets off the alarm, the library reserves the right to inspect the patron’s belongings for library materials that have not been properly checked out. Individual cases of library theft or abuse of library property is referred to the Office of Student Development or the local police as appropriate.

In respect for the rights of others, students should remember the following when using and borrowing materials from the library:

1. The library’s collections exist primarily to serve students. Prompt return of materials borrowed helps to ensure that as many students as possible will be able to use these collections.

2. The library strictly enforces New York State law [N.Y. Civ. Prac. Law, Section 4509 (Consol. 1982)] maintaining the confidentiality of circulation records and non-disclosure of a borrower’s name without consent of the borrower.

3. The library’s seating arrangements have been designed to promote a quiet atmosphere for study. Students can help maintain this quiet atmosphere by keeping talking to a minimum.

4. Photocopy machines are available for students to copy information in non-circulating materials such as periodicals, reference books, and course reserves. Students should keep in mind the regulations, in effect since January 1978, that delineate fair-use photocopying of copyrighted materials. These regulations are posted at the photocopy machines.

5. To prevent damage to the library’s collections and furnishings, care should be taken when eating and drinking. Please hide your containers in the garbage receptacles located around the library.

6. The use of tobacco products is not allowed in the building.

Wilson Art Gallery
The Wilson Art Gallery is housed on the first floor of the library. A committee consisting of faculty, administrators and students operates it. Throughout the year, it sponsors exhibits of the work of local, regional and national artists. The College Art Club gives students an opportunity to display art at the annual Student Art Show sponsored by the Le Moyne College Art Club. The gallery’s hours are the same as the library’s hours.

Academic Support Center
1st Floor Library
445-4118 (voice)
445-4104 (TDD)
445-6014 (fax)
www.lemoyne.edu/asc

Nicole Zervas, Director of Academic Support Services
Roger Purdy, Director of Disability Support Services
Jennifer Reddy, Administrative Assistant

Le Moyne students are encouraged to take advantage of the free academic support services offered by the Academic Support Center (ASC). The center, constructed in 1996 and located in the south end of the library’s first floor, is staffed by two full-time professionals, a full-time administrative assistant and trained peer tutors. Faculty members from associated departments serve as tutor coordinators.

Academic Support Services
Students may arrange to work with a mathematics, natural sciences, foreign language, economics, philosophy and/or writing peer tutor on a regular or short-term basis.

Both individual and group support are available to students interested in strengthening their study skills and learning strategies. Students can set up individual appointments with professionals in the ASC or attend one or more of the ASC workshops offered throughout the fall semester (topics have included: time management and organizational skills; how to research and write research papers; tips for passing the ENG 100 proficiency exam).

Students who are interested in preparing for the Graduate Record Examination (GRE) may review using powerprep software in the ASC. Software for the general test includes: practice questions complete with explanations; paper-based GRE tests presented in the computer mode; immediate GRE scores and general test-taking tips for computer and paper-based tests. The ASC also has software for math review, including 10 hours of lessons covering all the mathematical concepts in the general test: algebra, geometry, arithmetic and data analysis.

Disability Support Services
The ASC also arranges academic accommodations for students eligible for assistance under section 504 of the Rehabilitation Act of 1973, as amended, and the American Disabilities Act of 1990. Students with physical, learning or emotional disabilities are encouraged to contact Roger Purdy, director of disability support services, as soon as possible in order to ensure that academic accommodations can be made in a timely manner. Students with temporary disabilities acquired as a result of illness or injury, who need academic accommodations, are also served by the ASC. Written documentation of a disability or temporary disability is required before academic accommodations are implemented. Non-academic services for students with disabilities are coordinated by Barbara Karper, assistant vice president for campus programs in the Office of Student Development (445-4526).

Hours
The ASC office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Peer Tutoring Schedule
Fall ’07 peer tutoring
Tuesday, September 4 – Friday, November 30
ACADEMIC LIFE

Le Moyne College assigns computing accounts to all members of the Le Moyne College community for exclusive use by the assignee. Those who allow others to use their account, without exclusive permission of the chief information officer or his/her designee. Those who allow others to use their account, either intentionally or accidentally, are held fully accountable.

Fraudulent or unauthorized use of College or external computing systems is strictly prohibited.

Enforcement of Policies

All users are responsible for understanding and abiding by the policies and principles defined below. The Office of Information Technology may deny access to any or all College computing services, without prior notice, to persons discovered in violation of these policies and principles. Student violations of computer policies and principles may result in the revocation of some or all College computing privileges, referral to the Office of Student Development for appropriate disciplinary action, and/or referral to local, state or federal authorities for legal action where appropriate.

Requirements for Student Computers Attached to the College Network

The Office of Information Technology (IT) regularly observes malicious software (including viruses, worms, trojan, adaware, spyware, and bots) within the campus computing environment.

The following requirements are designed to reduce the risks of malicious software within the College community.

1. All members of the Le Moyne College community who use either personally owned or College-owned computers shall install and maintain College provided antivirus, anti-spyware, personal/desktop firewall and patch management software on their personal computer(s).

2. Users shall verify that their personal computers utilize the latest versions of antivirus, anti-spyware, desktop firewall software and security updates at least weekly.

3. IT may disable the network and e-mail accounts of users who fail to install and maintain required software.

4. IT may disable some or all IT services (including network/Internet access and network and e-mail accounts) for a student, if IT determines or reasonably suspects that the student's actions or student's personal computer is a risk to the campus computing environment (e.g spreading viruses, participating in a bot network, engaging in denial-of-service attack, engaging in network scans).

5. The College has developed a Web site to assist individuals who do not have the required software installed on their personal computers. Please visit the following link and bookmark this page for future reference: www.lemoyne.edu/information_technology/virus.htm. The site provides access to the required software, in addition to installation and configuration documentation.

6. IT may, at its discretion, temporarily stop all e-mail to and from the Internet whenever a new virus is announced by one of our major anti-virus vendors. These shutdowns allow IT to assess its systems for vulnerabilities and to acquire and distribute new antivirus definitions. IT will store all inbound and outbound e-mail and will automatically process it once adequate virus protection has been restored.

7. IT may, at its discretion, help students repair their infected computers. IT reserves the right to charge for this service.

As with all campus computing policies, failure to maintain the mandated software may result in the revocation of some or all College computing privileges, referral to the Office of Student Development for appropriate disciplinary action, and/or referral to local, state or federal authorities for legal action where appropriate.

Ethics of Computer Use

Le Moyne's computing systems and networks are a vital College resource. All users are expected to use computing services in a manner consistent with the academic mission and principles of the College: refrain from wasteful practices, respect the integrity of College and external computing systems, be considerate and respect the privacy of other users, access only explicitly authorized resources, and use accounts ethically.

Le Moyne College considers it a most serious offense for any user to attempt to degrade the performance of the systems or networks of either the College or any external entity, to circumvent or attempt to circumvent security mechanisms of any computing system, or to deprive or attempt to deprive other users of access to computing resources.

Abuse of Computer Privileges

Abuse includes but is not limited to: using another person's computer account without the explicit permission of Information Technology; attempting to gain access to another person's account; tampering with the computing systems or networks, including both its equipment and programs; using the system for commercial purposes; inspecting, modifying or copying programs or data without authorization; sending abusive, obscene or otherwise harassing electronic communications;
improper or inappropriate use of the campus or global network; and giv-
ing false or misleading information for any purpose associated with use
of the College’s computing resources.

The College’s software licensing agreements are generally for admin-
istrative, instructional and personal research uses only. Use of these
resources for other purposes is considered theft of services. To protect
the College’s licensing agreements, such theft must be acted upon by the
College and the companies involved. Individuals who are engaged in, or
plan to engage in, outside activities (e.g., using the system for commer-
cial applications or consulting projects) must contact IT immediately.
(See the preceding section.) Failure to notify IT of non-authorized uses of computing resources
will result in prosecution as described in the “Enforcement of Policies”
section above.

Information Security and Privacy
Information and data stored on systems connected to the College net-
work and transiting the College network are considered confidential
and private and shall not be examined by anyone other than the infor-
mation owner, intended recipient, and other individuals to whom IT
has expressly granted permission. Exceptions include but are not limited
to: use of analysis tools to identify, detect and prevent system or network
problems and abusive computing behavior, and manual or automated
auditing of systems for inventory and usage tracking. Moreover, all or
a portion of any user’s files may be examined by the vice president of
information technology, his or her designates, and local, state and fed-
eral authorities to investigate claims of non-compliance with College
policies or claims of unlawful action.

Campus Telecommunications System
Le Moyne College maintains its own telecommunications system oper-
ated by the telecommunications office within the Department of Informa-
tion Technology. The College offers a suite of telecommunication services
to all students living in the residence halls. These services include: cam-
pus, local and long distance telephone services, voice mail and basic cable
television. Details regarding these services may be found on the telecom-
communications office Web site at www.lemoyne.edu/telecommunications.

This Web site provides links to current information about setting up
and using campus telecommunication services. Although many stu-
dents bring a cellular telephone with them to the college campus, the
student’s primary point of contact for College business and emergency
notifications shall be through their assigned room extension and voice
mail. Students are expected to connect a telephone and set up their
voice mail box upon arrival to the campus.

Le Moyne College Student E-mail Policy
E-mail is an official method for communication with students at
Le Moyne College. These communications may include, but are not
limited to, information about student courses, grades, and accounts.
E-mail delivers information in a convenient, timely, cost effective and
environmentally friendly fashion. This policy ensures that all students
are aware of the importance of this communication method. Further-
more, it ensures that students can be contacted through a standardized
channel by instructors and other College staff as needed.

College Use of E-mail
E-mail is an official method for communication at Le Moyne College.
The College may send communications to students via e-mail. Students
are responsible for the consequences of not reading, in a timely fashion,
College-related communications sent to their official Le Moyne College
student e-mail account.

Obtaining a Student E-mail Account
Each student, upon enrolling, is issued an e-mail account with an
address in the stu.lemoyne.edu domain. This e-mail account is the
official e-mail address to which the College will send e-mail commu-
nications.

This official address will be recorded in the College’s electronic direc-
tories and records for that student.

Expectations Regarding Student Use of E-mail
Students are expected to check their Le Moyne College official
e-mail on a frequent and consistent basis to remain informed of
College-related communications. The College recommends check-
ing e-mail daily.

Instructor Policies and Educational Uses of E-mail
Instructors may set policies defining how students use e-mail in their
courses. These policies may include requiring students to check their
e-mail on a defined frequency. Instructors may also require students
to confirm their subscription to College-provided mail lists. Messages
sent to College-provided aliases of official Le Moyne College student
e-mail addresses are also considered official communication. For exam-
ple, messages sent via College provided class listservs, Web Advisor
or BlackBoard that use the official Le Moyne College e-mail address
are considered official communications for all students enrolled in the
class designated by the class listserv address.

Appropriate Use of Student E-mail
E-mail is not appropriate for transmitting sensitive or confidential
information unless an appropriate level of security and access privi-
eges are utilized. The Le Moyne College e-mail system does provide
an appropriate level of security and access privileges. All use of
e-mail will be consistent with other College policies, including the
Le Moyne College Information Technology Policies described in the
preceding section. All use of e-mail will be consistent with local, state
and federal law, including the Family Educational Rights and Privacy
Act of 1974 (FERPA).

Communications sent to a student’s official Le Moyne College
e-mail address may include notification of College-related actions
vis-à-vis the student, including disciplinary actions and fines; however,
e-mail shall not be the sole method for notification of any legal action.

Procedures
Changes to this policy will be authorized by approval of the executive
officers of the College. Questions or comments about this policy
should be directed to the vice president of information technology or
e-mailed to Information Technology.

Summary: Le Moyne College Student E-mail Policy
The College routinely uses e-mail for both formal and informal com-
munication with students. The @stu.lemoyne.edu e-mail address is the
account used for College business and official College communications
to students. Although students may maintain separate e-mail accounts
and addresses, students are expected to check their Le Moyne College
account regularly for College communications, and are encouraged to
use their Le Moyne College account for personal communication.
August 13-19
2007

Monday, August 13


Tuesday, August 14


Wednesday, August 15


Thursday, August 16


Friday, August 17


Saturday, August 18


Sunday, August 19


go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, August 20

PA Program classes begin.

Tuesday, August 21


Wednesday, August 22


Thursday, August 23


Friday, August 24


Saturday, August 25

New students report

Sunday, August 26

Residence halls open for returning students

go to: Echo.le moyne.edu for the most current information on campus events.
Classes begin (undergraduate and graduate)

go to: Echo.lemoyne.edu for the most current information on campus events.
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Monday, September 3

LABOR DAY (no classes)

Tuesday, September 4

Last day to add classes and late registration
Last day to drop a class with full refund
Last day to file proposal for Independent Study/Research with dean’s office

Wednesday, September 5

Mass of the Holy Spirit (10:45 a.m.)

go to: Echo.le moyne.edu for the most current information on campus events.
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Last day to drop a class with no grade

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Fall Convocation

go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, September 17

Tuesday, September 18

Wednesday, September 19

Thursday, September 20

Friday, September 21

Saturday, September 22

Sunday, September 23

go to: Echo.le moyne.edu for the most current information on campus events.
Monday, September 24

Tuesday, September 25

Wednesday, September 26

Family Weekend

Thursday, September 27

Friday, September 28

Family Weekend

September 29

Family Weekend

go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, October 1

Tuesday, October 2

Wednesday, October 3

Thursday, October 4

Friday, October 5

Saturday, October 6

Saturday classes held today

Sunday, October 7

go to: Echo.lemoyne.edu for the most current information on campus events.
October 8-14
2007

Monday, October 8

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FALL BREAK
No undergraduate classes

Tuesday, October 9

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FALL BREAK
No undergraduate classes

Wednesday, October 10

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Thursday, October 11

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Friday, October 12

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Saturday, October 13

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Sunday, October 14

Classes resume

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go to: Echo.lemoyne.edu for the most current information on campus events.
### October 15-21

#### 2007

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go to: [Echo.le moyne.edu](http://Echo.le moyne.edu) for the most current information on campus events.
October 22-28

Monday, October 22

Tuesday, October 23

Wednesday, October 24

Halloween Dance

Thursday, October 25

Friday, October 26

Saturday, October 27

Sunday, October 28

go to: Echo.le moyne.edu for the most current information on campus events.
go to: Echo.lemoyned.edu for the most current information on campus events.
Monday, November 5


go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, November 12


Tuesday, November 13


Wednesday, November 14


Thursday, November 15


Friday, November 16


Saturday, November 17


Sunday, November 18


go to: Echo.le moyne.edu for the most current information on campus events.
November 19-25 2007

Monday, November 19

Tuesday, November 20

Residence halls close at 8 p.m.

Wednesday, November 21

THANKSGIVING DAY

Thursday, November 22

THANKSGIVING break (no classes)

Friday, November 23

THANKSGIVING break (no classes)

Saturday, November 24

THANKSGIVING break (no classes)

Sunday, November 25

THANKSGIVING break (no classes)

Residence halls open at noon

goto: Echo.lemoyne.edu for the most current information on campus events.
Monday, November 26

Tuesday, November 27

Wednesday, November 28

Thursday, November 29

Friday, November 30

Saturday, December 1

Sunday, December 2

Classes resume

New York City trip

go to: Echo.lemoyn.edu for the most current information on campus events.
## WEEKLY CALENDAR

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**Snowball Semi-formal**

Undergraduate/graduate classes and co-curricular activities end

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go to: [Echo.lemoyne.edu](http://Echo.lemoyne.edu) for the most current information on campus events.
Monday, December 10
Semester ending exams

Tuesday, December 11
Semester ending exams

Wednesday, December 12
Semester ending exams

Thursday, December 13
Semester ending exams

Friday, December 14
Residence halls close at 8 p.m.
Semester ending exams

Saturday, December 15
Final exam for Saturday classes

Sunday, December 16
Semester ending exams

go to: Echo.lemoyne.edu for the most current information on campus events.
Dec 17-23

Monday, December 17

Tuesday, December 18

Wednesday, December 19

Thursday, December 20

Friday, December 21

Saturday, December 22

Sunday, December 23

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go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, December 24

Tuesday, December 25

Wednesday, December 26

CHRISTMAS

Thursday, December 27

Friday, December 28

Saturday, December 29

Sunday, December 30

go to: Echo.le moyne.edu for the most current information on campus events.
### Dec 31-Jan 6, 2007-2008

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<th>Monday, December 31</th>
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<th>Friday, January 4</th>
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go to: Echo.lemoyne.edu for the most current information on campus events.
go to: Echo.lemoyne.edu for the most current information on campus events.
January 14-20

2008

Monday, January 14


Tuesday, January 15


Wednesday, January 16


Thursday, January 17


Friday, January 18


Saturday, January 19


Sunday, January 20


go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, January 21

Tuesday, January 22

Wednesday, January 23

Thursday, January 24

Friday, January 25

Saturday, January 26

Sunday, January 27

Martin Luther King Jr. Day (no classes)
Residences open at noon
Classes begin (graduate and undergraduate)

go to: Echo.le moyne.edu for the most current information on campus events.
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<thead>
<tr>
<th>Jan 28-Feb 3 2008</th>
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- Last day to add classes and late registration
- Last day to drop a class with full refund
- Last day to file proposal for Independent Study/Research with dean’s office

Go to: Echo.lemoyned.edu for the most current information on campus events.
Monday, February 4

Tuesday, February 5

Last day to drop classes with no grade

Wednesday, February 6

Thursday, February 7

Friday, February 8

Saturday, February 9

Sunday, February 10

Ash Wednesday

go to: Echo.lemoyne.edu for the most current information on campus events.
### Weekly Calendar

#### February 18-24, 2008

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go to: [Echo.lemoyne.edu](http://Echo.lemoyne.edu) for the most current information on campus events.
Monday, February 25

Thursday, February 28

Tuesday, February 26

Friday, February 29

Wednesday, February 27

Saturday, March 1

Saturday classes held today

Sunday, March 2

Residence halls close at 8 p.m.

Spring Break begins (end of classes)

go to: Echo.lemoyne.edu for the most current information on campus events.
### Monday, March 3

- Spring Break (no classes)

### Tuesday, March 4

- Spring Break (no classes)

### Wednesday, March 5

- Spring Break (no classes)

### Thursday, March 6

- Spring Break (no classes)

### Friday, March 7

- Spring Break (no classes)

### Saturday, March 8

- Spring Break (no classes)

### Sunday, March 9

- Residence halls open at noon

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go to [Echo.lemoyne.edu](http://Echo.lemoyne.edu) for the most current information on campus events.
Monday, March 10

Tuesday, March 11

Wednesday, March 12

Classes resume

Thursday, March 13

Friday, March 14

Saturday, March 15

Sunday, March 16

go to: Echo.lemoyne.edu for the most current information on campus events.
### Weekly Calendar

#### March 17-23, 2008

**Monday, March 17**

**Tuesday, March 18**

**Wednesday, March 19**

**Thursday, March 20**

**Friday, March 21**

**Holy Thursday**

**Easter Break (no classes)**

**Saturday, March 22**

**Sunday, March 23**

**Easter**

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**February 2008**

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go to: [Echo.lemoyne.edu](http://Echo.lemoyne.edu) for the most current information on campus events.
Monday, March 24

Thursday, March 27

Tuesday, March 25

Friday, March 28

Wednesday, March 26

Saturday, March 29

Sunday, March 30

go to: Echo.lemoyne.edu for the most current information on campus events.
Monday, March 31

Tuesday, April 1

Wednesday, April 2

Thursday, April 3

Friday, April 4

Saturday, April 5

Sunday, April 6

go to: Echo.lemoyne.edu for the most current information on campus events.
<table>
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<th>Date</th>
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| go to: Echo.le moyne.edu for the most current information on campus events.
### April 21-27
#### 2008

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Last day for pass/fail option
Last day to withdraw from a class with a “W”

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go to: [Echo.le moyne.edu](http://Echo.le moyne.edu) for the most current information on campus events.
WEEKLY CALENDAR

Monday, April 28

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Tuesday, April 29

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Wednesday, April 30

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Thursday, May 1

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Friday, May 2

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Saturday, May 3

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Sunday, May 4

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go to: Echo.le moy ne.edu for the most current information on campus events.
May 5-11

2008

Monday, May 5

Undergraduate/Graduate classes and co-curricular activities end

Tuesday, May 6

Study day

Wednesday, May 7

Thursday, May 8

Semester ending exams

Friday, May 9

Semester ending exams

Saturday, May 10

Final exam for Saturday classes

Sunday, May 11

Semester ending exams

go to: Echo.lemoyne.edu for the most current information on campus events.
### May 12-18

#### 2008

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#### Monday, May 12
- Semester ending exams

#### Tuesday, May 13
- Semester ending exams
- Residence halls close at 8pm for nonseniors

#### Wednesday, May 14

#### Thursday, May 15

#### Friday, May 16

#### Saturday, May 17
- BACCALAUREATE (p.m.)

#### Sunday, May 18
- COMMENCEMENT (a.m.)
- Residence halls close at 8pm for seniors.

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go to: [Echo.lemoyne.edu](http://Echo.lemoyne.edu) for the most current information on campus events.
Monday, May 19

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Tuesday, May 20

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Wednesday, May 21

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Saturday, May 24

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Sunday, May 25

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go to: Echo.lemoyne.edu for the most current information on campus events.
Constitution of the Le Moyne Student Senate

Article I  Name
Section 1  The name of the organization shall be the Le Moyne College Student Senate (LCSS).

Article II  STATEMENT OF PURPOSE
Section 1  The Le Moyne College Student Senate exists to represent and serve the interest of the students of the College. Holding the values expressed in the Le Moyne College Mission Statement shall provide means of representation, maintain and protect the right of students, facilitate rational debate and promote legislation of appropriate changes in College policy for the benefit of all LE MOYNE students. In summary, the Student Senate serves as the voice of the students.

Article III  ANTI-DISCRIMINATION CLAUSE
Section 1  The Le Moyne College Student Senate is an equal opportunity organization; it does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, disability or age.

Article IV  MEMBERSHIP
Section 1  All students registered as full-time, or part-time special circumstance as determined by the Senate of Le Moyne College, are eligible for election to the Student Senate as specified by the constitution and its by-laws.

Article V  STUDENT SENATE REPRESENTATION
Section 1  Eligibility—The following requirements must be met in order to serve on the Student Senate:
   a. Must be a resident of the residence hall being represented if serving as an on-campus representative, or be a non-resident if serving as a non-resident representative.
   b. Must possess a 2.25 cumulative GPA or better.
   c. Must not be on disciplinary probation or prohibited in any other way from serving on the senate because of disciplinary sanctions issued by the College.

Section 2  Internal Structure of the Senate—The structure of the senate consists of:
   a. Executive Board—President, vice president, secretary and comptroller. This group is part of the roundtable composition of the senate.
   b. Standing Committee Chairs—Academic affairs, commuter affairs, JUSTICE, Le Moyne Student Programming Board (LSPB), residence hall affairs (RHA), and student affairs. This group is also part of the roundtable composition.
   d. Class Year Representatives and Commuter Representatives—Three (3) representatives from each class year; five (5) non-resident students.
   e. Public Relations Nonvoting Representative, present at all meetings. This person will act as a liaison between the Student Senate and The Dolphin. This person will write bi-weekly articles on the Student Senate meetings and issues.
   f. Moderator—A representative of the College faculty or administration who shall be a non-voting participant. This person shall be chosen by the executive board in consultation with the full senate and confirmed by a two-thirds (2/3) vote.

Section 3  Terms of Office
   a. Members of the executive board and committee chairs serve their one (1) year term of office from May 1 to May 1.
   b. Residence hall and commuter representatives serve their one (1) year term of office from September to September.

Article VI  AUTHORITY OF THE STUDENT SENATE
Section 1  The Student Senate may submit proposals to the vice president for student development for consideration of additions, modifications or deletions to the policies concerning student development.
Section 2  The Student Senate may be consulted on:
   a. any procedure regarding students involved in violation of established College policy, subject to the limitations of federal, state or local law;
   b. policies concerning residence life;
   c. any decision by the academic vice president and the Faculty Senate concerning major change in the College's academic policies.

In reviewing any above policies the senate may recommend additions, deletions or modifications to such policies to the appropriate College authority responsible for their implementation.

Section 3  The Student Senate shall be consulted on those parts of the student handbook concerning policies that effect the student body.

Section 4  The Student Senate shall provide input, (i.e. written recommendation) to the appropriate administrator's office prior to any major change in the College's contractually hired student services. The senate will be able to appoint the student component to any committee set up by the College to discuss and review the issue.

Section 5  The Student Senate may be requested to appoint a representative on the search committee for the following positions:
   • President of the College
   • Vice President(s) of the College
   • Dean of Arts and Sciences
   • Dean of Management
   • Assistant Vice President for Student Development
   • Directors of Residence Life

Section 6  The Student Senate is responsible for appointing or being consulted on the appointment of students to serve on any College committee where student representation had been specified.

Section 7  The Student Senate shall be the final arbiter between all clubs and organizations funded by the Student Senate and shall have final authority over the allocation of funds to any club or organization.

Section 8  Subject to the final approval by the vice president for student development, the Student Senate has the responsibility for recognizing and approving all student clubs and organizations. If there is a disagreement between the vice president for student development and the Student Senate, an ad-hoc committee made up of two students, drawn from the Student Affairs Committee, two faculty, one member of student development and one member of the academic vice president's office shall arbitrate the dispute upon hearing a presentation from one representative of the Student Senate and one representative from the Office of Student Development. The decision shall be made final and binding, subject to approval of the College president. A club or organization that is discontinued may reapply for approval the following academic year.

Section 9  The Student Senate is responsible for reviewing senate committee actions along constitutional, procedural, and fiscal lines.

Article VII  PROCEDURES FOR STUDENT DEVELOPMENT POLICY FORMATION
Section 1  The following procedures shall be followed regarding student development policy initiated by the Student Senate.
   a. All proposals shall be placed on the Student Senate agenda by the executive board five (5) class days prior to the meeting at which they are to be introduced.
   b. All proposals must be passed by a 2/3 vote of all present and voting members of the Student Senate.
   c. All proposals passed by the Student Senate shall be submitted in writing by the president of the Student Senate to the vice president for student development no later than five (5) class days after passage.
   d. Upon receipt of the proposal from the Student Senate, the vice president for student development has twenty (20) class days within which to execute one of the following:
      1. Approve the proposal. Upon approval, the proposal, as necessary, shall be presented by the vice president for student development.
Section 2 The following members of the Le Moyne College community can submit proposals to the Student Senate. A proposal must have been submitted to the Student Senate executive board at least five (5) class days before the next scheduled meeting for inclusion on the senate meeting agenda.

- All members of the Student Senate
- The College president
- The vice president for student development
- The academic vice president
- The director of campus ministry
- The president of the faculty senate
- A member of the board of trustees

Section 3 Issues or concerns of other members of the College community must first be presented to the executive board of the Student Senate for consideration before being placed on the Student Senate agenda.

Section 4 Approval of proposals submitted require passage by a 2/3 vote of present voting members of the Student Senate.

Article VIII DUTIES OF THE STUDENT SENATE

Section 1 Meetings
The executive board must meet prior to each meeting of the Student Senate and prepare an agenda, including the hour, place and order of business for that meeting. These meetings are closed but visitors may attend upon invitation.

Section 2 Duties of the president
The president of the Student Senate shall:

- a. Preside at all meetings of the Student Senate and Senate executive board;
- b. Be responsible for upholding, defending and preserving the constitution of the Student Senate;
- c. Serve as the official representative of the Student Senate on committees or at functions requiring the presence of the Student Senate or shall send a designee;
- d. Make appointments, with majority senate approval, to all senate committees, unless that duty is specifically designated to another party;
- e. Execute all legislation passed by the Student Senate;
- f. Have the authority to call a general student meeting and/or a special meeting of the senate;
- g. Submit to the senate and make public at the end of each semester a written statement detailing the accomplishments and work of the senate;
- h. The president of the Student Senate votes only in the case of a tie;
- i. The president will serve as a member of the Collegewide planning committee.

Section 3 The Student Senate shall consist of two vice presidents.

A. The vice president of financial affairs shall:

- a. Fill in for and act on behalf of the president when necessary and appropriate;
- b. Assure that all meetings are conducted according to parliamentary procedure;
- c. Serve as chair of OFRC;
- d. Be a voting member of the Student Senate;
- e. Serve as a member of the College's budget committee.

B. The vice president of administration shall:

- a. Fill in for and act on behalf of the vice president of financial affairs when necessary and appropriate;
- b. Assure that all meetings are conducted according to parliamentary procedure;
- c. Appoint and coordinate student members of college committees;
- d. Be a voting member of the Student Senate;
- e. Inform the Student Senate on College committee issues.

Section 4 The secretary of the Student Senate shall:

- a. Prepare and distribute an agenda for each meeting per by-laws;
- b. Be responsible for the recording and distribution of the minutes of each meeting of the senate;
- c. Handle all Student Senate related correspondence;
- d. Assume temporarily the duties of the president if for any reason the president and vice president are unable to fulfill the duties of the office;
- e. Serve as the chair of the Elections Committee;
- f. Be a voting member of the Student Senate.

Section 5 The comptroller of the Student Senate shall:

- a. Be responsible for keeping a detailed record of the expenditures of Student Senate funds;
- b. Be the chief business officer of the Student Senate;
- c. Submit to the moderator all financial transactions for his/her approval and signature;
- d. Assume temporarily the duties of the president if the vice president and the secretary are unable to fulfill the duties of the office;
- e. Serve as a full member of OFRC;
- f. Be a voting member of the Student Senate;
- g. The comptroller will serve as a member of the College's budget committee.

Section 6 JUSTICE (Jesuit University Students concerned with Empowerment)

- a. Shall be a voting member of the Student Senate.
- b. Responsibilities:
  1. Support our member colleges and universities in all ways that may be requested by our respective JUSTICE representatives and are consistent with the principles and structure of JUSTICE in problem solving pressing issues of the day on our diverse campuses.
  2. Serve as a network for information among our member colleges and universities for issues pertinent to both our common and diverse Jesuit tradition.

Article IX STUDENT SENATE COMMITTEES

The standing committees of the senate shall afford all representatives the opportunity to discuss issues and provide input into the College's decision making process.

Each senate standing committee shall operate under its own written guidelines which shall be approved by a two-thirds (2/3) vote. Committee constitutions shall be consistent with the duties enlisted for each particular committee by the LCSS constitution.

The chairpersons of the senate standing committees shall attend each meeting of the senate and report the business and issues being dealt with by their committees. All chairpersons are voting members of the senate.

Section 1 Academic Affairs Committee

- a. Shall consist of the chairperson and four (4) representatives, one (1) from each class, and one (1) representative from each of the academic divisions of the college, appointed by the chair in consultation with the executive board and with the majority approval from the senate.
- b. The dean of arts and sciences and the dean of management or their designees shall act as non-voting advisor, to the committee.
- c. Responsibilities:
  1. To consider issues and prepare reports for the consideration of the senate on items directly related to academic affairs,
including curriculum, grading, teaching, faculty evaluation, academic policy, registration procedures, tenure decisions, etc.;
2. To coordinate and insure appropriate student involvement in departmental matters and provide student representation on academic-related committees;
3. The Academic Affairs chair will serve as a member of the Curriculum Committee.

Section 2 Commuter Affairs Committee
a. Shall consist of the chairperson, the commuter activities director on LSPB and four (4) commuter class representatives appointed by the chair in consultation from the executive board and with the majority approval from the senate;
b. A member of the Office of Student Development will act as a non-voting advisor.
c. Responsibilities:
1. To consider issues relating to the concerns of commuter students;
2. To make recommendations and submit reports of commuter activities to the senate in order to enhance communication between commuting and non-commuting students;
3. To coordinate and insure appropriate commuter student involvement on campus;
4. The commuter affairs chair will be responsible for at least two (2) forums every year; (one forum each semester).
5. The commuter affairs chair will be responsible for sponsoring programs specific to the needs of commuter students.

Section 3 Le Moyne Student Programming Board (LSPB)
a. LSPB membership shall be determined by the LSPB constitution.
b. The assistant director of student activities shall act as a non-voting advisor to LSPB;
c. Responsibilities:
1. To plan and operate the annual budget allocation to LSPB;
2. To plan and implement student activities of an educational, social, recreational, and cultural nature to meet the needs of Le Moyne students;
3. To assure a proper relationship of extra-curricular activities to the educational aims and objectives of the College;
4. To consider issues and prepare reports for the consideration of the senate on items relating to student activities;
5. The LSPB Chair will serve as a member of the Collegewide planning committee.

Section 4 Organizational Finance and Review Committee (OFRC)
a. OFRC shall be chaired by the Student Senate vice president as a non-voting member and consist of the Student Senate comptroller and two representatives from each class.
b. The assistant vice president for student development shall act as a non-voting advisor to the OFRC.
c. Responsibilities:
1. To collect and assess all funding requests from recognized organizations and LCSS Committees requesting annual operating funds;
2. To submit and make recommendations on all funding requests for student activities fee funds on which the senate will approve or disapprove;
3. To approve any supplementary appropriations to clubs or organizations;
4. To submit and make recommendations to the senate on any supplemental appropriations for senate approval or disapproval;
5. To make recommendations to the senate for the approval or disapproval of student clubs or organizations according to established guidelines;
6. To inform the senate of any clubs or organizations that overspend their budget contrary to their approved budgets;
7. To maintain contact with recognized organizations and keep a weekly calendar of campus events;
8. To represent the interests of recognized organizations before other bodies;
9. To further the growth and interaction of recognized organizations through communications and guidance in areas such as: – co-sponsorship of events – leadership development – interaction with the outside community
10. To hold semesterly meetings of recognized organizations;
11. To review each recognized organization by requiring clubs to turn in a list of the activities they have sponsored each semester with itemized costs. Until cost itemizing occurs, the club or organization’s budget will not be allocated.
d. In order for a recognized organization to remain funded, it must fulfill the following requirements:
1. Send a representative to semesterly meetings of recognized organizations held by OFRC;
2. Adhere to its own approved constitution and bylaws.
3. Spend allocated funds in a manner deemed responsible by OFRC.

Section 5 Residence Hall Affairs Committee (RHA)
a. Shall consist of the chair, the Student Senate affairs chair as a non-voting member, and further membership determined by the RHA Constitution;
b. A member of the residence life office shall act as a non-voting advisor to RHA.
c. Responsibilities:
1. To provide residence halls with programs and funding for programs to improve student development on campus;
2. To delegate student development issues to the appropriate representatives who will provide input to the proper administrators and investigate student grievances. The chair needs to be actively involved and work to lead the representatives in their efforts.
d. The following representatives shall be part of the Residence Hall Affairs Committee:
• Food Service Representative
• Health Service Representative
• Housing Representative
• Intramural/Recreation Representative
• Security and Safety Representative
e. Functions/Responsibilities of the permanent subcommittees:
1. The food service representative shall work closely with college food service management to recommend or advise changes in food service operation based upon student input.
2. The health service representative shall work closely with health services staff to recommend or advise changes in the health service program based upon student input.
3. The housing representative shall handle any concerns or recommendations from students through their respective hall representatives and relay recommendations for housing policy changes to senate. This group shall be consulted and have input regarding housing policy modifications, advice and assist with annual room lottery procedures.
4. The intramural/recreation representative shall work closely with the director of intramurals in the development and operation of the college’s intramural and recreation programs.
5. The security and safety representative shall work closely with the security office. The committee shall be consulted with and have input into college security policy development and modification.

Section 6 Student Affairs Committee (SAC)
a. Shall consist of two (2) co-chairpersons (with one vote); one (1) responsible for student-life policies; one (1) responsible for multicultural affairs on campus) and senate or non-senate members appointed by the chair in consultation with the executive board and with the majority approval from the senate.
b. A member of the Office of Student Development shall act as a non-voting advisor to the SAC.
c. Responsibilities:
1. To provide a direct line of communication between students and the senate to address student issues by resolving problems, grievances, and concerns.
2. To keep the senate apprised of student issues and concerns.
3. To prepare and submit reports for senate approval on various administrative and student services.
4. To poll students' opinions related to making recommendations regarding possible improvements in student development.
5. To hold semestery open forums in an attempt to open dialogue and address students' concerns.
6. Will be a student representative to the Collegewide Drug and Alcohol Task Force.

Section 7 Permanent Senate Committees
a. Elections Committee
1. Shall consist of five (5) members, the secretary of the Student Senate, who shall act as chair, and four (4) student senators. All members shall be nominated and appointed by a majority vote of the senate.
2. Shall be responsible for publicizing all Student Senate elections.
3. Shall be responsible for establishing a polling place and polling hours for every LCSS election, consistent with the elections procedure in the by-laws.
4. Shall be responsible for tallying the election ballots and informing the candidates and the Le Moyne community of the results.
5. Shall make final decisions, by majority vote on all grievances concerning elections procedures or matters.
b. Constitution Review Committee
1. Shall consist of five (5) members, a chair nominated and appointed by a majority vote of the senate, and four (4) student senators appointed by the chair with majority approval of the senate.
2. Shall conduct regularly scheduled meetings.
3. Shall assist in the formulation of constitutions of Student Senate clubs and organizations.
4. Shall continually examine the Student Senate constitution and club and organization constitutions and propose revisions and/or amendments when necessary.
5. Shall examine proposed amendments to the Student Senate constitution and by-laws and make recommendations to the senate.
6. Shall make final decisions, by majority vote, on all questions of interpretation of the Student Senate constitution and its by-laws.

Section 8 Student Senate Ad-Hoc Committees
Ad-hoc committees may be appointed by the president, with majority approval of the senate, to fully investigate an issue and to report it back to the Student Senate its findings and recommendations.

Article X STUDENT SENATE MEETINGS
Section 1 Quorum—Two-thirds (2/3) of the senate shall constitute a quorum.
Section 2 Procedure
a. The rules contained in the latest edition of Robert's Rules of Order, Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these and other rules adopted by this organization.

b. Non-senate members may speak at meetings upon approval of the presiding officer; this ruling may be overridden by a two-third (2/3) vote of the Senate.

Section 3 Voting
a. A minimum of two-thirds (2/3) attendance of the senate must be present to vote in order or enact legislation unless otherwise specified.

Section 4 Meeting Times
a. Regular meetings shall be held twice monthly during the academic year. The newly elected senate shall meet at least once during the semester for an organizational meeting.

Section 5 Special Meetings
a. Special meetings for the senate may be called by the president or the executive board and may be written at the request of one-quarter (1/4) of the voting members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days written notice shall be given.

Article XI RECALL
A formal warning describing his/her unsatisfactory performance will be issued to a member of the senate prior to a request for a recall. If the senate member's conduct continues to be unsatisfactory then implementation for impeachment proceedings may be pursued.

The Student Senate shall have the power to remove from office by a two-thirds (2/3) vote of the senate any senator, senate officer or senate committee member found guilty of neglect of duties.

Bylaws of the Student Senate of Le Moyne College

Article 1 ELECTION PROCEDURE
Section 1 Nominations
a. The executive board shall be elected by the entire student body of freshmen, sophomores, and juniors. Seniors do not vote.

b. Candidates must meet all of the requirements of the organization in which they are seeking office.
c. Candidates must possess a 2.5 cumulative GPA in order to be eligible for nomination to Student Senate office.
d. Candidates must sign a waiver allowing the Office of Student Development to determine if the candidate meets the minimum academic standard. This waiver must be signed before the close of nominations for the office being sought. The elections committee shall have no direct access to the candidate's GPA.
e. Candidates must sign up to run at the time and place specified by the elections committee.
f. Nominations shall be open for a minimum of five (5) class days and a maximum of eight (8) class days, with the dates to be announced by the election chair. If it happens that all vacancies are not filled the Student Senate election board may recruit and appoint person(s) to any vacant positions.
g. Only those candidates who meet the above requirements and have been nominated according to the above procedure shall be recognized as official candidates and shall be notified by the election chairperson.

Section 2 Campaigning
a. The official campaign shall begin once a candidate has been nominated and shall end with the election. All campaign posters and publicity must be removed from the public by 4 p.m. the following day.
b. Posters and other publicity may only be placed in the stairwells and on bulletin boards in classroom buildings and residence halls. c. A space shall be set aside adjacent to the polling place for the placement of a resume and/or photograph of each candidate who the candidate wishes to be included. If the candidate so desires, he/she must submit the typed resume no longer than one page double-spaced and/or photo to the election chair no later than twenty-four (24) hours prior to the election.
d. A copy of the Student Senate constitution and by-laws will be made available to all candidates running for a Student Senate office.
e. All above regulations and procedures must be strictly adhered to by all candidates. Violations of the above may result in nullification of the violator's candidacy by the Elections Committee after one warning.
f. All candidates will receive a campaign fund allotment of $5.00. The candidate must sign a waiver to use the money for campaign-related expenses only.

Section 3 Polling
a. In the event that there are more than two candidates nominated for a senate position, a primary election shall be held at least three days prior to the final election to determine the top two candidates.
b. Balloting times and locations on election day shall be determined and publicized by the Elections Committee.
c. The polling area shall be staffed by existing senate members not seeking election to a position.
d. Candidates may not work at the polling area nor campaign or loiter within twenty-five (25) feet of the polling booth. Senators who are themselves candidates for office may not work at the polling booth.
e. Voters may vote only for the office that shall represent them (i.e., non-resident may vote only for non-resident representatives, St.Mary's residents for St.Mary's representatives, etc.).

Section 4 Grievances
a. Any candidate may initiate a grievance with the Elections Committee concerning the election and/or elections procedure. Said grievances must be submitted in writing to the Elections Committee within three (3) calendar days after the close of the election. The grievance shall be decided by the Elections Committee within three (3) calendar days of its receipt, and the complainant shall be notified in writing of the decision.
b. Decisions of the Elections Committee on grievances may be appealed to the president of the Senate no later than two (2) calendar days after receiving the written decision of the Elections Committee. The president shall then present the grievance to the senate at its next regularly scheduled meeting; by a 2/3 vote the senate shall decide the grievance. The complainant shall be notified in writing of the decision of the senate.
c. If the decision on a grievance favors the complainant the election process must be reheld within ten (10) days of the decision. If the elections under review are at the end of the spring semester, the re-elections must be held before curricular activities cease.

Article II  SENATE VACANCIES
Section 1 Insufficient Candidates
If a senate representative position remains open due to a lack of eligible candidates for that position, a second election shall be held, with the position open to any student Senate member who meets the basic requirements for election to the Student Senate.

Section 2 Change in Status
No senate member shall lose his/her seat due to a change in status stemming from a movement between residence halls, from resident to non-resident, etc. That senator shall continue to represent the constituency from which he/she was elected; failure to do so shall represent neglect of duty and will make that senate member liable to removal from office by the recall process detailed in Article XI.

Section 3 Vacancies
a. In the case of the vacancy of the office of the president, the vice president shall assume office of president for the remainder of the term. In this case the election shall be held to elect a vice president; the office of vice president shall remain vacant until that time.
b. In the case of the vacancy of the office of vice president, comptroller, or secretary a member of the senate who meets all the requirements of the particular office shall be elected to the position by a majority of the senate to temporarily fill the position until a permanent replacement is elected under the elections procedures enlisted in Article I of the by-laws.
c. In the case of the vacancy of the entire executive board, the senate shall convene at its next regularly scheduled meeting time and follow the procedure outlined in Robert’s Rules of Order, Revised (latest edition) for convening such a leaderless body. Upon the election by the senate members present a chairperson from among their ranks, and interim executive board shall be elected among the senate members who meet the requirements of the office as outlined for each position in the Student Senate constitution. This interim executive board shall serve until a permanent replacement executive board is elected under the election procedures enlisted in Article I of the by-laws. The newly elected executive board shall assume office immediately upon the tally of the votes.

Article III  RECALL OF MEMBERS
Section 1 Procedures
a. The voting members of the Student Senate may recall their elected executive board members, standing committee chairs, and representatives through the following procedures:
1. Presentation of a petition bearing the signature of twenty-five (25) percent of the voting members of the Student Senate to the moderator of the senate; the specific reasons for the recall must be presented along with the petition.
2. For constitutional related offenses including but not limited to neglect of duty, contempt of senate and failure to discharge the duties of office, an impeachment trial shall be held before the full senate, with a senate member elected by a majority of the Senate serving as presiding officer. All charges shall be entered, and the accused and/or counsel may present his/her case. Cross examination of the two parties shall ensue by the senate. If guilt is found by two-thirds (2/3) vote of Senate members present, the guilty party shall be removed from his/her position and an election shall be held according to Article I of the by-laws to fill the vacancy.
3. For more serious offenses including but not limited to misappropriation of Student Senate funds, endangering the welfare of others and other potential civil offenses, the case and all evidence shall be turned over to the College judicial system for action. The senate and all persons involved in the case shall be bound by the Family Educational Rights and Privacy Act of 1974.

Article IV  RESIGNATIONS
Section 1 Executive Board Members
In case of resigation, members of the executive board shall submit their resignation in writing to the president of the Student Senate and to the moderator of the senate. The resignation shall be then be presented to the senate at its next meeting for acceptance.

Section 2 Representatives and Standing Committee Chairpersons
In case of resignation, representatives and standing committee chairpersons shall submit their resignation in writing to the president of the Senate. The resignation shall then be presented to the senate at its next meeting for acceptance.

Community Standards and Judicial Procedures

Students are expected to act responsibly, with sensitivity and in good taste. They are expected to accept the consequences of their actions in all phases of their lives. In their social behavior they should consider their own well-being and that of others and the College. As members of the Le Moyne College community, both graduate and undergraduate students are expected to abide by the rules and regulations published in this handbook or adopted by the College from time to time. These rules, which protect the rights of individuals, require that students take responsibility for their behavior.

Statement of Values
As an institution of higher learning in the Jesuit tradition, Le Moyne College is dedicated to the pursuit of excellence in all aspects of life. The College recognizes that education in values is a part of its mission, and that a community atmosphere informed by values is necessary to the achievement of its academic mission.

Le Moyne College firmly states that the following are the values upon which its communal life is built and which students must adopt as their own. Because of the importance Le Moyne attaches to these values each person who agrees to be a part of the Le Moyne College community must concur with and abide by these values.

The values that Le Moyne finds to be essential to its nature and mission, and to which it commits itself and asks all members of its community to adhere to, are:

1. A belief in the potential for excellence
in each person. This conviction requires an environment that both supports and challenges the development of human capabilities.

2. An affirmation of a belief in every individual’s basic integrity and responsibility, and an affirmation of the process of community based on the human capacity to love, respect and work with one another for personal, intellectual and social improvement.

3. An acceptance of a belief in the importance of individual hard work for developing one’s intellectual capacities in conjunction with physical, social and spiritual growth.

4. A recognition of the need to strive to reach these stated values and to overcome the inclinations that generate human exploitation, dishonesty, violence and the mental and physical abuse of one’s self and others.

5. An avowal of the importance of the individual and of individual differences that prompt the need for personal attention, concern and respect.

6. A statement of the need for order, cleanliness and beauty in the social and physical environment in order to encourage development and growth.

It is the College’s firm position that the maintenance of an environment in which these values are upheld will afford all members of the College community the opportunity to achieve their potential as human beings. Furthermore, the College believes that it is the responsibility of each member of the learning community to assure that these values continue to enrich the life of the College and the lives and conduct of each member of the College community.

Students who have any information regarding policy violations should contact a residence life staff member.

Community Expectations

It is precisely because the College believes that the maintenance of an atmosphere informed by values and conducive to learning and personal growth is the responsibility of all members of the College community that it has established a community expectations program as the cornerstone of its disciplinary system. The focus of this judicial process is to provide Le Moyne students with an educational experience where responsibility to one’s self and others has not been met, and to provide the College community with a means of defining accountability for a student’s failure to meet expectations.

While a primary purpose of this program is to assist individuals to achieve their maximum educational and personal potential and to allow members of the College community to resolve differences and grievances to the mutual benefit and satisfaction of all concerned, it is also a necessary purpose of this program to maintain the stated community standards and to protect the rights of individuals. In this regard, the community has the right to protect itself against the behavior of individuals who consistently or repeatedly demonstrate a disregard for the welfare of individuals in the larger community. Any student, faculty or staff member may file a complaint against a student through the Office of Residence Life.

Both in judging the seriousness of a specific offense and in assigning an appropriate sanction for the offense, the College is guided by the norms set down in its own statement of values, as well as by federal, state and local laws. Students are reminded that they are fully accountable to the civil and criminal laws of society both on and off campus. The College provides no sanctuary from such laws and their enforcement by proper authority. Thus, civil and criminal legal actions involving Le Moyne College students can be dealt with by the appropriate civil authorities and courts.

The policies and procedures set forth in this guide are updated on a regular basis. The Office of Residence Life may make appropriate policy amendments as necessary throughout the year.

Le Moyne believes that students should have their points of view represented when policy is formed and decisions are made that affect their activities and their well-being. Students regularly sit on College committees as representatives of student opinion.

Questions regarding community standards and judicial procedures may be forwarded to the director of residence life/coordinator of judicial affairs.

Alcohol and Other Drugs

Preface

As an institution of higher education in the Jesuit tradition, Le Moyne College is dedicated to excellence, the pursuit of knowledge and the education of responsible men and women. Therefore, it is appropriate that the College establish policies that reflect institutional values and aid in the promotion of a healthy Le Moyne community. Part of the College’s mission is to prepare students to make sound decisions affecting both their personal lives as well as social policy, and to fashion values for living in a dynamic and complex world. Consistent with this mission, the College hereby adopts and publishes this policy intended to promote the responsible and legal use of alcoholic beverages and to educate students on the liability of persons who use, serve or make alcoholic beverages available. All students and their guests are expected to abide by the policies stated here.

General Policy Regarding Alcohol

Possession or consumption of alcohol by any person under 21 years of age on the Le Moyne College campus is a violation of New York state law. Any student under 21 years of age who misrepresents his/her age in an effort to obtain alcohol is in violation of the law. Le Moyne College is subject to the same local and state laws that govern all citizens, including those concerning the possession, use, sale and distribution of alcohol. Acts that violate these laws are in direct conflict with College regulations. Therefore, any member of the Le Moyne community engaging in such illegal action will be subject to disciplinary sanctions up to and including dismissal from the College. Furthermore, individuals cannot and will not be protected by the College from legal charges brought against them as a result of their actions. These guidelines and sanctions included in the College’s alcohol policy will be subject to change or revision should they prove to be unresponsive to the intentions and/or interpretations of New York state law.

Specific Provisions

1. The College states unequivocally its position that social drinking must never be undertaken to the detriment of, or in violation of, the rights of others. Students are reminded that it is their responsibility to be sober at all times. The College further states that it will not tolerate public drunkenness since intoxicated students act in a manner inconsistent with the values of the College, pose a threat to themselves, and make life unpleasant for those with whom they live. Any student found in an intoxicated condition will be subject to appropriate sanctions. A judgment as to whether or not a student is intoxicated may be made on the basis of the following factors related to the use of alcohol including, but not limited to:

Whether a student is:

• unable to walk without assistance
• speaking incoherently
• unconscious
• vomiting
• emitting a strong odor of alcohol
• has bloodshot or glassy eyes
• behaving in a loud and/or disorderly manner

2. Open containers of alcoholic beverages or the consumption of alcohol in any public area on campus (i.e., lounges, corridors, outdoors, etc.) is prohibited, except for functions approved by the vice president for student development.

3. Kegs, funnels, unregistered beerbells and any items that promote the excessive consumption of alcohol are prohibited and will be confiscated. Beerbells are permitted in the townhouses and Le Moyne Heights/View apartments at student sponsored parties on a limited basis. Beerbells are permitted only on Friday or Saturday evenings in the townhouses and Le Moyne Heights/View apartments at student-sponsored parties subject to registration, advance approval and at the discretion of the residence director.

Policies Governing Underage Students

In accord with the provisions of local and state laws governing the possession, purchase, sale, distribution and consumption of alcoholic beverages, the College states that:

1. Students under the age of 21 may not buy, possess or consume alcoholic beverages. This includes the possession of empty alcoholic containers. Students are reminded that simply being in the presence of alcohol, whether they are consuming or not, constitutes a violation of this policy.

The only exception to this are underage students who reside in Foery, Harrison, Mitchell, Le Moyne View, Le Moyne Heights or the Townhouses who will not be considered in violation if they are in the presence of their legal-age roommates, suitemates or apartmentmates who are in possession of alcohol within the confines of their assigned living space and in compliance with this policy.

2. No person may sell, deliver or provide any alcoholic beverage to a student under the age of 21.

3. If any underage person is observed by a staff member to be in possession of alcohol, the alcohol will be confiscated.

4. Residents of Nelligan Hall, St. Mary’s Hall and Dablon Hall, regardless of age, are not permitted to possess or consume alcohol anywhere in their residence halls. This includes the possession of empty alcoholic containers.

5. Residents who are present in their assigned room, suite, apartment or townhouse when alcohol is in the presence of underage visitors or guests are considered to be in violation of distribution of alcohol. Students found to be in violation of any of the above policies will be subject to appropriate sanctions (see p. 83 for a summary of sanctions).

Policies Governing the Consumption of Alcoholic Beverages by Students 21 Years of Age and Over

A. Policies Governing Consumption in Private Rooms

1. Students 21 years of age or older who reside in the townhouses, Foery Hall, Mitchell Hall, Harrison Hall, Le Moyne Heights or Le Moyne View Apartments may possess and consume alcohol in the privacy of their rooms, suites or apartments in single-serving containers only.

2. Students of legal age are prohibited from providing alcohol to underage individuals. Residents who are present in their assigned room, suite, apartment or townhouse or in a room, suite, apartment or townhouse not assigned to him/her when alcohol is in the presence of underage visitors or guests are considered to be in violation of distribution of alcohol. Students found to be in violation of either of these policies will be subject to disciplinary action.

B. Policies Governing Student-Sponsored Parties

(Note: For the purposes of this policy, the word “party” is defined as a gathering of 10 or more people. This policy does not apply to students residing in Nelligan, Dablon, or St. Mary’s Halls.)

1. Students who are 21 or older may host parties at which alcohol is served provided no underage students are in attendance. Parties are not permitted in Nelligan, Dablon, or St. Mary’s Halls.

2. Students must inform, and receive written permission from the appropriate residence director, of their intention to hold gatherings in College residence facilities where alcohol is to be served prior to the gathering. Students hosting gatherings where alcohol is served will be required to sign a form that clearly outlines both their responsibilities as hosts and the sanctions for violations of the College’s regulations. It should be clearly noted that under New York state law, hosts may bear a legal responsibility for the actions of intoxicated guests (i.e., hosts may be subject to lawsuits for any damage to property or injury to person(s) caused by a guest who has consumed alcohol). Hosts are responsible for monitoring the behavior of their guests, preventing overindulgence and providing safe transportation and/or accommodations for commuter guests suspected of being intoxicated.

3. The consumption of alcohol by persons in attendance at all times is limited to those who are 21 years of age or older.

4. No general or campuswide announcements may be issued for any student-sponsored party.

5. Party hosts must provide nonalcoholic beverages that are as accessible and prominent as the alcoholic beverage being served. It is recommended that food also be provided.

6. Parties at which alcohol is served may take place only on Friday and Saturday evenings, and must end by 1:00 a.m.

Policies Governing Special College-Sponsored Events Where Alcohol is Served

On occasion, Le Moyne College or a department or organization within Le Moyne College may host events at which alcohol beverages are served. Organizations sponsoring gatherings must comply with the following regulations:

1. In order to consume alcohol at a College-sponsored event, a student must be of legal age. In determining a student’s legal status, the College shall use only official College records. Upon verification of a student’s legal status, the appropriate documentation, i.e., wristbands, stamps, etc., will be issued.

2. Any College-sponsored events (including forums, receptions, etc.) serving alcohol must be catered by the College’s dining service or an outside caterer insured for liquor liability, and with a contract to indemnify Le Moyne College.

3. Neither student activity fees nor College funds shall be used to subsidize or defray the cost of alcohol at student events.

4. College clubs and organizations will not be permitted to serve alcohol at their meetings, parties or receptions. Organizations in violation of this policy
are subject to disciplinary action including, dissolution of the organization, disciplinary action against members of the organization and loss of funding.

5. Alcohol is not to be served in course related events where underage students are members of the class.

6. LSPB and other groups can make arrangements for the College's dining service to provide alcohol at certain events. The determination of such events shall be made in consultation with the vice president for student development. The decision to allow, or not to allow, alcohol to be served will be based on such factors as the nature of the event, the event's importance as an activity and the number and age of students expected to attend.

7. Since it is the general gathering place for students of all classes, the James Commons, in the north wing of the College's campus center, will not allow individuals to bring alcohol onto the premises at any time. However, for certain functions, alcohol may be served by the College's dining service to students over the age of 21. On these occasions, students will be required to present proof of age before being served.

Educational Resources
Education of the whole person is a basic premise of Jesuit educational philosophy. In addition to an emphasis on intellectual, moral and spiritual development, Le Moyne College recognizes the development of a healthy lifestyle as a significant aspect of the College experience. Students are expected to make responsible decisions regarding the use of alcohol whether on or off campus. Students are also encouraged to take advantage of various campus resources that aim to educate students about health risks associated with drug and alcohol use and that support students as they deal with alcohol or drug-related issues. Resources available to Le Moyne Students include:

1. Residence Life Staff
Professional members of the residence life staff and resident advisors plan various educational programs in campus residence halls related to drug and alcohol education. Such programs may include speakers, films, small-group discussions or workshops. Residence life staff members also provide referral information to students in need of additional support or assistance.

2. The Center for Personal Growth and

Student Alcohol Policy Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fine</td>
<td>Points</td>
<td>Fine</td>
</tr>
<tr>
<td>UNDERAGE STUDENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession or use of alcohol, or attendance at gatherings where alcohol is present</td>
<td>$50</td>
<td>1</td>
<td>$50</td>
</tr>
<tr>
<td>Distribution of alcohol</td>
<td>$75</td>
<td>1</td>
<td>$75</td>
</tr>
<tr>
<td>LEGAL AGE STUDENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution of alcohol to underage students or guests</td>
<td>$200</td>
<td>2</td>
<td>$100 &amp; 5 points + Deferred Coll. Suspension</td>
</tr>
<tr>
<td>ALL STUDENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intoxication</td>
<td>$50</td>
<td>2</td>
<td>$75 &amp; 5 points</td>
</tr>
<tr>
<td>Open container in a public area</td>
<td>$50</td>
<td>1</td>
<td>$50</td>
</tr>
<tr>
<td>Unauthorized keg or beer ball or party</td>
<td>$150</td>
<td>1</td>
<td>$200</td>
</tr>
</tbody>
</table>

All students are responsible for the actions of their guests and will be charged with their alcohol offenses. When there are violation(s) of Campus Policies where alcohol has been a factor, the R.D. may recommend the following penalties in addition to other penalties which could be imposed by a Peer Review or Judicial Board:

- Level A Offense
  - $50 2 $100 3 $150 4

- Level B Offense
  - $100 2 $200 4 $300 5

With the exception of the additional penalties for Level A and Level B offenses, charges will not be cumulative. A student who can be charged with more than one offense will receive sanctions involving the highest penalty for the activities.

If a student has accumulated 5 points or more within a 12 month period, the matter will be referred to the Director of Residence Life/Coordinator of Judicial Affairs and/or College judicial board. Two accumulated points can subsequently be reduced by attending, and satisfactorily participating in, an alcohol counseling program.

Counseling
The staff at the Center for Personal Growth and Counseling consists of professionally certified counselors who provide counseling support for many needs, including support or referral for persons dealing with alcohol-related issues. Included on the center's staff is a professional counselor with expertise in alcohol and drug-related issues. This individual provides consultation and training to the Office of Residence Life on a regular basis and is available as a resource to all members of the Le Moyne community.

3. Onondaga Council on Alcoholism / Addictions
Information and Education 471-1359

4. Alcoholics Anonymous Service Center
Telephone 463-5011

5. Higher Education Center for Alcohol and Drug Prevention
Education Development Center, Inc., 55 Chapel Street, Newton, MA 02158-1060
Telephone (800) 676-1730
Fax (617) 928-1537
Web www.edc.org/hec

Summary of Le Moyne College Policy on Alcohol Violations and Sanctions

In addition to other penalties, five hours of community service will be assigned and supervised by the residence hall director for any two point violation.

Whenever a student has accumulated two or more points, parents may be notified and the student will be referred to an alcohol counselor for evaluation.

Drug Use
As an academic institution, the College's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than punishes. However, Le Moyne College is subject to the same laws—local, state and federal—that govern all citizens, including those concerning the use, sale and possession of drugs. Illegal actions involving drugs are also in violation of College regulations. Therefore, any member of the College community engaging in such illegal action will be subject to disciplinary sanctions up to and including suspension and dismissal. Individuals cannot be protected by the College from the possible additional legal consequences of their acts.

The issues surrounding drug use/abuse are complex. There are a large number of chemical agents that fit into the category
## Student Drug Policy Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td>$100.00 fine; 5 hours of community service</td>
<td>$200.00 fine; possible parental notification; counseling referral; 10 hours of community service</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
</tr>
<tr>
<td>The possession of drug paraphernalia, and/or any apparatus or device which may be used as a delivery system for the ingestion of any illegal narcotic or hallucinogenic drug and/or The apparent use of any type of illicit drug, as determined by factors including, but not limited to: whether a student is speaking incoherently, there is a strong odor of suspected drug (e.g. marijuana) in the area, there is plain view evidence of drug apparatus or devices, or a student’s eyes are diluted inconsistent with existing light conditions</td>
<td>$200.00 fine; possible parental notification; counseling referral; 10 hours of community service</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Level II</strong></td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
</tr>
<tr>
<td>The use or possession of any illicit drug for personal use and/or Attendance at a gathering where illicit drugs are being used</td>
<td>$100.00 fine; 5 hours of community service</td>
<td>$200.00 fine; possible parental notification; counseling referral; 10 hours of community service</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
</tr>
<tr>
<td><strong>Level III</strong></td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
</tr>
<tr>
<td>The sale, manufacture, or distribution of any illicit drug or drug paraphernalia and/or The possession of any illicit drug in quantities large enough or packaged in a manner consistent with the resale of said drug, as determined by college officials, including but not limited to, Le Moyne College Security and Le Moyne College Office of Residence Life officials</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
<td>$300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion</td>
</tr>
</tbody>
</table>

of drugs. There has been varied evidence concerning the effects and dangers of drugs, especially the hallucinogenic variety. In any event, the College asserts strong disapproval of drug use for two compelling reasons: First, the major medical professions of the world have made it clear that many of the pharmacological agents that are commonly referred to as drugs and narcotics are detrimental to health, physiological or psychological. Second, drug use is expressly prohibited by state and federal statutes.

The personal and legal risks for students are not to be taken lightly. Illicit drug use is a danger to the quality of an educational environment since it disrupts the community life of the students. It is with this concern for the emotional and physical health of students that Le Moyne states this policy on drug use.

### Drug-Free Schools and Communities Act Amendments of 1989

**Le Moyne College Policy Statement**

As an institution of higher education receiving federal funds, Le Moyne College is required by the Drug-Free Schools and Communities Act of 1986 (the “Act”), as amended by the Drug-Free Schools and Communities Act Amendments of 1989 (the “1989 Amendments”), to certify to the U.S. secretary of education that it has adopted and implemented a program to prevent the unlawful use, possession or distribution of illicit drugs and alcohol by students and employees. Accordingly, as part of its anti-drug and alcohol abuse program, Le Moyne College adopts the following policy:

Le Moyne College prohibits the unlawful possession, use, sale or distribution of illicit drugs by its students, employees or guests on its property or as a part of any of its activities. The possession, use, sale or distribution of drug paraphernalia is also strictly forbidden. Such substances and/or objects will be permanently confiscated.

This policy applies to all full-time and part-time students taking one or more classes; and to all full-time, part-time temporary employees, including faculty, administration, all exempt and non-exempt staff, student employees and interns and to all guests of the College.

**Students** who violate this policy will be subject to disciplinary action by the College in accordance with the following guidelines:

#### Level One Offense:
- The possession of drug paraphernalia, and/or any apparatus or device which may be used as a delivery system for the ingestion of any illegal narcotic or hallucinogenic drug and/or
- The apparent use of any type of illicit drug, as determined by factors including, but not limited to: whether a student is speaking incoherently, there is a strong odor of suspected drug (e.g. marijuana) in the area, there is plain view evidence of drug apparatus or devices, or a student’s eyes are diluted inconsistent with existing light conditions

Shall constitute Level One offenses.

Sanctions for Level One Offenses will include, but are not limited to:

- **First Offense:** $100.00 fine; 5 hours of community service
- **Second Offense:** $200.00 fine; possible parental notification; counseling referral; 10 hours of community service
- **Third Offense:** $300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion

#### Level Two Offense:
- The use or possession of any illicit drug for personal use and/or
- Attendance at a gathering where illicit drugs are being used

Shall constitute Level Two offenses.

Sanctions for Level Two offenses will include, but are not limited to:

- **First Offense:** $200.00 fine; possible parental notification; counseling referral; 10 hours of community service
- **Second Offense OR First Level**

### COMMUNITY STANDARDS AND JUDICIAL PROCEDURES
Two Offense following a Level One Offense: $300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion

Level Three Offense:

- The sale, manufacture or distribution of any illicit drug or drug paraphernalia and/or
- The possession of any illicit drug in quantities large enough or packaged in a manner consistent with the resale of said drug, as determined by College officials, including, but not limited to, Le Moyne College Security and Le Moyne College Office of Residence Life officials, shall constitute Level Three offenses.

Sanctions for Level Three offenses will include, but are not limited to:

- First Offense: $300.00 fine; removal from College housing; suspension for one academic semester; possible expulsion

Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension from employment (paid or unpaid), termination of employment and referral to proper law enforcement authorities for prosecution.

Guests who violate this policy will be subject to immediate dismissal from campus and appropriate disciplinary action consistent with local, state and federal laws. Students will be responsible for the actions of their guests at all times.

In addition to the foregoing, students, employees and guests who violate this policy may be subject to prosecution under applicable local, state and/or federal law.

Applicable Laws

The selling of illicit drugs is a criminal offense punishable by a fine or imprisonment, depending on the specific offense and factors such as prior convictions for similar offenses. Driving while intoxicated is against the law and can result in driver’s license revocation or even imprisonment in some cases. It is less well known that under New York state law, an individual under the age of 21 could be arrested and put in jail for purchasing or even attempting to purchase alcohol. It also is a crime in New York state to knowingly allow marijuana to be grown without destroying it. The following is a brief overview of local, state and federal laws governing the possession, use and distribution of illicit drugs and alcohol. This overview is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct.

Open Container Law

The city of Syracuse, like many other cities, towns and villages, has an ordinance prohibiting the consumption of or possession of an open container with the intent to consume an alcoholic beverage in any public place or on private property without the owner’s permission. Such permission for all College property must be specifically requested and granted in writing by an authorized official. Violations of the ordinance are punishable by a fine of up to $150 and/or imprisonment for up to 15 days.

New York Alcoholic Beverage Control Law

All states prohibit persons from selling or giving any alcoholic beverage to a minor (defined in New York state as under 21), to the identification of another person to purchase an alcoholic beverage (defined in New York state as under 21 for the purposes of the Alcoholic Beverage Control Law) or to a person who is already intoxicated. It is also an offense in New York state, punishable by a fine of up to $200 and/or imprisonment for up to five days, to misrepresent the age of a minor for the purpose of inducing the sale of an alcoholic beverage. Any minor who uses false identification or the identification of another person to purchase an alcoholic beverage can be convicted and fined up to $100 and/or sentenced to probation for up to one year. In addition, a minor can be arrested and fined up to $50 for possessing an alcoholic beverage with the intent to consume it.

New York Vehicle and Traffic Law

In New York state, it is a misdemeanor, punishable by a fine of at least $350 and/or imprisonment for up to one year (as well as suspension and/or revocation of your driver’s license), to operate a motor vehicle with a blood-alcohol content of .08 percent or higher. Multiple convictions can result in more serious penalties. For example, a second DWI conviction in 10 years is a felony punishable by up to four years in a state penitentiary.

The rules and penalties for drinking and driving also apply to driving a motor vehicle while a person’s ability is impaired by the use of a drug.

New York Public Health Law

It is a violation of the New York Public Health Law in New York state for a person to sell or possess a hypodermic needle without a doctor’s written prescription, to grow marijuana or knowingly allow it to be grown without destroying it (Class A misdemeanor punishable by up to one year in a local penitentiary), and to manufacture, sell or possess with intent to sell an imitation controlled substance (Class A misdemeanor; second offense in five years is a Class E misdemeanor punishable by a minimum of one year and maximum of four years in state prison). It is also a violation to inhale any glue that releases toxic vapors or fumes. Any person who sells glue for this purpose is guilty of a Class A misdemeanor. The Public Health Law also provides that any private vehicle, boat or plane that has been or is being used to transport a controlled substance can be seized by the police and forfeited under the law.

New York Penal Law

Most crimes involving the unlawful possession and distribution of drugs are defined under the New York state law. The Penal Law contains exhaustive lists of various controlled substances, specific types of offenses, and sanctions ranging from a fine of not more than $100 to imprisonment for life. Examples of crimes under New York law include loitering with the intent to use drugs, appearing in public under the influence of drugs, using or possessing drug paraphernalia, and selling or possessing actual controlled substances. A person with no previous drug or marijuana convictions in three years who is found guilty of possessing less than 25 grams (about 9/10 of an ounce) of marijuana for private use may be fined up to a maximum of $100, whereas conviction of possessing even one gram of a controlled narcotic substance can result in imprisonment for up to one year. The criminal sanctions become much more serious depending on the amount possessed and whether or not it is possessed with the intent to distribute. For example, possession of even one gram of a narcotic drug with the intent to sell it is a Class B felony punishable by up to 25 years in prison. A person who is convicted of the sale of more than two ounces of a controlled narcotic substance in New York state can be sentenced to a term of imprisonment for life. Of course, the Penal Law provides for a variety of sanctions depending on the offense.

Persons convicted of a drug offense in New York state may be sentenced to any one of the following: a conditional discharge that may include any amount or type of commu-
nity service that the sentencing court deems appropriate, probation, shock probation, which is a combination of jail time and probation (60 days plus up to three years probation for a misdemeanor; six months plus up to five years probation for a felony); intermittent imprisonment, which may include weekends and/or work Saturdays; or straight jail time.

Federal Law
Federal drug laws parallel New York state drug laws in many respects. For example, it is a federal offense to manufacture, distribute or possess with intent to distribute a controlled substance or a counterfeit controlled substance. As under the New York Penal Code, any property associated with the unlawful handling of controlled substances may be forfeited to the authorities. Federal law also provides that a person age 18 or older who distributes a controlled substance to a person under 21 years of age may be sentenced to a term of imprisonment and/or a fine of up to twice the amount authorized and/or a fine of up to twice the amount authorized for distribution or manufacturing of controlled substances in or near schools or colleges. There are both federal laws and New York state laws specifically dealing with the unlawful handling of controlled substances in or near schools or colleges. For example, federal law provides that a drug offense committed within 1,000 feet of school property, including universities, is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense committed away from school property.

Residence Living Policies

Air Conditioner Units
Air conditioner units are prohibited in the residence halls unless authorized by the College.

Appliances
Students who bring appliances such as television sets, stereos, microwaves, irons and sewing machines should make sure they are in good working order. Extension cords or multiple plugs are not permitted. Any special requirements should be discussed with the residence hall and physical plant staff. It is a good practice to keep all appliances disconnected when not in use. During severe electrical storms, this practice is especially important. The rooms and suites were not designed for cooking. Since cooking and open coil appliances can be extremely dangerous, the following items are not permitted on campus in any student rooms or suites: coffee pots, hotplates, sandwich makers, toasters, toaster ovens and electric grills.

Residents at the townhouses, Le Moyne Heights and Le Moyne View may use any of the above cooking items in their kitchen area only. When using kitchen facilities, students are reminded not to leave any cooking items unattended. Students found in violation of leaving cooking items unattended will be subject to disciplinary action. Space heaters and propane tanks are not allowed in any residential area.

Candles and Incense
Candles and incense are not permitted in the residence facilities. Candles and incense will be confiscated and disposed of properly.

Decorations
Students may personalize their individual rooms unless it damages the room or offends members of the Le Moyne community. Posters and pictures may be hung from the wall by non-damaging materials. Poster mounts should be used in lieu of glue, adhesive tape, tacks and nails will damage walls, woodwork, floors and/or ceilings. Flammable materials must not cover ceilings, doorways, windows or more than one third of total wall space. The walls, ceilings and floors in the Foery Hall and Harrison Hall suite hallways must be clear of any items/materials at all times.

Due to safety and liability concerns, the College has limited the use of holiday decorations in the residence halls. UL approved lights are permitted in the residence halls only on artificial trees between Thanksgiving and Christmas. Decorations of any kind are not permitted on doors or ceilings. The College reserves the right to remove improper decorations in the residence halls.

Demonstration, Assembly and Protest
Students may stage entirely peaceful and nondisruptive protests against visiting individuals or the organizations they represent. Le Moyne considers this an aspect of the freedom of students and citizens. However, to obstruct such individuals and interfere with their movements or their discussions is an unjustified interference with their freedom and with that of others in the College community who wish to converse with them or to hear them. Any alleged violation of this policy will be judged by a college judicial board.

Leaflet Policy
Students may not leaflet, or cause or seek to permit leafleting by any third party, within the College or any area of the Le Moyne College campus, including the parking lots, without the permission of the vice president for student development.

Elevators
It is important that the capacity limit of 12 persons be observed in campus elevators. State laws prohibit smoking in elevators. In the case of a building emergency, the elevator should not be used. An out-of-order elevator should be reported immediately to the residence hall director and security. Tampering with elevators will result in disciplinary action.

Fire and Safety Regulations
It is essential that all students become familiar with the stairways and all exit doors from the residence halls. The location of fire extinguishers should be carefully noted. In the event that a fire is noticed anywhere on campus, the fire alarm should be pulled, then the security office (4444) should be called immediately and given the exact location of the fire. The dispatcher will contact the appropriate fire department. Meetings will be held during the academic year at which fire drill procedures will be explained. Failure to exit a building during a fire alarm is a violation of New York state law. Disciplinary action and a fire safety fine up to $50 may be imposed for failure to respond to a fire alarm.

Any student found to have falsely initiated a fire alarm will be subject to strict disciplinary sanctions.

Fire Alarms and Firefighting Equipment
Starting fires, setting off false fire alarms or tampering with fire equipment (fire extinguishers, fire hoses, etc.) is strictly prohibited. Any violations of this regulation will result in a fine, suspension from residence halls and/or possible suspension or expulsion from the College. Heat and smoke detectors are in students’ rooms in many residence halls. The detectors are extremely sensitive. Students are cautioned not to touch these devices. Careless triggering of detectors will result in a $25 fine. Tampering with any fire or alarm equipment and/or discharging a fire extinguisher will result in a refilling charge, a $25 fine, suspension from residence halls and possible further disciplinary action. Failure
to evacuate a building during an alarm will result in a $50 fine.

**Firearms, Weapons, Fireworks and Chemicals**

Firearms and/or weapons (airguns, pistols, mace, switchblades or butterfly knives, bows and arrows, etc.) are not allowed in Le Moyne residences or on campus at any time. Having any of these items is in violation of New York state penal laws as they pertain to colleges. The possession or use of explosives of any kind, including fireworks, firecrackers and cherry bombs or dangerous chemicals, is prohibited. If a student is found in possession of a firearm or other weapon or explosives, it is sufficient cause for disciplinary action.

**Furnishings**

The College supplies beds, desks, desk chairs, dressers and wardrobes in each room. The College does not supply wastebaskets, desk lamps or pillows. Additional items (such as tables, couches) may be included in rooms in the townhouses, Le Moyne View and Le Moyne Heights.

Furniture may not be taken from public lounges for use in individual rooms. Any violation of this policy will result in a $50 fine per furniture item. If individual responsibility cannot be determined, the charge for damaged or missing furniture will be billed to all residents of the residence unit.

Students are not allowed to move assigned furnishings from their rooms, suites or apartments. Under no circumstances should any residence hall furniture be moved outside or placed in storage areas.

**Gambling**

Gambling is strictly prohibited on the Le Moyne campus. The promotion of gambling activity in College premises is considered to be a Level B offense, subject to suspension or dismissal from Le Moyne College.

**Halogen Lamps**

Halogen lamps have been deemed unsafe and are therefore not permitted on campus.

**Hazing**

1. The College prohibits any action or situation involving physical or mental abuse, such as harassment; intimidation or hazings; the forced consumption of liquor, drugs or any other liquid or solid substance for the purpose of initiation into or affiliation with any organization; or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person on College-owned or operated property or at College-sponsored activities. This applies to all members and organizations of the College community as well as visitors and licensees.

   * Hazing is defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position.

2. This supplement to College Policy for the Maintenance of Public Order is deemed part of the bylaws of all organizations operating on College-owned or operated property and shall be renewed annually.

3. Violations of this rule will be handled as follows:

   a. Violations by organizations will be heard by the vice president for student development (or designee) and may result in decision of permission for that organization to operate on College-owned or operated property.

   b. If, in the judgment of the vice president for student development, individual members of an organization have violated this policy, he or she shall refer the individual(s) to the Judicial Board for action. In such cases, established procedures for adjudicating violations of College policy shall be followed.

   c. Any action taken by the College shall be in addition to any penalty pursuant to the penal law. Appeals may be submitted in writing to the president.

**Insurance**

All personal property, whether in a student’s room, storage area or elsewhere on College property, shall be kept at the sole risk of the student. The College shall not be liable for damage to or loss of property of any kind which may be lost or stolen, damaged or destroyed by any cause.

Students are advised to obtain insurance coverage necessary for such potential loss.

**Key Policy**

Resident students are issued a key for their room, apartment or suite when they register in their residence unit and will be held solely responsible for their key. Lost or stolen keys should be immediately reported to the security office (Nelligan Hall) and the residence life office. Lost keys will be immediately replaced at the residence life office; however, if the original key is not found or turned in within 48 hours, arrangements will be made to replace the lock. Emergency lock changes will be made at the discretion of the Office of Residence Life.

If situations where the loss of a key results in the need to replace the lock, a fine will be assessed to each student that does not turn in a key who is housed in the room, suite or apartment where the lock has been changed. The amount of the fine will be determined by the College and is subject to change.

**For personal safety and the security of possessions, students are responsible for locking their doors and are encouraged to do so even when they are present in their living area.** The College is not responsible for money or valuables kept in student rooms. Losses should be reported to the appropriate residence director and the security office.

Students who are locked out of their rooms, suites or apartments may ask a staff member to let them into the room. After getting locked out, students will be expected to show their keys to staff members in order to verify that keys are not lost. Students will be charged a $5.00 fee the first time they are let into their room and $10 each additional time. Staff members will not allow access to any room other than that which is assigned to the particular individual making the request.

Duplicating keys is strictly prohibited and will result in severe disciplinary action including full restitution for appropriate lock changes. Any student who acquires, uses, a key(s) to rooms, suites, apartments or facilities other than his or her own without authorization of a residence life staff member will be referred for disciplinary action.

**Locks**

Under no circumstances are students permitted to change, or tamper with, any College door locks. Students doing so will be subject to disciplinary action.

**Lofts**

Students are not allowed to construct their own lofts without the permission of their residence director. All approved lofts must be free standing, not block windows or doors, and not use any College property as a means of support. Most importantly, every room should be left at the end of the year as it was arranged at the beginning of the year; failure to do so will result in a $100 fine for breakdown and clean-up.

**Painting**

Students are not permitted to paint their rooms. If a student believes his or her room is in need of paint, a request should be sub-
mitten to the appropriate residence director.
If it is determined that painting is in order, a
time mutually convenient to the student
and the painting staff will be arranged.

Harassment and Hate Crimes/Incidents
The College community is dedicated not
only to learning but also to the develop-
ment of sensitive and responsible persons.
Because the College prepares individuals
for participation in an increasingly diverse
world and its institutions, the climate of the
College must be one in which academic
freedom prevails along with respect for
and tolerance of cultural, ethnic and racial
differences, religious preferences, sexual
orientation, variations in age, and people
with disabilities.

Le Moyne College seeks to achieve these
goals through educational programs and
policies. Harassment and hate crimes/incidents based on these differences are
clearly in conflict with the mission of the
College and are strictly prohibited. In addi-
tion, some forms of harassment and hate
incidents may violate New York's
criminal statutes and, depending on the
situation, may violate other state and fed-
eral laws as well.

Harassment and hate crimes/incidents
include verbal, physical or written abuse
directed toward an individual or group on
the basis of gender, race, color, creed, national ori-
gin, religious preference, sexual orientation,
age or disability. This includes using remarks,
language or illustrations that deprecate or
offend a person based on his or her ethnic
background, race, religion, sexual orientation,
age or disability. All are damaging.

While some examples of harassment and
hate crimes/incidents, such as physical and
verbal assaults, are easily identified, more
frequent and generalized instances, such as
blatant and subtle graffiti and insensitive
use of language, including epithets and
“humor,” often go unacknowledged. All
types of harassment are unacceptable. Any
member of the College community who
feels he or she has been harassed should
contact the Office of Student Development
or any academic dean.

For more information on harassment
or hate crimes/incidents, please refer to
the following Web site: www.ongov.net/
Human_Rights/home.html

Pets
For reasons of health and maintenance,
the College prohibits pets (except fish) in
students' residence units, the campus center
or classrooms. Individuals who violate this
policy will be given a chance to remove
the pet from the building and be subject to
disciplinary action.

Public Order (Maintenance of)
Supplement to The Right of Demonstra-
tion, Assembly and Protest adopted by
the Le Moyne College board of trustees,
summer 1969, and submitted to the State
of New York in compliance with state law.
If anyone or any group obstructs the offi-
cially sponsored activities of the College,
if anyone or any group interferes with the
maintenance of public order on the campus,
if anyone or any group substitutes force for
rational orderly persuasion, they will be
dealt with accordingly by College officials.
A disruption of public order, as understood
by Le Moyne, is any action, incitement
to action or provocation that interferes
significantly with College operations; any
action that interferes with the movement of
individuals, the free expression of ideas by
others or restraint by physical force; or any
act that would legally constitute disorderly
conduct or disturbance of the peace.

If it is determined that a disruption of Col-
lege activity or a threat to the public has
occurred, the following steps will be taken in
order:

1. The participants will be
informed of the specific
nature of their violation
and asked to cease and
desist immediately. The
participants will be asked
to present their College
ID cards. If they have
none to present, they
will be told that they are
trespassers and will be
treated as such by legal
authorities if the disrup-
tion does not stop imme-
diately.

2. If the disruption stops,
all student participants
will be told to appear
before a hearing of the
judicial board.

3. If the disruption con-
continues after warning, the
College has two options:
a. The Le Moyne Col-
lege board of trustees
or its designee will
ask for a court injunc-
tion for trespass
and/or disorderly
conduct. When and
if the injunction is secured, local law
authorities will serve the injunction
and treat all participants as trespassers
under the law; or
b. Police will be called immediately and
asked to stop the disruption with a mini-
imum use of force.

4. If an injunction is secured, or if the
police are called, and after the immediate
problem is disposed of, the student par-
ticipants will be required to appear before
the judicial board to answer to charges of
violation of College policy.

Quiet Hours
It is important that an atmosphere condu-
cive to study be maintained in residence
halls at all times. Students are expected to
adhere to reasonable noise levels. Persistent
violators may warrant disciplinary action.
Responsibility for quiet hours falls on every
member of the hall. If students are incon-
venienced by noise, they should let the
person(s) responsible know their rights are
being violated. Quiet hours on campus are:

**Sunday - Thursday**  8 p.m. to 10 a.m.
**Friday and Saturday**  midnight to 10 a.m.

During exam weeks, quiet hours are in effect
24 hours a day.

Recycling Procedures

<table>
<thead>
<tr>
<th>SEPARATE</th>
<th>INCLUDE</th>
<th>GARBAGE</th>
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</thead>
<tbody>
<tr>
<td><strong>NEWSPAPERS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Place in containers</td>
<td>Newspaper, magazines</td>
<td></td>
</tr>
<tr>
<td>Do not tie</td>
<td>Newspaper inserts</td>
<td></td>
</tr>
<tr>
<td>Keep dry</td>
<td>Cardboard</td>
<td></td>
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<tr>
<td><strong>CORRUGATED CARDBOARD</strong></td>
<td></td>
<td></td>
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<tr>
<td>Must be broken down</td>
<td>Large storage boxes</td>
<td></td>
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<tr>
<td></td>
<td>Waxed cardboard</td>
<td></td>
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<tr>
<td></td>
<td>Tissue boxes</td>
<td></td>
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<tr>
<td></td>
<td>Cereal boxes</td>
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<tr>
<td></td>
<td>Pizza boxes</td>
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<tr>
<td></td>
<td>Juice and milk carton</td>
<td></td>
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<tr>
<td></td>
<td>except those with foil lining</td>
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<tr>
<td><strong>GLASS/CANS/PLASTIC</strong></td>
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<td></td>
</tr>
<tr>
<td>Rinse well</td>
<td>Deposit bottles</td>
<td></td>
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<tr>
<td>Remove tops</td>
<td>Other bottles</td>
<td></td>
</tr>
<tr>
<td>Place in containers</td>
<td>Ceramics</td>
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<tr>
<td></td>
<td>Jars</td>
<td></td>
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<tr>
<td></td>
<td>Window glass</td>
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<tr>
<td></td>
<td>Aluminum foil</td>
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<tr>
<td></td>
<td>Mirrors</td>
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<tr>
<td></td>
<td>Aerosol cans</td>
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<td></td>
<td>Paint cans</td>
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<tr>
<td></td>
<td>Soda cans</td>
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<tr>
<td></td>
<td>Aerosol cans</td>
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<tr>
<td></td>
<td>Food cans, trays</td>
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<tr>
<td></td>
<td>Film wrap</td>
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<tr>
<td></td>
<td>Soft, clear or colored plastic</td>
<td></td>
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<tr>
<td></td>
<td>Styrofoam</td>
<td></td>
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<tr>
<td></td>
<td>Shampoo bottles</td>
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<tr>
<td></td>
<td>Cassette tapes</td>
<td></td>
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<tr>
<td></td>
<td>Detergent bottles</td>
<td></td>
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<tr>
<td></td>
<td>Computer disks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milk jugs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metal lids/caps</td>
<td></td>
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</tbody>
</table>
JUDICIAL PROCEDURES

removal of trash and recycling. Students found responsible for improper recycling.

impose monetary fines when students are

residence hall will be subject to disciplinary

accumulations of trash and/or recyclables in

ers. Rooms and suites that allow significant

for any replacement of recycling contain-

trash liners and recycling containers. Each

own trash can, but the college will supply

in the best interest of the resident(s) or the

areas are subject to disciplinary action. No room changes are permitted during the

first three weeks of the academic year.

The College affirms the right to privacy of

Roofs

Students are not permitted on the roof area

privacy of one's room. However, official College

requests from fellow students and/or staff

members to contain noise levels to the

privacy of one's room.

Room Entry

The College affirms the right to privacy of

common good. Authorized personnel or

persons appropriately designated may enter

a room at any time for reasons of health,
safety or welfare; to retrieve College prop-

ty; to make repairs; or to inspect room

condition or equipment. When possible and

appropriate, advance notice will be given.

Room Change Policy

Students are not permitted to change their

room, suite or apartment without first

obtaining authorization from the appropri-

ate residence director involved. Students

are not permitted to use an empty room

for studying, sleeping, storage or any other

purpose. Students moving without authori-

zation will be subject to disciplinary action.

Roofs

Students are not permitted on the roof area

of the residence units at any time. The roof

is an unprotected area that is not designed

for use by residents. Students caught on roof

areas are subject to disciplinary action.

Sexual Harassment and

Nonconsensual Sexual Activity

As an institution of higher education with

a longstanding Jesuit tradition, Le Moyne

College recognizes its obligation to promote

an environment and collective attitude

that encourages students, faculty, staff and

administrators to serve others, partici-

pate in the life of the College, and act as

responsible members of the community.

Sexual harassment and nonconsensual

sexual activity undermine the dignity of

individuals and the principles of equality

and respect for others. Le Moyne College
does not condone or tolerate any verbal

or physical conduct that would constitute

sexual harassment or nonconsensual sexual

activity. Any such conduct will be subject
to disciplinary action. A board comprised

of faculty and administrators may hear cases

of sexual harassment and nonconsensual

sexual activity

Smoking

Background

Several scientific studies, including a 1986
report of the U.S. surgeon general, have cited

involuntary exposure to tobacco smoke as the

cause of several diseases or health problems

in otherwise healthy non-smokers. Le Moyne

College's smoking policy protects and pro-

motes public health by reducing involuntary

exposure to tobacco smoke in public places.

New York's Clean Indoor Air Act prohibits

smoking in most public places. The act,

passed by the New York state legislature,
became effective January 1, 1990.

Policy

Le Moyne College must comply with New

York's Clean Indoor Air Act. Achieving

this goal will require the willingness, under-

standing and patience of all members of the

campus community.

Guidelines

The following guidelines are to be used in

implementing the College's smoking policy:

Smoking is prohibited in indoor locations

where smokers and non-smokers routinely

occupy the same area. Such areas include

(but not limited to): classrooms, dining

facilities, offices, computing facilities,

laboratories, seminar rooms, libraries,

conference rooms, auditoriums, theaters,

athletic facilities, stores, health facilities,

rest rooms, stairwells, hallways, elevators,

lobbies, reception areas and public areas in

residence halls and residence hall rooms.

Compliance

The policy requires the mutual cooperation

of smokers and non-smokers for its success.

It is the responsibility of all members of the

campus community to observe the College's

smoking policy. It is the responsibility of

all supervisors to communicate the policy

and implement its guidelines. A complaint,

concern or dispute regarding the policy

should be promptly referred to the immedi-
ate supervisor for resolution. If resolution cannot be readily reached, the matter should be promptly referred to the appropriate vice president. Continued violation of the College’s smoking policy by students in extracurricular settings (e.g., residence halls) will be adjudicated through the established judicial process. If non-smokers’ complaints cannot be resolved by administration, the county Board of Health or state Health Department are available to help. When the state Health Department is the enforcement officer, a fine of up to $1,000 may be imposed on institutions that do not comply with the act. This policy does not supersede any federal, state or local laws and ordinances that may become effective. The Le Moyne College smoking policy became effective April 5, 1988, and will be subject to review.

Snowballs
Snowballs can be dangerous to members of the community as well as damaging to vehicles and buildings. Consequently, the throwing of snowballs at or near a campus building is prohibited and subject to disciplinary action.

Solicitation
No one is allowed to solicit students in the residence halls for funds or for selling purposes unless written permission is granted from the director of residence life/coordinator of judicial affairs. Students interested in setting up tables for selling purposes in the campus center must receive permission from the office of student development. Anyone without this permission should be reported to a staff member or the security office. Before dealing with anyone, residents are cautioned to check a solicitor’s credentials.

Leaflet Policy
Students may not leaflet, or cause or seek to permit leafleting by any third party, within the College or any area of the Le Moyne College campus, including the parking lots, without the permission of the vice president for student development.

Sports Equipment
The use of outdoor sporting equipment (including but not limited to balls, frisbees, golf clubs, bats, skateboards, rollerblades, lacrosse sticks) inside the residence halls is prohibited. Indoor use of such equipment poses a threat to the physical safety of residents, can result in damage to college or individual property, and may create noise problems.

Storage Rooms
All townhouse storage room doors must remain locked. Students may gain access to the storage areas by contacting the Townhouse Residence Director. Misuse of storage rooms will result in disciplinary action, including fines.

Strangers
Persons loitering or tampering with any equipment around or in a campus building should be brought to the attention of a staff member and/or the security office, and asked to leave the area. Strangers, including children, should not be invited into students’ rooms or apartments.

Telephone System
Each student room within the residential facilities is equipped with a College owned landline telephone which provides local and campus telephone service at no cost to the student. All telephones shall have an assigned telephone number which can be dialed directly from off campus. Students will be informed of the assigned telephone number upon the receipt of their room key and they are encouraged to share individual contact information with family members and friends. Long distance calls can be made from these telephones using a preferred calling card or similar pre-paid calling card service offered through the College.

A shared voice mail box has been created for each of the telephones within the student rooms. Telephones are equipped with a message waiting light to alert students of voice messages. Students should note that because this is a shared voice mail, privacy of message content cannot be established or expected among the room occupants. The voice mail service is designed as a simple answering service and does not require individual set up or a password. Messages can be retrieved by dialing into the system directly from the room telephone. Although messages can be saved in the system, as a matter of courtesy students are expected to inform each other of any messages.

Students are prohibited from removing the telephone or connecting any other telephone devices to the telephone jacks located within the rooms. This includes (but is not limited to) any other corded telephone, cordless telephones, fax machines, modems, adaptors, extension cords, and answering machines. Penalties for violating this policy shall be assessed as follows:

1st Offense - $50.00
2nd Offense - $75.00
3rd Offense - $100.00, referral to Director of Residence Life/Coordinator of Judicial Affairs

The telephones are to be shared among the occupants of the room and courtesy of its use is expected by all. Students are responsible for the telephones within their assigned rooms and are expected to safeguard them as with any other furnishings provided by the College. Any loss, stolen, defaced, or damaged telephone or damage to any of the telephone jacks within the student rooms shall be subject to a damage assessment fee of $50.00.

Penalties for all violations will be assessed to each occupant in the room unless individual responsibility is determined. In all such cases the College shall confiscate any prohibited device found connected to its telephone system.

Students experiencing trouble with a particular telephone or telephone service shall report the trouble immediately to the Technology Help Desk. Students are encouraged to bring and utilize personal cell phones while residing on campus as they are the preferred method of communicating with family and friends.

Visitaton/Guest Policy
Coeducation allows men and women to contribute to one another’s education and to form genuine friendships. In the proper context, visitation is a privilege that facilitates personal and social development and enhances the quality of life on campus. However, limitations are placed on visitation in order to protect the privacy rights of all students and to encourage an atmosphere appropriate for an academic community.

The following visitation policies must be observed by Le Moyne resident students:

1. Visitation in the living areas of each residence hall by persons of the opposite sex is permitted only during the following hours:

Harrison, Foery, Mitchell, Townhouses, Le Moyne Heights, Le Moyne View, International House:
Weekdays: at discretion of residents
Weekends: at discretion of residents

Dablon, Nelligan, St. Mary’s:
Weekdays: 10 a.m. – 2 a.m.
Weekends: 10 a.m. – 3 a.m.

2. Each resident has a right to privacy which outweighs his/her roommate’s visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands.

3. Students violating the visitation policy or the right of privacy of others will be
subject to disciplinary action and possible loss of privileges.

4. Le Moyne students visiting other Le Moyne students in another residence are expected to present their ID cards upon request from any College official.

5. College policy prohibits male visitors from staying in female residences and vice versa.

**Nonresident Student Guests**

The following regulations have been established pertaining to nonresident student guests:

1. All overnight guests must register through the appropriate residence director or at the security office if the director is not available.

2. Guests who are not registered and who refuse to register will be removed from the Le Moyne campus.

3. All guests must provide acceptable identification in order to verify their identity (driver's license, sheriff's ID or student ID) upon request from any College official.

4. Guest registration will be approved for a period not to exceed three consecutive evenings.

5. Security officers and residence directors maintain the right to deny guest registration to anyone who has been a disciplinary problem in the past or who appears intoxicated.

6. College policy states that students are responsible for the actions of their guests. Guests must be escorted by their hosts at all times.

7. College policy prohibits male guests from staying in female residences and vice versa. Those having guests of the opposite sex should coordinate appropriate lodging accommodations.

**Waterbeds**

Waterbeds are not permitted in any College residence.

**Windows/Balconies**

Throwing any items from windows or balconies is prohibited. Hanging outside or climbing from windows is also prohibited. In addition, cooking equipment (including but not limited to gas, electric or coal burning grills) is not allowed on any balcony.

**Off-Campus Guidelines**

**Community Relations and Off-Campus Conduct**

The Le Moyne College campus is surrounded by several residential neighborhoods. Guidelines for off-campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Le Moyne students when they are present or reside in the local community. The college encourages its students to behave as exemplary citizens and to demonstrate respect and concern for all members of the local community.

A. Be courteous to neighbors and community residents.

B. Operate stereos and other electronic equipment at reasonable sound levels. Keep noise levels within apartments and on the street at reasonable levels.

C. Respect the property of others and refrain from public urination.

D. Maintain an orderly residence. The following are examples of a disorderly residence: using or selling drugs; violating alcohol laws; hosting parties where there is public drunkenness; excessive noise and/or other behavior which is in disregard of the surrounding community; violating the College’s Sexual Harassment, Alcohol & Drug Policies or Student Conduct Code.

E. In cases involving student misconduct off-campus, the College reserves the right to exercise its discretion in taking judicial action. If found responsible, students may be subject to the same sanctions imposed for on-campus violations.

**Off-Campus Incidents Involving Le Moyne College Students**

Le Moyne College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and the students who comprise it. The College reserves the right to investigate and subsequently take action for behavior of Le Moyne students in off-campus situations when such behavior is believed to have an impact on the Le Moyne community. Examples are alleged instances of criminal activity commencing on campus but relocated off campus; harassment of or assault on a member of the College community; criminal activity involving a student; violation(s) of city/town ordinances such as public intoxication; noise and vandalism and student conduct violations in organized group living situations or in College-owned housing. The decision to take action in such cases will be determined by the vice president for student development in consultation with appropriate college officials.

**College Judicial System**

**General Procedures**

The judicial system consists of the following alternatives: formal mediation, residence life disciplinary meetings, college judicial boards, administrative hearings, and judicial review board appeals.

**Disciplinary Process**

Preliminary decisions regarding the severity of a disciplinary case and the adjudicating body will be determined by either the vice president for student development or the director of residence life/coordinator of judicial affairs. In minor disciplinary cases (Level A), adjudication can occur through the appropriate residence hall director, the director of residence life/coordinator of judicial affairs, mediation or an administrative hearing. In cases involving more serious offenses (Level B) as previously outlined, any of the above-mentioned forums may hear a particular case, including a College judicial board.

Any member of the College community may file a complaint against a student for alleged misconduct. A referral is initiated by filing a formal request at the office of the director of residence life/coordinator of judicial affairs. The formal request should include alleged violation(s) of College policy with documenting facts supporting such allegations. The director of residence life/coordinator of judicial affairs determines the charges and assigns a judicial body to adjudicate the case.

**Formal Mediation**

Formal mediation may be assigned in cases involving a conflict between individuals in an attempt to resolve such matters outside of the traditional hearing setting. Proceedings are conducted by student development administrators. Mediation sessions result in a written (binding) agreement between the parties involved. The parties are subject to further disciplinary action for failure to comply. The student development administrator has the option to refer a case to the director of residence life/coordinator of judicial affairs if a mutual settlement cannot be reached.

**Residence Life Disciplinary Meetings**

In order to bring closure to a residence life incident a student may be expected to attend a disciplinary meeting with a residence director and/or the director of residence life/coordinator of judicial affairs. The meeting will be held at the time and
place indicated in the letter of notification sent to the student. In the event a student can not attend a meeting due to some emergency, it is his/her responsibility to contact the meeting officer(s). Failure to provide such notification will result in the meeting being conducted in the student’s absence. Any witnesses to the alleged incident may be requested to attend the meeting at the discretion of the meeting officer(s). All residence life meetings are private and closed to everyone except the involved persons.

The following is a general description of the residence life disciplinary meeting procedures. These procedures may vary as appropriate for specific meetings.

- The meeting officer(s) will read the incident report(s) and ask questions of the accused student(s) and relevant witnesses to the alleged violation who were invited to attend the meeting.
- The accused student(s) will be asked to present their accounts of the incident or behavior in question, including presenting relevant evidence and responding to any information provided by any witnesses.
- The meeting officer will summarize their understanding of the incident or behavior in question.
- The accused student will be offered an opportunity to make a summary statement to the meeting officer.
- All other persons besides the meeting officer(s) will then be excused from the meeting room while the meeting officer(s) considers the information presented. The meeting officer(s) determines responsibility for the violation, and any sanctions to be applied in the event the accused student(s) is found responsible for the violation. The meeting officer(s) is responsible for providing a written summary of the meeting (indicating responsibility and any sanctions) in order to bring closure to the case.

Students may appeal a resident director’s decision to the director of residence life/coordinator of judicial affairs. The vice president for student development will handle appeals for decisions made by the director of residence life/coordinator of judicial affairs. Appeals must be in writing and submitted to the appropriate office within five class days of the date of the findings letter. Appeals must be based on questions of improper procedure, new evidence uncovered after the meeting, or excessively harsh sanction. After review of an appeal, the appropriate appeal officer will inform the student by letter of the final outcome of their case.

**College Judicial Board**

The College judicial board has the authority to judge facts and determine sanctions in cases involving Level A and Level B violations or offenses in which the potential sanction is suspension or dismissal from Le Moyne College and/or its residence facilities.

**Membership**

The board shall be selected from a judicial pool by the director of residence life/coordinator of judicial affairs and composed as follows: two faculty members, one administrator and one Le Moyne student. The chairperson of the board (one of the faculty members) conducts the proceedings and is a non-voting member.

**Sanctions of Suspension or Dismissal**

The decision by the board to impose a sanction of suspension or dismissal must be made by a unanimous vote. Suspension and dismissal are severe sanctions that are imposed only in cases where there is a serious or persistent violation of the written community expectations and standards. The student must be suspended from the College or residence units for at least the remainder of the semester (i.e. students cannot be suspended temporarily within a given semester). While under College suspension, students may not take courses at other institutions with the intention of transferring them to Le Moyne following their reinstatement.

**Hearing Procedures**

Generally, the procedures to be followed for Le Moyne College judicial boards and administrative hearings are as follows:

The accused student shall receive a letter from the vice president for student development or the director of residence life/coordinator of judicial affairs at least 48 hours before the hearing. Said notice shall indicate the charges against the student, the student’s right to be advised by a student or faculty/staff member from the Le Moyne community, the student’s right to ask questions of witnesses, and the right to bring physical witnesses on his or her own behalf. The complainant may also be advised by a student or staff member from the Le Moyne community. Advisors may furnish advice only and many not question witnesses or other individuals involved in the proceedings. If a student cannot attend a hearing due to some emergency, it is his or her responsibility to contact the director of residence life/coordinator of judicial affairs prior to the hearing. Failure to provide such notification will result in the hearing being conducted in the student’s absence.

The hearing shall proceed in the following sequence:

- At the opening of the hearing, the chairperson shall read the rights of and the charges against the accused student. The chairperson shall have full authority over the proceedings and only those persons recognized by the chairperson may speak at the hearing.
- The complainant and the student charged shall describe their respective versions of the facts and respond to questions posed by the board to clarify their statements.
- After the facts have been presented by both sides, each side may produce physical witnesses in an order to be determined by the chairperson. The witnesses may be questioned by the complainant, the accused student(s), the chairperson and members of the board.
- When the testimony of witnesses and the questioning of their testimony are complete, summary statements may be made by the complainant and the accused student.
- After any such statements, the chairperson will direct those present, except board members, to leave the room.
- Upon a responsible or not responsible determination, the chairperson will inform the board of precedents, possible sanctions and the student’s prior disciplinary record, if any.
- As soon as possible, the chairperson will inform the complainant, the student charged, and the director of residence life/coordinator of judicial affairs of the decision. The decision of the board is effective immediately following the hearing and shall be substantiated in writing.
- A recording of the proceedings shall be made at Judicial Board hearings.
The recording will be destroyed at the conclusion of the case.

Judicial Review Board
A judicial review board will respond to appeals from students who have had disciplinary sanctions placed upon them by a College judicial board. Appeals to the judicial review board must be in writing and submitted to the director of residence life/coordinator of judicial affairs within five class days of the date of the findings letter. It is expected that the board will meet to review and make a decision on the appeal within a reasonable period of time of the receipt of the appeal. All decisions of the judicial review board are made by majority vote and are not subject to further review.

Appeals of board decisions must be based on questions of improper procedure, new evidence uncovered after the hearing, or excessively harsh sanction. If a student believes there are grounds for an appeal on the basis of an excessively harsh sanction(s), the student must meet with the vice president for student development to discuss the matter. If the vice president determines that there are no grounds for appeal, then the decision stands. If the vice president determines that there may be grounds for an appeal, the director of residence life/coordinator of judicial affairs will empanel a board to hear the appeal. All decisions of the judicial review board are final. In cases where the sanction is residence or College suspension and the sanction extends for more than a full semester, at the end of the first full semester that sanction is in effect the student can petition the vice president for student development to have the sanction reviewed. If the vice president determines that a review may be in order, the director of residence life/coordinator of judicial affairs will empanel a review board to evaluate the student’s recent behavior and determine if a reduction or elimination of the sanction is in order. A sanction will not be reduced just because a student has remained out of trouble. The student must demonstrate that he or she has prepared himself or herself to contribute actively and positively as a member of the Le Moyne community.

Membership
The review board shall be selected from a judicial pool by the director of resident life/coordinator of judicial affairs and composed as follows: a faculty member, one administrator and one Le Moyne student. The chairperson of the board (faculty member) conducts the proceedings and is a voting member.

Appeal Procedures
The board shall review the appeal and the written documentation from the original hearing. If they desire, they may also review the recording of the hearing or request additional information. The board then has one of the following options following this review:

1. Uphold the finding of responsibility and the sanctions as originally imposed;
2. Uphold the finding of responsibility but reduce the sanction;
3. Overturn the finding of responsibility; or
4. Return the matter to the hearing body for further action or for a new proceeding.

A recording of the proceedings shall be made at Review board hearings. The recording will be destroyed at the conclusion of the case.

Administrative Hearing
An administrative hearing has the same level of authority as a College judicial board. The primary difference is that the proceedings are conducted by a Le Moyne administrator instead of an entire board. On occasion, another administrator(s) may serve to assist in the proceedings. The director of residence life/coordinator of judicial affairs can assign a case to an administrative hearing due to time restrictions, the need for a high level of confidentiality, or other circumstances deemed appropriate.

Fundamental Fairness
To insure that procedures in disciplinary cases meet fundamental standards of fairness, and to ensure that students involved in such cases realize that their case has been processed in a fair and judicious manner, the following procedural guidelines shall be applied. These guidelines are not meant to imply that student disciplinary cases are analogous to legal proceedings in the civil or criminal courts.

1. Students against whom allegations have been made shall be considered not responsible until proven responsible.
2. Students accused of violating a College policy shall be notified in writing of the specific charge(s) before the case is considered.
3. The student shall be free from disciplinary sanction, pending the conclusion of a case. However, where the nature of the case indicates that there is a danger to the immediate well-being of the College community, appropriate interim measures may be taken by the vice president for student development or the director of residence life/coordinator of judicial affairs, including temporary suspension from the College and its residence halls.

4. The facts of the case shall be determined solely on evidence presented at the meeting/hearing.
5. The student shall have the right to have the case heard within a reasonable amount of time. The student shall receive the final decision of a disciplinary hearing/meeting in writing as soon as possible after the case is brought to a close.

Misconduct Subject to Disciplinary Action
Disciplinary proceedings may be initiated in response to conduct that occurs on College premises or at events officially sponsored by Le Moyne College, conduct that arises out of membership in the Le Moyne community or conduct elsewhere, otherwise proscriptible under this code, that adversely affects the College, its affiliated organizations, or members of the College community or their pursuit of its objects.

Level A: Any student engaging in any of the following acts shall be subject to the appropriate sanctions not to exceed deferred residence/college suspension:
1. Disorderly conduct.
2. Disturbing the peace.
3. Violation of quiet hours.
4. Minor theft or possession of stolen property (under $100).
5. Violation of the campus alcohol policy.
6. Violation of visitation/guest policies.
7. Appropriation of common or public furniture in private rooms or apartments.
8. Minor destruction or defacing of property (under $100).
9. Littering in a public area or on campus grounds.
10. Unapproved room change.
11. Engaging in hall sports.

Level B: Any student engaging in any of the following acts shall be subject to the maximum penalty of suspension or dismissal from the College:
1. Repeated violations of any Level A offense.
2. Known violation of the terms of any disciplinary sanction imposed in accordance with this code.
3. Failure to comply with the directions of College personnel acting in the performance of their duties and/or harassment of such College personnel.
4. Unauthorized use or possession of fireworks.
5. Lewd, obscene or indecent expression.
6. Verbal or physical harassment.
7. Unauthorized entry, presence in or use of College premises, facilities or property.
8. Intentional or reckless causing of physical harm to any person, or intentional or reckless causing of reasonable apprehension of such harm.
9. Intentional initiation of or the causing of the initiation of any false report, warning or threat of fire, explosion or emergency.
10. Intentional or reckless misuse or damage of fire safety equipment. Intentionally or carelessly starting a fire.
11. Unauthorized use, possession or storage of any weapon.
12. Unauthorized use, possession or distribution of any controlled substance or illegal drug.
13. Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age or people with disabilities.
14. Any comment designed to incite violence.
15. Major theft or possession of stolen property (over $100).
16. Major destruction or defacing of property (over $100).
17. Intentional or reckless interference with the freedom of expression of others.
18. Dishonesty, such as the known falsification of official records or the giving of false information.
19. Forgery, unauthorized alteration or unauthorized use of any document or instrument of identification.
21. Misuse or abuse of the campus telephone or computer systems.
22. Tampering with campus or United States mail.

23. Refusing to show or surrender a College ID card upon request by College agents or employees acting in the performance of their duties.
24. Engaging in acts or deeds which violate existing federal, state, county or city laws or ordinances.

Any violation of published College regulations or policies stated in the Residence Hall Agreement, that are not covered in the lists of Level A and B offenses, will be sent to the director of residence life/coordinator of judicial affairs for determination of severity.

Definition of Terms
The term “distribution” means sale or provision. The term “College” means Le Moyne College. The term “reckless” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal activities. The term “student” means a person taking or auditing graduate or undergraduate courses at the institution on a full-time or part-time basis. The term “College premises” means buildings or grounds owned, leased, operated, controlled or supervised by the College. The term “weapon” means any object or substance designed or used to inflict a wound, cause injury to or to incapacitate a person including, but not limited to, firearms, pellet guns, knives and chemicals such as mace or tear gas. The term “College-sponsored activity” means any activity on or off campus that is initiated, aided, authorized or supervised by the College.

Disciplinary Sanctions
One or more of the following sanctions may be imposed after a finding of misconduct. An accused student should be aware that one or more sanctions may be imposed, and that records of prior misconduct may have an influence on the sanction(s).

1. Written Warning: The student may receive official written notice of misconduct with the additional admonition that further incidents may be cause for more severe disciplinary action.
2. Restitution: The student may be ordered to make restitution for destruction of, damage to or misappropriation of College or personal property. Restitution may be in monetary terms or may take the form of appropriate service or other compensation.
3. Fines: May not exceed $300 per occurrence or per item may be implemented in the event of violation of fire safety regulations or the removal of furniture from a common or public area.
4. Community Service: The student shall be assigned a specific number of hours to work for a community or College organization.
5. Social Probation: Social privileges (to an individual or group) may be forfeited for a specified period of time.
6. Disciplinary Probation: A student may be placed on disciplinary probation for serious misconduct or repetitious minor misconduct. A student on disciplinary probation who is found to be responsible for further violations of College policy during the time period stipulated will be subject to more severe disciplinary action including suspension or dismissal from Le Moyne College.
7. Deferred Residence Suspension: A student may be placed on deferred residence suspension for serious misconduct or repetitious minor misconduct. A student on deferred residence suspension found to be responsible for further violations of College policy during the time period stipulated will be suspended from all College-owned or leased housing and subject to further sanctions.
8. Deferred College Suspension: A student may be placed on deferred College suspension for serious misconduct or repeated misconduct. A student on deferred College suspension who is found to be responsible for further violations of College policy during the time period stipulated will be suspended from the College and subject to further sanctions.
9. Suspension/Dismissal from College Residence Facilities: Suspension or dismissal is imposed in cases of extremely serious misconduct when it is believed that the student should be removed from College residence units. Suspension is a penalty given for a stated period of time (not less than the remainder of the current semester). Dismissal implies that a request for readmission to residence would not be granted. Any student who is suspended or dismissed from the College residence units is required to leave the residence units within 24 hours (or sooner if so ordered by the vice president for student development), unless special permission is granted by the vice president for student development or the director of residence...
1. Loss of attendance privileges. This sanctioned sanctions. These additional sanctions of the following sanctions is placed upon a Additional Options: 

3. Development and implementation of a disciplinary sanctions when appropriate. 

2. Letter(s) of apology from the student time of the suspension or dismissal. This residence halls may not enter any College-owned or leased housing during the condition of their remaining in attendance campus require. 

5. A meeting between a designated College official, the student and parent(s) or guardian(s) of the student. 

6. Denial of the privilege to participate in all co-curricular activities and, if an officer of any College organization, the requirement that the student resign. This includes intercollegiate athletics and Student Senate-related activities. 

7. Loss of campus drinking privileges otherwise allowed under the alcohol policy. This sanction may be given in the case of misconduct when alcohol was involved. 

Dangerous or Life-Threatening Behavior 

Students may be subject to summary suspension, dismissal, or involuntary withdrawal by the College if they are not functioning well enough to take care of themselves in the College’s academic environment, are using illegal drugs, are unable to maintain their physical or psychological health or safety, pose a danger to themselves or other students, or are otherwise engaging in behavior which is unduly disruptive, destructive or dangerous. 

Le Moyne College recognizes that certain dangerous or life-threatening behaviors (for example, serious threats, suicide attempts, severe eating disorders, substance abuse, threats to others, etc.) by students may be a means of attracting attention or asking for help. While the College is committed to helping students alleviate whatever factors are precipitating dangerous or life-threatening behavior, such behavior is often disruptive to in the academic and social/living environment of the College community. In the case of such behavior, students may be required to undergo assessment by either a counselor from the Le Moyne College Counseling Center, a healthcare provider from the College’s Student Health Services office and/or a medical or mental health professional from outside the College community of the College’s choosing. In some cases, students may also be required to receive medical, psychological and/or substance abuse treatment or satisfy other requirements as a condition of their remaining in attendance at the College. Except in unusual circumstances where safety is of immediate concern, the College will make a decision to suspend, dismiss or involuntarily withdraw a student only after providing the student with advance notice and an opportunity to meet with a designated Le Moyne College administrator. In unusual circumstances, the College may make an interim suspension, dismissal or involuntary withdrawal decision (or impose other conditions, such as restricted campus or housing access) without first meeting with the student. In those instances, the student will be provided with notice in the interim and an opportunity to be heard by the designated administrator (normally within 72 hours) before a final decision is reached. 

Students should also consult the College’s Medical Withdrawal policy, as it may also apply in certain of these situations. 

Medical Withdrawal 

When a student experiences serious medical or psychological problems while enrolled as a student at LeMoyne College, he or she may request a medical withdrawal. The vice president for student development will notify the student of the documentation required to support the request. If the request is approved by the vice president for student development, the student must leave campus immediately and will receive grades of “W” in all enrolled courses. 

Similarly, the College may require a student to take a medical withdrawal (or impose other appropriate restrictions, e.g., restricted campus or housing access) if, in the judgment of the vice president for student development, the student: 

1. poses an imminent threat to the lives, safety or well-being of himself/herself or other members of the College community (including a threat which results from the fact that the student cannot be properly treated in the College setting), or 

2. has evidenced a medical or psychological condition or behavior that seriously interferes with the student’s ability to function in the College setting (thereby rendering the student unfit to continue in the program) and/or seriously interferes with the educational pursuits of other members of the College community. 

Except in unusual circumstances where safety is of immediate concern, the College will make a decision to involuntarily withdraw a student only after providing the student with advance notice and an opportunity to meet with the vice president for student development. In unusual circumstances, the vice president for student development may make an interim withdrawal decision (or impose other conditions, e.g., restricted campus or housing access) without first meeting with
the student. In those instances, the student will be provided with notice in the interim and will be provided with an opportunity to be heard by the vice president for student development (normally within 72 hours) before a final decision is reached. As part of the vice president for student development’s assessment, a student may be required to undergo evaluation by either a counselor from the Le Moyne College Center for Personal Growth and Counseling, a healthcare provider from the College’s Student Health Services office and/or a medical or mental health professional from outside the College community of the College’s choosing. This process will also apply to those instances where the student is not withdrawn entirely from the College but where the College imposes restrictions on the student’s campus participation (e.g., restricted campus housing).

A student withdrawn voluntarily or involuntarily for medical reasons must leave campus immediately and will receive grades of “W” in all enrolled courses.

A student withdrawn from the College may apply for readmission through the vice president for student development. To be eligible for consideration, the student must show that he or she satisfied any and all requirements for readmission imposed by the vice president for student development. If readmitted, the student will be subject to such conditions as may be imposed by the vice president for student development.

A student remains subject to the College’s regular discipline system for acts of misconduct despite the applicability of this policy and process.

A student who feels aggrieved by the vice president for student development’s final decision which involuntarily withdraws the student or which refuses the student’s request for a voluntary withdrawal may file a grievance with the College’s Section 504 Coordinator under the College’s Section 504/ADA grievance procedure.

In cases of both voluntary and involuntary medical withdrawal, the policy on refunds contained in the College catalogue will apply. While on medical withdrawal, the student must absent him or herself from campus, unless access is otherwise expressly allowed by the vice president for student development.

In any particular situation, the vice president for student development may designate another individual to act on his/her behalf for the purpose of this policy. Therefore, the references in this policy to the vice president include his/her designee.

Grievance Procedures Related to Discrimination

The purpose of this grievance procedure is to provide students with prompt and equitable investigation and resolution of allegations of unlawful discrimination based on basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin. This procedure covers grievances brought under Title IX which forbids sex discrimination in educational programs and activities receiving Federal financial assistance; Section 504 and the ADA, which prohibit discrimination on the basis of disability in any program or activity of the College; and the Age Discrimination Act, which prohibits age discrimination in education programs and activities receiving Federal financial assistance.

Any student of Le Moyne College may use this procedure. It is not intended to replace or duplicate existing grievance procedures.* This procedure does not deprive a grievant of the right to file a complaint with enforcement agencies external to the College.

For additional information regarding procedural steps, contact the assistant vice president for campus activities and multicultural affairs or visit www.lemoyne.edu. In all grievance cases the assistant vice president for campus activities and multicultural Affairs will advise the grievant of the procedural steps involved, advise the grievant of the various internal and external options available to him/her, assist in the definition of the charges made and will seek a timely resolution. It is the responsibility of the grievant to meet all the conditions for filing a grievance.

*Note: There are also grievance and appeal procedures: Informal Resolution

1. The student should discuss his/her problem(s) with the instructor of the course within 30 days of the alleged act of discrimination. If the problem(s) with the instructor does not settle the situation, the student should then discuss the problem with the head of that department.

2. If a conversation with the course instructor does not settle the situation, the student should then discuss the problem(s) with the assistant vice president for campus activities and multicultural affairs.

3. If the assistant vice president for campus activities and multicultural affairs is unable to assist in informally resolving the problem(s), the student will be referred to the College’s formal grievance procedure.

Formal Grievance Procedure

1. The grievance must be filed, in writing, with the College’s assistant vice president for campus activities and multicultural affairs within 30 days of the alleged act of discrimination. The statement must contain the grievant name, address, the date and a description of the alleged act. Complainants should be sent to the following address: Assistant vice president for campus activities and multicultural affairs, Le Moyne College, campus center, 1419 Salt Springs Road, Syracuse, New York 13214-1301.

2. Time limits within this procedure may be extended by mutual agreement of the grievant and the president of the College or his/her designee, with the exception of the 30-day limit for initial filing of the grievance.

3. Upon receipt of the complaint, the assistant vice president for campus activities and multicultural affairs will review the complaint for timeliness and appropriate-
ness for this grievance procedure, and will provide the grievant with written notice acknowledging its receipt.

4. The assistant vice president for campus activities and multicultural affairs will promptly initiate an investigation.

5. Upon completion of the investigation, the assistant vice president for campus activities and multicultural affairs will submit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation and the outcome of resolution within 45 days of the initial filing or sooner if time is of the essence to the matter.

6. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal should be directed to the president or his designee, Le Moyne College, 105 Mitchell Hall, 1419 Salt Springs Road, Syracuse, New York 13214-1301. The decision of the vice president and assistant to the president shall be final. The final decision will be distributed to all parties.

7. Upon appeal, the decision of the vice president and assistant to the president shall be final and cannot be appealed to any other grievance or appeal procedures at the college.

8. Failure of the grievant to respond within the designated time limit will be deemed a withdrawal of the grievance. When a complaint is filed with a state or federal enforcement agency or when court action is initiated, internal grievance procedures need not be used.

Residence Life

The Office of Residence Life is located in Foery Hall. The residence life program is devoted to providing dynamic living/learning environments that support the needs of the Le Moyne resident student. Recognizing that students’ living environments have a profound impact on their personal and educational development, the residence life program aims to structure varied and challenging living environments that facilitate the overall growth of the individual.

Residence Hall Directors
Carissa Barillaro, Foery Hall RD 445-4250
Colleen Curtin, Townhouse/Mitchell Hall RD and Le Moyne Heights/Le Moyne View RD 445-4680
Shannon Coholan, St. Mary’s Hall RD 445-4720
Jeremy Lonneville, Nelligan Hall RD 445-4588
Jessica Majkowycz, Harrison Hall RD 445-4580
Danielle St. Martin, Dablon Hall RD 445-4519

Residence directors are graduate student staff members who reside in each of the College’s main residence halls. Responsible for supervision of a resident assistant staff, the residence director coordinates all day-to-day operations of their respective residence hall. Other responsibilities include advising Residence Hall Councils, assisting in the development of educational, cultural, recreational and social programs; and serving as assistants in other residence life and student development areas.

Resident Advisors
Resident advisors are a vital component of the residence community. RAs are selected following an intensive screening and selection process and reside on each floor of the residence halls. RAs are responsible for advising and referring students experiencing academic and personal difficulties, understanding and enforcing College policies, and creating a healthy residential environment.

Chaplains in Residence
The Rev. James Dahlinger, S.J., Townhouse/Mitchell Hall
The Rev. Donald Maldari, S.J., Nelligan Hall

The Rev. James Dahlinger, S.J., Chaplains in Residence
College policies, and creating a healthy residential environment. RAs are responsible for advising and referring students experiencing academic and personal difficulties, understanding and enforcing RAs are selected following an intensive screening and selection process and reside on each floor of the residence halls.

Resident Hall Association
The Residence Hall Association (RHA) serves to unite the residence halls on campus by establishing and fostering a sense of community among the residential students. RHA is composed of residence hall council presidents and representatives from each residence hall. RHA sponsors and encourages activities such as cultural events, sporting events, retreats and various programs designed to enhance the quality of life on campus. Nonresident students are also welcome to participate in RHA programs and events.

Housing Policy
As a residential campus, Le Moyne College considers the provision of on-campus housing to be a very important part of its educational mission. The College requires out-of-town traditional students to reside on campus while offering housing to local students as space is available.

All single students, except those residing with parents or guardians, are required to live in College residences. Campus housing is not provided to non-traditional students during the College’s spring and fall terms. Senior men and women (90+ credits) who are interested in moving off campus may petition the assistant director of residence life in writing for authorization to be exempt from this policy. Exceptions to the housing policy will be granted only in selected situations and as the College’s enrollment allows. Students who move off campus without authorization will be billed for the cost of room.
students who wish to use the storage areas available for bicycles must check with their appropriate resident staff member. Bicycles are one of the most commonly stolen articles on college campuses, especially at vacation times. Bicycles should be locked securely whenever they are not in use. The college cannot be responsible for stolen bikes. Students are discouraged from keeping bicycles in their rooms because of space limitations.

**Residence Hall Access**

An identification card access system has been installed at the main entrance(s) of each residence hall. Residence students gain access to their residence hall by “swiping” their Dolphin cards through a card reader. Residents have access to their assigned building 24 hours a day. Access to other residence halls is limited to the hours of 10 a.m.-11 p.m. daily. Students are required to carry their identification card with them at all times.

**Mail**

- **Harrison Hall**: One mailbox per suite. These are assigned and a mailbox key issued when residents check in. If a key is lost, replacements may be obtained in the Residence Life office.
- **Dablon Hall, Nelligan Hall, St. Mary’s Hall**: Roommates share a mailbox located on the first floor of the respective hall.
- **Foery Hall**: Foery suite residents are assigned one mailbox per suite.
- **Le Moyne Heights and Le Moyne View Apartments**: Apartments share a mailbox which is located in the main entrance of each building.
- **Mitchell Hall, Townhouses**: Mitchell roommates and townhouse apartment mates are assigned one mailbox each in the basement of Mitchell Hall.

**Maintenance and Repairs**

All requests for repairs and improvements in the residence halls must be reported to a residence hall staff member. Students should not contact the physical plant office directly.

**Medical Care**

Residents with special medical needs should seek consultation and make proper arrangements with personnel from the Student Health Services.

**Night Deliveries**

Night deliveries from local food establishments should be arranged so that delivery persons and student night hosts are not inconvenienced. When deliveries are expected, the individual(s) placing the order must meet the delivery person in the main lobby. Delivery persons will not be permitted beyond lobby areas.

**Microfridge Rental**

The college does not supply a refrigerator/microwave rental service; however, an independent refrigerator rental agency provides this service through the Le Moyne residence life office. Information regarding this service will be sent to students.

If students wish to supply their own refrigerators and/or microwaves, they may do so. Refrigerators should be no larger than 3.6 cubic
feet and microwaves should generate no more than 700 watts. All refrigerators and microwaves are subject to a safety inspection and must be removed if requested by a residence life staff member.

Residence Hall Damage Assessment
Implicit in the assignment to a College residence unit is an agreement by the student to be jointly responsible with other residents for the protection of the unit, its furnishings and equipment and to share in the payment for damages sustained. General building damage, floor damage and individual room damages are assessed throughout the academic year.

Individuals who are identified as responsible for damage will claim responsibility for any billable damage to his/her living area. At the time of check-out, the student has an opportunity to inspect the building and record damage on the room condition report in his/her keys to the residence hall office. The residence director will upon signing out at the end of the academic year, the student turns vacates is “signed out” and the room the student enters is “signed in.”

Students are held responsible for damages to their rooms during their period of occupancy. At the beginning of the academic year, a residence life staff member will record the condition of each room on a room condition report which is also signed by the student(s) who will occupy the room. Any time a student changes occupancy, the room condition report form will be used. The room a student vacates is “signed out” and the room the student enters is “signed in.” Upon signing out at the end of the academic year, the student returns in his/her keys to the residence hall office. The residence director will inspect the building and record damage on the room condition report form. At the time of check-out, the student has an opportunity to claim responsibility for any billable damage to his/her living area.

There are three types of damage charges:

1. **All Hall Charge**: This is a charge absorbed by all students in a residence unit for damages that occur in an area used by all members of the residence if no individual is found responsible.

2. **Floor Charge**: This is a charge absorbed by all students in a particular corridor for damages that occur in the corridor, lounge or bathroom area if no individual is found responsible.

3. **Individual Damage Charge**: This is charged to an individual student who is found responsible for a particular item that was damaged.

Students are held responsible for damages to their rooms during their period of occupancy. At the beginning of the academic year, a residence life staff member will record the condition of each room on a room condition report which is also signed by the student(s) who will occupy the room. Any time a student changes occupancy, the room condition report form will be used. The room a student vacates is “signed out” and the room the student enters is “signed in.” Upon signing out at the end of the academic year, the student returns in his/her keys to the residence hall office. The residence director will inspect the building and record damage on the room condition report form. At the time of check-out, the student has an opportunity to claim responsibility for any billable damage to his/her living area.

The student will be billed directly from these forms. Any questions concerning damage assessment should be directed to the appropriate Residence Life office.

Room and Apartment Care
Residents of campus residence halls and apartments are responsible for cleaning their own rooms and keeping the living room neat. The janitorial service is responsible for bathrooms in the common areas. Any complaints regarding janitorial service should be directed to the appropriate residence director. It is advisable that pegboards or tackboards be purchased for decorations in the living areas. Nails, tacks, decals or masking tape may not be put on walls or furniture.

Sprinkler heads are located throughout each suite in Harrison Hall. Sprinkler heads should not be touched or used to hang anything, since contact will release the sprinkler, causing extensive damage.

Telephone System
Each student room within the residence units is equipped with local and campus telephone service at no cost to the student. Long distance capability is available for a fee. Residence life staff members have more complete information for students. Students must provide their own telephone.

Vending Machines
Snack and soft drink machines are located in each residence hall. If money is lost in any machine, refunds may be obtained in the security office in Nelligan Hall. Change machines are located in Foery, Nelligan and Harrison Halls.

Washers and Dryers
Coin-operated washers and dryers are available in the all residence halls. Students are asked to consider others and not monopolize machines. If a machine is out of order, it should be reported to the R.A. or the office in that residence hall. Washers and dryers work best when not overloaded. Refunds are available through the physical plant office.

Withdrawals and Refunds
Residents who withdraw from the College should inform their residence director prior to moving out. Departing students must leave their room keys, mailbox keys and ID cards. It is the responsibility of all students to make sure they return their keys and appropriately check out with residence hall staff. A vacated room or apartment will be inspected so that an appropriate room damage deposit can be refunded upon final departure from the College. Arrangements for the appropriate refund for board will be made. Refunds for room charges are not available.

Le Moyne College Family Education Rights and Privacy Act
The notification below supersedes and nullifies all prior and current statements and policies of the College regarding FERPA and should be construed as the annual notification required by the Final Rule amending the FERPA regulations on November 2, 1997.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, academic dean, director of residence life/ coordinator of judicial affairs, academic department head or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official
shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of its decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College throughout in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

b. Another exception that permits disclosure without consent is the disclosure of directory information, which the law and the College define to include the following: a student's name, home and campus address, e-mail address, telephone listing, parents' name and address(es), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs, and the most recent previous educational agency or institution attended.

This exception is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the registrar on or before August 1 of any year.

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

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

Publication of Directory Information
The federal Family Educational Rights and Privacy Act of 1974, as amended, gives Le Moyne College the right to make public at its discretion, without prior authorization for the individual student, various items of personally identifiable information including: name; class year; home address and telephone number; college address and telephone number; and major field.

The Privacy Act also allows individual students to place limitation on the release of any of the above information. A student who wishes to do this must inform the registrar's office in writing by the start of the semester.

In practice, College policies discourage the indiscriminate release of any information about individual students. College directories and lists are for use within the College community itself.

For a more complete description of these and related issues of access to records, see the policy on access to student record located elsewhere in this calendar.

Financial Responsibility
All students are responsible for any College debts they have incurred, including library fines, parking fines, tuition charges and fees. A student will not receive his or her grade report at the end of the semester until all bills have been paid. At the end of the senior year, if a student has any outstanding debts, monetary penalties or fines, he or she will not be awarded a degree and will not receive any transcripts. A student may graduate after the outstanding debts and penalties have been paid.

If a college debt must be referred to outside sources for collection, the student will be responsible for paying any additional collection costs (approximately 33%) including, but not limited to, reasonable attorneys' fees and disbursements.

Smoke-Free Workplace Policy
Purpose
A smoke-free policy has been developed to comply with New York City Smoke-Free Air Act (Title 17, Chapter 5 of the Administrative Code of the City of New York) and New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is effective July 24, 2003, for all Le Moyne College locations.

Smoke-Free Areas
All areas of the workplace are now smoke-free without exception. Smoking is not permitted anywhere in the workplace, including all indoor facilities and company vehicles with more than one person present. Smoking is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges.

Sign Requirements
“No Smoking” signs must be clearly posted at all entrances and on bulletin boards, bathrooms, stairwells and other prominent places. No ashtrays are permitted in any indoor area.

Compliance
Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting Le Moyne College, with no exceptions. Employees who violate this policy are subject to disciplinary action.

Any disputes involving smoking should be brought to the attention of the Office of Human Resources.

The law prohibits employers from retaliating against employees who invoke the law or who request management's assistance in implementing it in the workplace.
What are the symptoms of HIV and AIDS?
Most individuals carrying HIV initially have no symptoms and generally feel well. They can, however, transmit the virus to other individuals during this time. Some develop symptoms within weeks that may include tiredness, fever, loss of appetite and weight, diarrhea, night sweats and swollen glands (lymph nodes), usually in the neck, arm pit or groin. Anyone who has these symptoms for more than two weeks should see a doctor. The only way to tell if you have been infected with HIV is by taking an HIV-antibody blood test, which is available through a testing site, doctor or clinic. Currently there is no cure available for a person who has been infected with HIV and has developed AIDS. Maintaining good health (emotionally, as well as physically) is the key to delaying the onset of more serious problems. Recently, a number of drugs have been approved by the FDA that significantly decrease the symptoms of AIDS and slow down the progression of the disease. A diagnosis of AIDS, according to the most recent definition, is dependent on (1) a persistent generalized condition of cellular immune deficiency and (2) absence of any known cause for this underlying cellular immune deficiency. A presumptive diagnosis of AIDS can be made when specific indicator diseases are present (e.g., pneumocystis carinii pneumonia, toxoplasmosis, mycobacteriosis, cytomegalovirus.)

Education
The primary response of the College to the HIV/AIDS epidemic is education. The important goals for this College will be those of increasing awareness and providing education to prevent further spread of the disease. Through education the College can perform the one major intervention currently available to limit the consequences of HIV/AIDS: primary prevention. Le Moyne College will offer educational programs designed to provide information about HIV/AIDS to students, faculty and staff. These will include public presentations, presenta- tion to groups requesting programs coverage of HIV/AIDS in classroom settings, where appropriate, and the distribution of printed material to faculty staff, and students. Special presentations will be provided to resident advisors, since these students are available to provide information to other students. Presentations will be made to other student organizations upon request.

Guidelines
Current knowledge indicates that students or employees with HIV/AIDS infection or a positive HIV antibody test do not pose a health risk to other students or employees in an academic setting. It is not, therefore, necessary to place restrictions on students, staff, or faculty who have HIV/AIDS infection with respect to their ability to work, study or participate in campus activities. An HIV-positive person is not required to divulge this information; therefore, no one may know about it. The College will, however, with the guidance of professional medical opinion consider the interests of a person who is known to be infected, the College, and other people at the College in deciding how to respond to a particular case of AIDS or HIV infection on campus. Medical diagnosis will be treated in a confidential manner, as required by applicable law and College policies. Analysis of each case will be undertaken by appropriate College personnel with professional medical opinion and guidelines from the American College Health Association, the Center for Disease Control, and other recognized and authoritative public health officials.

This policy is based on current scientific and medical information indicating that persons with HIV infection or a positive antibody test do not pose a health risk to others in a campus setting. As stated previously, the Public Health Service has said that it currently believes there is no evidence of risk created by living in the same house with an infected person, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casual kissing or swimming in a pool with an infected person. Thus, the best currently available medical information does not support the existence of a risk to those sharing residence halls with infected individuals; there may, however, be, in some circumstances, reasonable concern for the health of those with HIV-infection who might be exposed to certain contagious conditions (e.g., measles or chicken pox) in a close living situation. As medical, scientific, and legal developments occur, however, this policy may require modification, and the College reserves the right to revise this policy.

As with other diseases and conditions that may affect persons at the College from time to time, the College is unable to ensure that a member of the College community will not be exposed to HIV-infection. Therefore, the College urges that all members of the College community become informed about AIDS in order that each person may take the precautions he or she determines appropriate. The College strongly urges individuals with HIV-infection or a positive
HIV antibody test to seek appropriate medical attention, counseling, and education.

Parking Regulations
Le Moyne College extends to its students and employees the privilege of parking on campus. That privilege brings with it the responsibility to adhere to all parking regulations. It is imperative that vehicles be parked in the proper areas for pedestrian and vehicular safety. Individuals receiving a ticket for a moving or parking violation should bring the ticket and fine to the security office where they will be issued a receipt. Because of severe winter conditions, it is necessary for all students to remove their cars from parking lots when requested for snow removal. (A 24-hour notice will be given.) Vehicles that are not removed will be ticketed and towed. If a student is leaving campus for any length of time (including break times, long weekends, personal reasons) and wishes to leave his or her currently registered vehicle on campus, it must be reported to the security office. Security will then issue a proper temporary permit and assign a designated area to park the vehicle. The College is not responsible for vandalism or theft to vehicles.

Auto Registration
1. All students must register their vehicles with the security office. Failure to register properly (e.g., giving false information) will result in forfeiture of parking privileges. When registering their vehicle, students must show their vehicle registration. Parking permits are not transferrable.

2. All student vehicles must be parked in assigned parking lots with the sticker properly affixed to the rear driver's-side window.

3. Vehicles that are parked in any campus lot without a parking sticker will be ticketed. After three violations, the vehicle will be towed at the owner's expense.

4. Students must fill out a vehicle registration form and receive a parking sticker under the following fee schedule:

   - Continuing Education students: $10/year
   - Commuter students: $20/year
   - Resident students: $50/year
   - Additional vehicle: $10/year
   - Replacement sticker: $10/year
   - Lost sticker: no refund

5. Temporary parking permits are available in the security office for students. Free temporary parking permits are issued for a total of ten days during the school year for students. Temporary parking permits are available in the security office 24 hours, seven days a week. Temporary parking permits are not transferrable.

Visitor Parking
1. Certain parking areas are reserved during regular working hours in an effort to allow the College's offices to accommodate the needs of visitors to campus. These areas are identified by signs and are tow-away zones for violating vehicles.

2. Temporary parking permits are available in the security office for visitors and guests of students. Visitors will be instructed to park in the C lot or A lot.

3. No overnight parking is allowed at the front or rear of Grewen Hall, the Coyne Science Center, Nelligan Hall, or Reilly Hall.

4. Overnight guests must register at the security office and park their vehicles in C lot or A lot.

Authorized Parking Areas
The campus security director assigns specific parking areas as follows:

- Lot A Athletic Center parking lot
- Lot C campus center parking lot/visitor's lot
- Lot D Dablon Hall parking lot
- Lot E Harrison Hall/St. Mary's parking lot
- Lot G Townhouses/Mitchell Hall parking lot
- Lot L Le Moyne Heights lot
- Reserved Parking Bene Merenti stickers only
- Le Moyne View Parking Residents of Le Moyne View Apartments must park in Lot C

Mitchell Hall Parking
Parking in the front of Mitchell Hall is restricted to administrators, Jesuit residents and visitors. All students and their visitors will be required to park in the rear of Mitchell Hall. This policy will be in effect both day and night.

Students with Physical Disabilities
Special spaces are reserved behind Reilly Hall. Violators of handicapped parking spaces will be subject to immediate towing and a $30 fine for the first offense and a $60 fine for the second offense.

Violations
Upon receipt of a ticket, the following fines automatically will be levied and should be paid at the security office:

1. Decal/sticker violations.
   - Failure to register automobile with the security office: First offense — $15, Second offense — $20, Third offense — $30 and towing of car at owner's expense. Any additional offenses will result in towing and a $30 fine.

2. Parking violations for registered vehicles:
   - First offense — $10, Second offense — $15, Third offense — $20, Fourth offense — $20 and towing of car at owner's expense. Any additional offenses, whether the above violations are paid or not, will result in towing and a $20 fine.

3. Parking in a designated handicapped space:
   - First offense — $30
   - Second offense — $60

4. Driving on walkways or lawns:
   - First offense — $30
   - Second offense — $60

5. Driving violations:
   - First offense — $30, Second offense — $60. Any additional offenses will result in loss of driving privileges on campus.
   - Ticket violations will be accumulated over the entire school year. For example, if a student receives two tickets the first semester and pays them, the next ticket issued will be counted as the third ticket for purposes of fines and towing.

Towing
The towing of an automobile from campus will be restricted, whenever possible, to repeated violations as described above and for emergency situations such as blocked fire lanes, fire hydrants or roadways or for preventing snow removal.

Ticket Appeal Process
A student may appeal a ticket within 15 days of issuance to the Traffic Committee. Appeal forms to the Traffic Committee are available in the security office 24 hours a day. Appeals will not be accepted after 15 days.

Billing
Billing for tickets will be sent periodically to the bursar's office for posting to the appropriate student account.

Miscellaneous Information
1. Student parking will be allowed in the employees' lot at the rear of the Coyne Science Center and Grewen Hall or Reilly Hall areas evenings from 5 p.m. until 3 a.m. for students attending evening classes and special events.

2. No parking will be allowed on the roadway
in front of St. Mary's Hall or Harrison Hall.

3. Any student who receives parking tickets and does not pay them will not be allowed to register for the next semester. Seniors will not receive their final transcripts.

4. From time to time it may be necessary for the College to change parking regulations or areas to meet certain safety conditions. It is the student's responsibility to keep informed of such changes.

5. Commuter stickers will not permit a vehicle to be parked overnight in any parking lot without the permission of the director of security.

Traffic Committee
The Traffic Committee hears appeals from students who wish to contest tickets for parking violations. Appeal forms are available in the security office and must be filed within 15 days of the issuance of a ticket. Membership on the Traffic Committee consists of a three students. You are welcome to visit our Web site at www.lemoyne.edu/security.

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<td>Lost and Found</td>
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<td>Barbara Karper</td>
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<td>Non-Credit Programs</td>
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<td>Orientation - New Students</td>
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<td>Office of Student Development</td>
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<td>Gretchen Pearson</td>
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<td>Student Government</td>
<td>Student Senate</td>
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</table>

For campus events, online directory, announcements and other helpful information, log on to echo.lemoyne.edu or lemoyn.edu/LSPB
Le Moyne College Campus

Academic & Key Buildings
1. Grewen Hall
2. Coyne Science Center
3. Reilly Hall
4. Noreen Reale Falcone Library
5. W. Carroll Coyne Center for the Performing Arts
6. Panasci Family Chapel
7. Campus Center
8. Honors House
9. Ignatian House
10. McKeon House
11. Loyola Jesuit Residence
12. Gifford Terrace

Residential Buildings
13. Nelligan Hall (Security Office)
14. Foery Hall
15. Dablon Hall
16. St. Mary's Hall
17. Harrison Hall
18. Mitchell Hall

Townhouses
19. Lalemant House
20. Jogues House
21. Garnier House
22. Daniel House
23. Chabanel House
24. Brebeuf House
25. Le Moyne View Apartments
26. Le Moyne Heights
27. Le Moyne Heights II

Athletic Facilities
28. Henninger Athletic Center
29. Recreation Center
30. Rockwell Baseball Field
31. Tennis Courts
32. Soccer and Lacrosse Field
33. Softball Field
34. Practice Field
35. Intramural Field
36. Intramural Field

Support Facilities
37. Romero Hall
38. Seton Hall
39. Physical Plant
40. Steam Plant
41. Firehouse

Entrances & Parking
SE South Entrance
NE North Entrance
A. Parking Lot A
B. Parking Lot B
C. Parking Lot C
D. Parking Lot D
E. Parking Lot E
F. Parking Lot F
G. Parking Lot G
J. Parking Lot J
K. Parking Lot K
L. Parking Lot L