

# Niagara University Student Planner and Handbook

## 2009–2010

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

*The university reserves the right to change information contained herein  
if and when it may be deemed necessary.*

## STUDENT LIFE *Sharing Our Vision and Values*

A major thrust of the student life sector is to advance the university's Vincentian mission, which emulates the altruistic spirit of St. Vincent de Paul. Because education at Niagara is holistic, student life professionals provide services that encourage growth in the intellectual, emotional, physical, social, and spiritual maturity of the student and in responsible, value-centered decision-making.

As partners with faculty in the educational enterprise, we support and enhance the academic mission of the university. We acknowledge the primacy of academics, and are concerned with the out-of-class environment that affects learning. Thus, to develop a community where students allow values to be freely shared and examined, make and keep friends, care about the welfare of others, and learn to balance freedom and responsibility are major objectives of the student life program. As managers of their own affairs, students also learn to make better decisions and bear the consequences of their choices.

We believe in the uniqueness of each student and pledge to create a climate where diversity of race, religion, age, gender, culture, physical ability, and nationality are received as gifts. Therefore, bigotry, sexism and racism are viewed as incompatible with a learning environment.

Learning is a lifelong process. We help students "learn to learn" by promoting cocurricular activities which complement classroom experiences. We encourage students to participate in institutional governance, to think critically, to promote academic honesty and personal integrity, and to engage in community service as preparation for good citizenship.

Our holistic view of education will help develop informed, compassionate and capable graduates whose vision and values will enrich their lives and add to the betterment of society.

### *Offices of:*

Vice President for Student Life

Dean of Student Affairs

Campus Activities

Campus Safety

Career Development

Cooperative Education

Counseling Services

Health Services

Multicultural and International Student Affairs

Recreation, Intramurals and Club Sports

University Housing

Dear Niagarans:

The mission of our fine institution promises students an opportunity to actualize their potential within the context of a total educational process. While faculty, administrators and staff will assist you on your journey, it is you who must set the course, one that will shape requisite skills for your personal and professional success.

The noted poet Robert Frost encouraged us to take roads less traveled. You could choose to play it safe. As Frost suggests, however, you can make a difference between mediocrity and excellence by taking risks to challenge yourself intellectually, psychologically, socially, physically, and spiritually to live up to your potential.

This publication is intended to enrich the quality of your life as a member of the Niagara community. Use it as a resource in selecting the paths you elect to follow. Much thought has been spent in designing an agenda of activities and programs to enhance your classroom experience. Take advantage of them. Your involvement just might make the difference.

Careful attention also should be given to conduct expectations, which help preserve the delicate balance of freedom and responsibility in an academic environment. Mutual respect and an abiding concern for the health, safety and security of self and others guided the formation of these regulations.

Best wishes for a personally rewarding and enjoyable journey.

Sincerely,



Sheila L. Hausrath  
Vice President for Student Life

## MANAGING YOUR TIME EFFECTIVELY

One of the greatest challenges in college is managing time. Wisely using your time becomes even more important if you also have a job or family responsibilities, are a student leader or an athlete. This handbook has been specifically designed to assist you. Like any tool, however, it only works when you know how to use it.

A semester is about 16 weeks. If you let time get away from you, you may find it impossible to catch up. So begin each term by planning.

At the end of the first week, transfer from your courses' syllabi all significant dates into this planner. Include every exam, reading assignment, project, and paper. This will allow you to determine, for example, when you have two tests on one day or a major paper due the same week.

In addition to your academics, enter other commitments such as extracurricular meetings, practices, appointments, and other personal engagements. Throughout the semester, make it a point to add other commitments as they emerge.

Carry this planner with you. Write down your name and phone number on the cover to assist in its return should you misplace it. Most importantly, consult it each day.

Wise planning has proven to be a key to college success. There are 168 hours in a week. Since most of us need about 56 hours to sleep, 21 hours to eat, and 20 hours to attend classes and labs, this leaves about 71 hours weekly for academic preparation, recreation, socializing, and relaxation. A good rule to follow: for each hour that you spend in class, you should allow 2-3 hours outside of class to complete assignments.

If you carefully plan your academic tasks, you will find that you can get it all done. Instead of letting your assignments overwhelm you, choose to put yourself in control by managing how you use your time.

# TABLE OF CONTENTS

<b>ACADEMIC CALENDAR</b> .....	<b>8</b>
<b>STUDENT PLANNER</b> .....	<b>9</b>
<b>I. ACADEMICS</b> .....	<b>87</b>
GENERAL EDUCATION .....	87
STUDENT ADVISEMENT RESPONSIBILITIES .....	88
ACADEMIC INTEGRITY .....	89
ACADEMIC TERMS .....	89
ACADEMIC SUPPORT SERVICES .....	92
Information Technology Services/ID Office .....	92
Library .....	93
Office of Academic Support .....	95
<b>II. CAMPUS LIFE</b> .....	<b>96</b>
Campus Activities Office .....	96
An Important Note on Involvement .....	97
EAGLE Leadership Series .....	97
Student Government (NUSGA) .....	97
Class Governance .....	97
Executive Branch .....	98
Campus Programming Board (CPB) .....	98
Residence Hall Governance .....	98
Other Leadership and Governance Opportunities .....	98
Niagara University Community Action Program (NUCAP) .....	99
Advertisements and Postings .....	100
Solicitations, Fund Raising and Canvassing .....	101
Prohibition of Credit Card Solicitation on Campus .....	101
Smoking .....	101
Alcoholic Beverages .....	102
Passport Information .....	102
Unauthorized Off-Campus Functions .....	103
Participation in Student Demonstrations .....	103
Guest Speakers on Campus .....	103
Conduct at Sporting Events .....	104
ATHLETICS .....	104
CAMPUS RECREATION .....	105
CAMPUS SERVICES .....	108
Student Health Services .....	108
Counseling Services .....	111
Campus Ministry .....	112
Career Development .....	113

Campus Safety .....	113
Statistics .....	114
Motor Vehicles/Campus Parking .....	114
Banking .....	115
Bookstore .....	115
Castellani Art Museum .....	115
Change Machine .....	116
Event Tickets .....	116
Gallagher Center .....	116
Hospitality Services Dining .....	116
Lockers .....	118
Lost and Found .....	118
Mail/Packages .....	118
Reservation of Facilities .....	118
Services for Students with Disabilities .....	119
Transportation .....	120
Vending Machines .....	120
<b>III. CAMPUS HOUSING</b> .....	<b>121</b>
Residences .....	121
Eligibility .....	122
Keys .....	122
Arrival/Departure .....	123
Late Arrival .....	123
Room Assignment and Changes .....	123
Room Consolidation .....	125
Withdrawal .....	125
Personal Possessions .....	125
Storage .....	126
Financial Obligations .....	126
Dining Services .....	128
Telephone Services .....	128
Laundry .....	128
Residence Agreement .....	128
Additions to University Policy .....	129
On-Campus Residency Requirement .....	129
Use of Campus Residences .....	129
Use of Lavatories .....	130
Damage to School Property .....	130
Keys/Cards to University Facilities .....	130
Personal Property Loss .....	130
Visitation in Residence Halls .....	130
Entrance and Guest Procedures .....	131
Noise in Residence Halls .....	131
Missing Students .....	132

Personal Identification .....	132
HEALTH & SAFETY REGULATIONS .....	132
Room Inspections .....	132
Police Agencies .....	132
Personal Property .....	133
Building Security .....	133
Fire Alarms .....	133
Fire Fighting Equipment .....	133
Fire Safety .....	133
Smoking Enforcement .....	134
Cooking .....	134
Appliances .....	134
Alterations to Residence Rooms .....	135
Windows, Roofs, Elevators .....	135
Antennae, Cables, Wires .....	136
Pets .....	136
Trash/Refuse .....	136
Water Beds .....	136
Recreational Activities .....	136
Bunk Beds .....	136

<b>IV. RULES OF STUDENT CONDUCT, JUDICIAL PROCEDURES AND STUDENT RIGHTS .....</b>	<b>137</b>
<b>V. ON-CAMPUS PHONE EXTENSIONS .....</b>	<b>155</b>
<b>VI. QUICK RESOURCE/REFERRAL GUIDE .....</b>	<b>156</b>

## 2009 – 2010 Academic Calendar

### Fall 2009

Friday, Aug. 28	Advisement and late registration for new students from 1 to 3:30 p.m.*
Monday, Aug. 31	Classes begin
Monday, Sept. 7	Labor Day – Holiday
Monday, Oct. 12	Columbus Day – Holiday
Tuesday, Oct. 13	Holiday
Friday, Oct. 23	Midterm ends
Friday, Nov. 6	Last day for course withdrawal without permission
Tuesday, Nov. 24	Thanksgiving recess begins after the last class
Monday, Nov. 30	Classes resume
Monday, Dec. 14	Examination week begins
Friday, Dec. 18	Fall semester ends

### Spring 2010

Tuesday, Jan. 19	Advisement and late registration for new students from 1 to 4 p.m.*
Wednesday, Jan. 20	Classes begin
Wednesday, Feb. 17	Winter recess begins after the last class
Monday, Feb. 22	Classes resume
Friday, March 12	Midterm ends
Friday, March 26	Last day for course withdrawal without permission
Saturday, March 27	Easter recess begins after the last class
Tuesday, April 6	Classes resume
Tuesday, May 11	Examination week begins
Saturday, May 15	Spring semester ends
Saturday, May 22	Graduate graduation
Sunday, May 23	Undergraduate graduation

\*Request for special arrangements should be directed to the records office.

*The board of trustees and administration reserve the right to change this calendar as may be deemed necessary. Students whose religious affiliation demands that they recognize certain days of religious observance may be absent from class, reschedule an exam or register without penalty. These days are not university holidays. Students who expect to be absent from class on these days should inform their professors in advance.*

# AUGUST 2009

**Thursday • 27**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Friday • 28**

Deadline for advisement and late registration for new students • New Student Convocation, 4 p.m.

**Saturday • 29**

**Sunday • 30**

Niagara University Volleyball Invitational

Residence halls open at 10 a.m. for returning students. First meal: dinner • Niagara University Volleyball Invitational

# AUGUST/SEPTEMBER 2009

**Monday • 31**

Classes begin

**Tuesday • 1**

Women's volleyball vs. Syracuse, 6 p.m.

**Wednesday • 2**

# SEPTEMBER 2009

**Thursday • 3**

Welcome Back Tent Party/Part-time Job Fair, front lawn, Gallagher Center, 11 a.m.-1:30 p.m.

**Friday • 4**

CPB presents putt-putt and ice cream, bus leaves Gallagher at 6:30 p.m.

**Saturday • 5**

CPB trip: Eighth annual Buffalo Chicken Wing Festival

**Sunday • 6**

NU Cruiser from Gallagher Center, 1-5 p.m. • Women's soccer vs. Cornell, 3 p.m.

# SEPTEMBER 2009

**Monday • 7**

Labor Day holiday, no classes, offices closed • CPB presents: Outdoor Movie – "The Hangover," O'Shea quad, 8:30 p.m.

**Tuesday • 8**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Wednesday • 9**

Activities Fair, lower level Gallagher Center, 10 a.m.-3 p.m. • Sign up deadline for intramural outdoor soccer, 8 p.m.

# SEPTEMBER 2009

**Thursday • 10**

CPB presents: "Dash for Dollars Game Show," lower-level Gallagher Center, noon • Activities Fair, lower-level Gallagher Center, 10 a.m.-3 p.m.

**Friday • 11**

Last date to drop or add a class • CPB trip to Snow Park Niagara, bus leaves at 6:30 p.m. • Women's soccer vs. Binghamton, 7 p.m.

**Saturday • 12**

**Sunday • 13**

CPB trip to Lewiston Peach Festival Parade, bus leaves at 10 a.m.

CPB trip to Whirlpool Jet Boat Tours, bus leaves Gallagher Center at 1 p.m. • Women's soccer vs. Syracuse, 1 p.m.

# SEPTEMBER 2009

**Monday • 14**

Equality Theatre Troupe, Castellani Art Museum, 4 and 7:30 p.m. • Sign up deadline for intramural sand volleyball tournament, 8 p.m.

**Tuesday • 15**

Meet the Accountants reception at Castellani Art Museum, 5:30 p.m. • Sign-up deadline for intramurals singles tennis tournament, 8 p.m.

**Wednesday • 16**

Sign up deadline for intramural flag football and softball, 8 p.m.



# SEPTEMBER 2009

**Thursday • 24**

"Uncommon Women and Others," Under the Taps in the Gallagher Center, 7 p.m.

**Friday • 25**

Women's soccer vs. Loyola, 7 p.m. • "Uncommon Women and Others," Under the Taps in the Gallagher Center, 7:30 p.m.

**Saturday • 26**

**Sunday • 27**

CPB trip horseback riding at Letchworth State Park, bus leaves Gallagher Center at 10 a.m. • Women's hockey vs. Burlington SR. AA, 2 p.m. • "Uncommon Women and Others," Under the Taps in the Gallagher Center, 7:30 p.m.

Women's soccer vs. Rider, noon • Women's hockey vs. Brock, 2 p.m. • "Uncommon Women and Others," Under the Taps in the Gallagher Center, 2 p.m.

# SEPTEMBER 2009

**Monday • 28**

**Tuesday • 29**

**Wednesday • 30**

Graduate and Professional Schools Fair, upper-level Gallagher Center, noon – 2 p.m. • CPB presents hypnotist Joshua Seth Under the Taps, 8 p.m. • Sign-up deadline for intramural Kan Jam tournament, 8 p.m.

# OCTOBER 2009

**Thursday • 1**

"The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 7 p.m.

**Friday • 2**

"The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 7 p.m. • Women's tennis Niagara Fall Classic •

**Saturday • 3**

Men's hockey vs. York, 1 p.m. • Women's volleyball vs. Siena, 2 p.m. • "The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 7:30 p.m. • CPB trip to Boston • Women's tennis Niagara Fall Classic

**Sunday • 4**

Making Strides Against Breast Cancer Walk in downtown Buffalo, bus leaves Gallagher at 8:30 a.m. • NU Cruiser from Gallagher Center 1-5 p.m. • "The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 2 p.m. • Women's volleyball vs. Marist, 2 p.m. • Men's soccer vs. St. Bonaventure, 4 p.m. • Women's tennis Niagara Fall Classic

# OCTOBER 2009

**Monday • 5**

CPB presents Equality Theatre Troupe in Castellani Art Museum, 4 and 7:30 p.m.

**Tuesday • 6**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Wednesday • 7**

Men's tennis vs. Mercyhurst, 3 p.m. • Women's tennis vs. Mercyhurst, 3 p.m. • Women's volleyball vs. St. Francis, 7 p.m. • Sign-up deadline for intramural women's basketball league, 8 p.m.

# OCTOBER 2009

**Thursday • 8**

"The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 7 p.m.

**Friday • 9**

Women's hockey vs. RPI, 2 p.m. • Men's soccer vs. Manhattan, 7 p.m. • Men's hockey vs. Colgate, 7 p.m. • "The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 7:30 p.m.

**Saturday • 10**

**Sunday • 11**

Men's tennis alumni match, noon • "The Dearest of Friends & Other Plays by Horton Foote" at the Church in Lewiston, 2 p.m. and 7:30 p.m. • Intramural Punt-Pass-Kick Tournament, 4 p.m. • Women's tennis alumni match, TBA

Men's soccer vs. St. Peter's, 1 p.m.

# OCTOBER 2009

**Monday • 12**

Columbus Day – no classes, offices closed

**Tuesday • 13**

Holiday – no classes

**Wednesday • 14**

# OCTOBER 2009

**Thursday • 15**

---

---

---

---

---

---

---

---

---

---

**Friday • 16**

---

---

---

---

---

---

---

---

---

---

Live Music Series Under the Taps, 8 p.m.

**Saturday • 17**

---

---

---

---

---

---

---

---

Women's volleyball vs. St. Peter's, 2 p.m.

**Sunday • 18**

---

---

---

---

---

---

---

---

Women's volleyball vs. Manhattan, noon

# OCTOBER 2009

**Monday • 19**

---

---

---

---

---

---

---

---

---

---

CPB presents Faces in Fantasy Places from 11 a.m.-5 p.m. in Gallagher Center

**Tuesday • 20**

---

---

---

---

---

---

---

---

---

---

**Wednesday • 21**

---

---

---

---

---

---

---

---

---

---

CPB presents Barnes and Noble Open Mic Nite, Under the Taps, 7:30 p.m. • Sign-up deadline for intramural open basketball league and wally ball, 8 p.m.

# OCTOBER 2009

**Thursday • 22**

**Friday • 23**

Midterm ends • Family Weekend begins • Women's soccer vs. Fairfield, 7 p.m.

**Saturday • 24**

**Sunday • 25**

Men's soccer vs. Canisius, 7 p.m.

Women's soccer vs. Iona, 11 a.m.

# OCTOBER 2009

**Monday • 26**

**Tuesday • 27**

NU Cruiser from Gallagher Center 5-9 p.m.

**Wednesday • 28**

Sign-up deadline for intramural dodgeball, indoor soccer and badminton doubles tournament, 8 p.m.

# OCTOBER/NOVEMBER 2009

**Thursday • 29**

"Tick ... Tick ... BOOM!" a musical by Jonathan Larson at the Church in Lewiston, 7 p.m.

**Friday • 30**

Women's diving vs. Youngstown, 5 p.m. • Men's soccer vs. Siena, 7 p.m. • "Tick ... Tick ... BOOM!" a musical by Jonathan Larson at the Church in Lewiston, 7 p.m.

**Saturday • 31**

**Sunday • 1**

Women's volleyball vs. Loyola, 2 p.m. • CPB trip to the State Park for a haunted gorge hike, TBA • "Tick ... Tick ... BOOM!" a musical by Jonathan Larson at the Church in Lewiston, 7 p.m.

Women's volleyball vs. Rider, noon • Men's soccer vs. Marist, 1 p.m. • CPB trip to see the Buffalo Bills vs. Houston Texans, bus leaves Gallagher Center at 9:30 a.m. • "Tick ... Tick ... BOOM!" at the Church in Lewiston, 2 p.m.

# NOVEMBER 2009

**Monday • 2**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Tuesday • 3**

**Wednesday • 4**

# NOVEMBER 2009

**Thursday • 5**

Last day to request tutor • Tick ... Tick ... BOOM!" at the Church in Lewiston, 7 p.m. • Sign-up deadline for intramural indoor flag football

**Friday • 6**

Last day to drop course without permission • Mens and women's diving vs. Duquesne, 2 p.m. • "Tick ... Tick ... BOOM!" at the Church in Lewiston, 7:30 p.m. • Live Music Series, Under the Taps, 8 p.m.

**Saturday • 7**

**Sunday • 8**

"Tick ... Tick ... BOOM!" at the Church in Lewiston, 7:30 p.m.

CPB presents lunch and a movie, bus leaves from Gallagher at noon • "Tick ... Tick ... BOOM!" at the Church in Lewiston, 2 p.m.

# NOVEMBER 2009

**Monday • 9**

Advance registration for seniors

**Tuesday • 10**

**Wednesday • 11**

Advance registration for juniors

# NOVEMBER 2009

## Thursday • 12

Dining for Success Etiquette Dinner, Heritage Room, 5 – 7 p.m.

## Friday • 13

Intramural racquetball tournament, 4 p.m. • Women's basketball vs. Buffalo, 7 p.m. • CPB presents: moonlight bowling, bus leaves Gallaghe Center at 9:30 p.m.

## Saturday • 14

Women's volleyball vs. Canisius, 4 p.m. • Women's hockey vs. Robert Morris, 7 p.m.

## Sunday • 15

NU Cruiser from Gallagher Center 1-5 p.m. • Women's hockey vs. Robert Morris, 2 p.m. • Women's basketball vs. Duquesne, 2 p.m.

# NOVEMBER 2009

## Monday • 16

Advance registration for sophomores • International Week begins

## Tuesday • 17

CPB presents Moonlight Bingo, Clet Hall, 10 p.m. • Men's basketball vs. Drexel, TBA

## Wednesday • 18

Advance registration for freshmen • Men's hockey vs. RPI, 7 p.m.

# NOVEMBER 2009

**Thursday • 19**

Study Abroad Fair • Sign-up deadline for intramural Turkey Day triathlon, 8 p.m.

**Friday • 20**

Women's hockey vs. Mercyhurst, 7 p.m.

**Saturday • 21**

**Sunday • 22**

Women's hockey vs. Mercyhurst, 2 p.m.

Women's basketball vs. Eastern Michigan, 2 p.m.

# NOVEMBER 2009

**Monday • 23**

**Tuesday • 24**

**Wednesday • 25**

Residence halls close at noon for Thanksgiving recess. Last meal: breakfast

# NOVEMBER 2009

Thursday • 26

---

---

---

---

---

---

---

---

---

---

Friday • 27

---

---

---

---

---

---

---

---

---

---

Saturday • 28

Sunday • 29


Residence halls open at noon after Thanksgiving recess.  
First meal: dinner

# NOVEMBER/DECEMBER 2009

Monday • 30

---

---

---

---

---

---

---

---

---

---

Tuesday • 1

---

---

---

---

---

---

---

---

---

---

Canadian Teacher Career Fair, Kiernan Center, 9:30 a.m. – 12:30 p.m. • University Ball, Kiernan Center, 6 p.m.

Wednesday • 2

---

---

---

---

---

---

---

---

---

---

Women's basketball vs. Bucknell, 7 p.m.

# DECEMBER 2009

**Thursday • 3**

"She Stoops to Conquer" at the Church in Lewiston, 7 p.m.

**Friday • 4**

"She Stoops to Conquer" at the Church in Lewiston, 7:30 p.m.

**Saturday • 5**

**Sunday • 6**

Niagara University's fourth annual Student Ball in the Kiernan Center, 6 p.m. • "She Stoops to Conquer" at the Church in Lewiston, 7:30 p.m.

"She Stoops to Conquer" at the Church in Lewiston, 2 p.m.

# DECEMBER 2009

**Monday • 7**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Tuesday • 8**

NU Cruiser from Gallagher Center 5-9 p.m.

**Wednesday • 9**

# DECEMBER 2009

**Thursday • 10**

"She Stoops to Conquer" at the Church in Lewiston, 7 p.m.

**Friday • 11**

Men's hockey vs. Robert Morris, 7 p.m. • "She Stoops to Conquer" at the Church in Lewiston, 7:30 p.m.

**Saturday • 12**

**Sunday • 13**

Women's hockey vs. Wayne State, 2 p.m. • "She Stoops to Conquer" at the Church in Lewiston, 7:30 p.m.

Women's hockey vs. Wayne State, 1 p.m. • Women's basketball vs. Cleveland State, 2 p.m. • "She Stoops to Conquer" at the Church in Lewiston, 2 p.m.

# DECEMBER 2009

**Monday • 14**

Exam week begins

**Tuesday • 15**

**Wednesday • 16**

# DECEMBER 2009

**Thursday • 17**

**Friday • 18**

Semester ends

**Saturday • 19**

**Sunday • 20**

Residence halls close for semester end at noon. Last meal: breakfast

Women's basketball vs. Akron, 2 p.m.

# DECEMBER 2009

**Monday • 21**

Men's and women's swimming and diving vs. Waterloo, 2 p.m.

**Tuesday • 22**

Men's basketball vs. St. Bonaventure, 7 p.m.

**Wednesday • 23**

# DECEMBER 2009

**Thursday • 24**

Christmas Eve

**Friday • 25**

Christmas Day

**Saturday • 26**

**Sunday • 27**

# DECEMBER 2009

**Monday • 28**

**Tuesday • 29**

**Wednesday • 30**

# DECEMBER 2009/JANUARY 2010

---

**Thursday • 31**

New Year's Eve

**Friday • 1**

New Year's Day

**Saturday • 2**

**Sunday • 3**

# JANUARY 2010

---

**Monday • 4**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Tuesday • 5**

**Wednesday • 6**

# JANUARY 2010

**Thursday • 7**

---

---

---

---

---

---

---

---

---

---

**Friday • 8**

---

---

---

---

---

---

---

---

---

---

Women's hockey vs. Colgate, 2 p.m. • Men's hockey vs. St. Lawrence, 7 p.m.

**Saturday • 9**

**Sunday • 10**

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

Women's hockey vs. Colgate, 2 p.m. • Men's hockey vs. St. Lawrence, 7 p.m.

# JANUARY 2010

**Monday • 11**

---

---

---

---

---

---

---

---

---

---

**Tuesday • 12**

---

---

---

---

---

---

---

---

---

---

**Wednesday • 13**

---

---

---

---

---

---

---

---

---

---

# JANUARY 2010

**Thursday • 14**

**Friday • 15**

Men's hockey vs. Bemidji, 7 p.m.

**Saturday • 16**

**Sunday • 17**

Men's and women's swimming and diving vs. Buffalo, 1 p.m. •  
Men's hockey vs. Bemidji, 7 p.m.

# JANUARY 2010

**Monday • 18**

BASIC retreat to Brooklyn and Philadelphia ends

**Tuesday • 19**

Residence halls open at 10 a.m. for returning students. First meal: dinner • Deadline for advisement/late registration

**Wednesday • 20**

Classes begin • First day room preference forms are accepted by housing office (spring)

# JANUARY 2010

Thursday • 21

Friday • 22

Men's hockey vs. Quinnipiac, 7 p.m. • Swimming and diving vs. Canisius, TBA

Saturday • 23

Sunday • 24

Women's hockey vs. Northeastern, 7 p.m. • Short Play Festival at the Church in Lewiston: Cycle 1, 7:30 p.m.

Women's hockey vs. Northeastern, 2 p.m. • Short Play Festival at the Church in Lewiston: Cycle 1, 2 p.m.

# JANUARY 2010

Monday • 25

Tuesday • 26

Wednesday • 27

Sign-up deadline for intramural floor hockey and co-ed indoor soccer, 8 p.m.

# JANUARY 2010

Thursday • 28

Friday • 29

Last day to drop/add

Saturday • 30

Sunday • 31

Men's and women's swimming and diving vs. St. Bonaventure, 1 p.m. • Short Play Festival at the Church in Lewiston: Cycle 2, 7:30 p.m.

Men's and women's swimming and diving vs. Binghamton, 2 p.m. • Short Play Festival at the Church in Lewiston: Cycle 2, 2 p.m.

# FEBRUARY 2010

Monday • 1

Sign-up deadline for intramural walleyball, 8 p.m.

Tuesday • 2

Wednesday • 3

Sign-up deadline for intramural co-ed basketball, 8 p.m.

# FEBRUARY 2010

**Thursday • 4**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Friday • 5**

Intramural 1-on-1 basketball tournament, 4 p.m. • Women's hockey vs. Syracuse, 7 p.m.

**Saturday • 6**

**Sunday • 7**

Women's hockey vs. Syracuse, 2 p.m.

# FEBRUARY 2010

**Monday • 8**

**Tuesday • 9**

**Wednesday • 10**

Sign-up deadline for intramural polar bear softball, 8 p.m.

# FEBRUARY 2010

Thursday • 11

---

---

---

---

---

---

---

---

---

---

Friday • 12

---

---

---

---

---

---

---

---

---

---

Men's hockey vs. Alabama Huntsville, 7 p.m.

Saturday • 13

Sunday • 14

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

Men's hockey vs. Alabama Huntsville, 7:30 p.m. • "24-Hour Project" at the Church in Lewiston, 7:30 p.m.

# FEBRUARY 2010

Monday • 15

---

---

---

---

---

---

---

---

---

---

Tuesday • 16

---

---

---

---

---

---

---

---

---

---

Wednesday • 17

---

---

---

---

---

---

---

---

---

---

Winter recess begins after the last class.

# FEBRUARY 2010

**Thursday • 18**

**Friday • 19**

**Saturday • 20**

**Sunday • 21**

# FEBRUARY 2010

**Monday • 22**

Classes resume

**Tuesday • 23**

Sign-up deadline for intramural dodgeball tournament, 8 p.m.

**Wednesday • 24**

Hospitality and Tourism Career Fair, Castellani Art Museum, 1 – 3 p.m. • Sign-up deadline for intramural 3-on-3 basketball and polar bear flag football tournament, 8 p.m.

# FEBRUARY 2010

**Thursday • 25**

Office of Career Development Networking event, Heritage Room, 5 – 7 p.m. • "Hortensia and the Museum of Dreams" at the Castellani Art Museum, 7 p.m.

**Friday • 26**

Men's hockey vs. Alabama Huntsville, 7 p.m. • "Hortensia and the Museum of Dreams" at the Castellani Art Museum, 7:30 p.m.

**Saturday • 27**

**Sunday • 28**

Men's hockey vs. Alabama Huntsville, 7 p.m. • "Hortensia and the Museum of Dreams" at the Castellani Art Museum, 7:30 p.m.

"Hortensia and the Museum of Dreams" at the Castellani Art Museum, 2p.m.

# MARCH 2010

**Monday • 1**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Tuesday • 2**

**Wednesday • 3**

Sign-up deadline for intramural open indoor soccer, 8 p.m.

# MARCH 2010

Thursday • 4

---

---

---

---

---

---

---

---

---

---

Friday • 5

---

---

---

---

---

---

---

---

---

---

Saturday • 6

Sunday • 7

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

Men's hockey vs. Robert Morris, 7 p.m.

# MARCH 2010

Monday • 8

---

---

---

---

---

---

---

---

---

---

Tuesday • 9

---

---

---

---

---

---

---

---

---

---

Wednesday • 10

---

---

---

---

---

---

---

---

---

---

Sign-up deadline for intramural co-ed volleyball, 8 p.m.

# MARCH 2010

Thursday • 11

---

---

---

---

---

---

---

---

---

---

Friday • 12

---

---

---

---

---

---

---

---

---

---

Midterm ends • Intramural spring racquetball tournament, 4 p.m.

Saturday • 13

Sunday • 14

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

# MARCH 2010

Monday • 15

---

---

---

---

---

---

---

---

---

---

Renewal FAFSA due for 2010-11. File at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Tuesday • 16

---

---

---

---

---

---

---

---

---

---

Wednesday • 17

---

---

---

---

---

---

---

---

---

---

Sign-up deadline for intramural March Madness basketball tournament, 8 p.m.

# MARCH 2010

**Thursday • 18**

"Baby with the Bathwater" at the Church in Lewiston, 7 p.m.

**Friday • 19**

"Baby with the Bathwater" at the Church in Lewiston, 7:30 p.m.

**Saturday • 20**

**Sunday • 21**

"Baby with the Bathwater" at the Church in Lewiston, 7:30 p.m. "Baby with the Bathwater" at the Church in Lewiston, 2 p.m.

# MARCH 2010

**Monday • 22**

**Tuesday • 23**

**Wednesday • 24**

Career Expo 2010, upper level Gallagher Center, noon – 2 p.m. • Sign-up deadline for intramural broomball and softball, 8 p.m.

# MARCH 2010

**Thursday • 25**

"Baby with the Bathwater" at the Church in Lewiston, 7 p.m.

**Friday • 26**

Last day to drop course without permission • "Baby with the Bathwater" at the Church in Lewiston, 7:30 p.m.

**Saturday • 27**

**Sunday • 28**

Residence halls close at noon for spring recess. Last meal:  
breakfast • "Baby with the Bathwater" at the Church in  
Lewiston, 2 p.m. and 7:30 p.m.

# MARCH 2010

**Monday • 29**

**Tuesday • 30**

**Wednesday • 31**

# APRIL 2010

**Thursday • 1**

---

---

---

---

---

---

---

---

---

---

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Friday • 2**

---

---

---

---

---

---

---

---

---

---

**Saturday • 3**

**Sunday • 4**

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

# APRIL 2010

**Monday • 5**

---

---

---

---

---

---

---

---

---

---

Residence halls open at noon after spring recess. First meal: dinner

**Tuesday • 6**

---

---

---

---

---

---

---

---

---

---

Classes resume

**Wednesday • 7**

---

---

---

---

---

---

---

---

---

---

# APRIL 2010

**Thursday • 8**

**Friday • 9**

Student Employee-of-the-Year Award Ceremony, Heritage Room, 3:30 p.m.

**Saturday • 10**

**Sunday • 11**

# APRIL 2010

**Monday • 12**

Advance registration for seniors

**Tuesday • 13**

**Wednesday • 14**

Advance registration for juniors

# APRIL 2010

**Thursday • 15**

Signed 2009 federal tax returns due to financial aid office • Teacher Recruitment Days, Buffalo Convention Center

**Friday • 16**

Teacher Recruitment Days, Buffalo Convention Center • "Proof" presented by the NU Players at the Church in Lewiston 7:30 p.m.

**Saturday • 17**

**Sunday • 18**

"Proof" presented by the NU Players at the Church in Lewiston 7:30 p.m.

"Proof" presented by the NU Players at the Church in Lewiston 2 p.m.

# APRIL 2010

**Monday • 19**

Advance registration for sophomores

**Tuesday • 20**

Advance registration for freshmen

**Wednesday • 21**

# APRIL 2010

Thursday • 22

---

---

---

---

---

---

---

---

---

---

Friday • 23

---

---

---

---

---

---

---

---

---

---

Saturday • 24

Sunday • 25


# APRIL 2010

Monday • 26

---

---

---

---

---

---

---

---

---

---

Tuesday • 27

---

---

---

---

---

---

---

---

---

---

Wednesday • 28

---

---

---

---

---

---

---

---

---

---

Sign-up deadline for intramural roller hockey and Kan Jam tournament, 8 p.m.

# APRIL/MAY 2010

**Thursday • 29**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 7 p.m.

**Friday • 30**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 7:30 p.m.

**Saturday • 1**

**Sunday • 2**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 2 p.m.

# MAY 2010

**Monday • 3**

The university housing office reserves the right to change dates and/or times of residence hall openings and closings (as well as the corresponding first/last meals) as may be deemed necessary.

**Tuesday • 4**

**Wednesday • 5**

Sign-up deadline for intramural horseshoe tournament

# MAY 2010

**Thursday • 6**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 7 p.m.

**Friday • 7**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 7:30 p.m.

**Saturday • 8**

**Sunday • 9**

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 7:30 p.m.

"Cole Porter's Anything Goes" at the Leary Theatre in Clet Hall, 2 p.m.

# MAY 2010

**Monday • 10**

**Tuesday • 11**

Exam week begins

**Wednesday • 12**

# MAY 2010

Thursday • 13

---

---

---

---

---

---

---

---

---

---

Friday • 14

---

---

---

---

---

---

---

---

---

---

Saturday • 15

Sunday • 16

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

Semester ends • Residence halls close for semester end at 6 p.m. (except for graduating seniors)

# MAY 2010

Monday • 17

---

---

---

---

---

---

---

---

---

---

Tuesday • 18

---

---

---

---

---

---

---

---

---

---

Wednesday • 19

---

---

---

---

---

---

---

---

---

---

# MAY 2010

Thursday • 20

---

---

---

---

---

---

---

---

---

---

Friday • 21

---

---

---

---

---

---

---

---

---

---

Saturday • 22

Sunday • 23

---

---

---

---

---

---

---

---

---

---

Graduate Commencement

Undergraduate Commencement

# MAY 2010

Monday • 24

---

---

---

---

---

---

---

---

---

---

Residence halls close at 10 a.m. for graduating seniors

Tuesday • 25

---

---

---

---

---

---

---

---

---

---

Wednesday • 26

---

---

---

---

---

---

---

---

---

---



## I. ACADEMICS

Central to the mission of Niagara University is academic life — the pursuit of excellence. This section is intended to provide you with a dictionary of academic terms and a description of the key academic support services on campus. You are encouraged to use these services. They have been designed to meet your needs.

### ACADEMIC VISION

Informed by its Catholic heritage and inspired by the spirit of St. Vincent de Paul, Niagara University is engaged in educating the whole person and recognized for excellence and leadership in liberal arts and professional education that “makes a difference.”

### GENERAL EDUCATION

Niagara University’s mission drives the general education program, which is committed to preparing students for a successful and fulfilling academic, professional and personal life. Niagara University’s general education curriculum was designed specifically to develop the skills — critical thinking, information literacy, communication skills, and the ability to work effectively with diverse groups — as well as the ethics and values that will enable students to succeed and make a difference in the lives of others. Students will develop these skills and values through nine foundation courses, 11 distribution courses, courses in the major, electives, and extracurricular activities. Faculty will assist students with choosing general education courses that link to their majors and thus help them to achieve their career goals.

Critical thinking skills will enable students to:

- weigh evidence, evaluate facts and ideas critically, and think independently.
- use mathematical or statistical analysis in problem solving.
- understand core critical thinking skills in different fields of study and their majors.
- understand the roots of key political, economic, diplomatic, social, and scientific developments that are shaping the 21st century, and explore their potential implications.
- appreciate the Western/American heritage in literature and art.

Information literacy skills will enable students to:

- analyze a problem.
- conduct appropriate research.

- differentiate between facts and popular misconceptions.
- synthesize a solution.
- ethically attribute sources of information.
- integrate emerging technologies into research and communication.

General education courses that develop communication skills and the ability to work effectively with diverse groups will enable students to:

- write and speak effectively.
- communicate across cultural boundaries.
- function effectively in group settings.

Students will also strengthen their ethical and values foundation by learning about:

- the religious and philosophical foundations and evolution of Western/American heritage.
- cultural diversity, the validity of other cultures and the social and political ramifications of cultural integration globally and at home.
- religions, including Catholicism, and the philosophical and religious basis of Catholic values.
- the philosophical foundations of ethics.
- current professional ethical norms or expectations.
- St. Vincent de Paul, the Vincentian tradition and corresponding values.
- social justice and what students can do on behalf of those in need to create positive community change.

Niagara University is committed to academic excellence and service in both the liberal arts and professional education and prepares students to think and act in the world as engaged citizens and responsible leaders. Emphasizing active, integrative learning, the general education curriculum develops in students the intellectual and ethical foundation that will enable them to search for, create and assess solutions to real-life problems in the local and global community.

### STUDENT ADVISEMENT RESPONSIBILITIES

Students must make appointments with their advisers before preregistration each semester to plan their schedules. Advisers will also unlock student records so students may register online. Students should also schedule meetings with their advisers whenever they need assistance.

In order to prepare for advisement sessions, students need to bring the following to their appointments:

- a list of desired courses
- the undergraduate course schedule
- transfer credit and placement evaluations
- a curriculum card outlining degree requirements
- a list of potential opportunities for study (e.g., study abroad, internships, co-ops, service learning, double majors and minors)
- work and/or athletic practice schedules
- questions or opportunities needing discussion

Students should review their transcripts each semester for accuracy and to determine if they passed the first half of a full year course. If students fail the first half, they should talk to their advisers about dropping the second half before the spring semester (i.e., if you receive an F in Che111 in the fall, you should drop Che112 for the spring).

It's important for students to recognize their aptitudes. They should discuss their career values and academic strengths and weaknesses with their advisers to help with course selection. They also should utilize the resources of the offices of counseling, career development and academic support.

## ACADEMIC INTEGRITY

The Niagara University mission statement expresses the truth of Catholic and Vincentian traditions. It is given meaning via teaching and learning activities throughout the university which foster a passion for learning, allow students to experience the vision of gospel-based education, inspire students to serve the poor and oppressed, and develop the whole person. Academic honesty — being honest and truthful in academic settings, especially in the communication and presentation of ideas — is required to experience and fulfill this mission. Academic dishonesty — being untruthful, deceptive, or dishonest in academic settings in any way — subverts the university mission, harms faculty and students, damages the reputation of the university, and diminishes public confidence in higher education. See [www.niagara.edu/academic-integrity](http://www.niagara.edu/academic-integrity) for more information.

### VIOLATIONS OF ACADEMIC INTEGRITY

Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; academic misconduct; complicity; and copyright violation. This policy applies to all courses, program requirements and learning contexts in which academic credit is offered, including experiential and service-learning courses, study-abroad programs, internships, student teaching, and the like. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion. Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could also result in criminal or civil prosecution. See [www.niagara.edu/academic-integrity](http://www.niagara.edu/academic-integrity) for more information.

## ACADEMIC TERMS

**ACADEMIC ADVISER** — A faculty member assigned to offer a student academic guidance, assist a student in carefully considering options, approve course selection, monitor academic progress in fulfillment of degree requirements, and, when necessary, refer a student for assistance.

**ACADEMIC DISMISSAL** — A separation from the university because the student's achievement level is below acceptable standards (see undergraduate catalog). A student whose QPA or credit hours are below the required level is automatically dismissed from the university. Dismissed students may appeal to request reinstatement.

**ACADEMIC PROBATION** — A condition which is below that of warning status and signifies that a student is dangerously close to dismissal from the university (see undergraduate catalog). A student placed on academic probation for two consecutive semesters is liable for dismissal from the university. Students on probation are required to sign a performance contract.

**AUDITING** — To attend a course without working for or expecting to receive formal credit at the end of the course. One must declare an audit at the time of registration.

**DEAN'S LIST** — A list of students receiving special recognition from the dean because of superior scholarship. A student with a QPA of 3.25 at the end of each semester is placed on the dean's list.

**DROP/ADD** — A term given to the procedures that must be followed when students wish to drop or add a registered course after the semester has begun. No courses may be added to a student's program after the end of the first week of a semester without approval of the course instructor.

**FERPA (STUDENT RIGHTS)** — The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. To read the complete policy, please go to [www.niagara.edu/righttoknow](http://www.niagara.edu/righttoknow) and click on Student Rights Under FERPA. If you have any questions or concerns, please visit the records office.

**FULL-TIME STUDENTS** — Students who register for a minimum of four course units of 12 hours per semester in the spring, fall or summer. Permission from a dean is required to take more than two courses during either of the two summer sessions. Students who drop from full-time to part-time status must meet with the financial aid office to determine what impact, if any, it will have on their packages.

**GOOD STANDING** — A student is considered to be in good academic standing as long as he/she is permitted by his/her dean to remain in school, matriculated toward a degree.

**GRADING SYSTEM** — A system of letter grades and quality points used to assess a student's classroom performance and to determine quality point grade average.

A+	4.33 Quality Pts./Sem. Hour	
A	4.00 Quality Pts./Sem. Hour	Superior
A-	3.67 Quality Pts./Sem. Hour	
B+	3.33 Quality Pts./Sem. Hour	
B	3.00 Quality Pts./Sem. Hour	Very Good
B-	2.67 Quality Pts./Sem. Hour	

C+	2.33 Quality Pts./Sem. Hour	
C	2.00 Quality Pts./Sem. Hour	Average
C-	1.67 Quality Pts./Sem. Hour	
D+	1.33 Quality Pts./Sem. Hour	
D	1.00 Quality Pts./Sem. Hour	Passable
D-	0.67 Quality Pts./Sem. Hour	
F	0.00 Quality Pts./Sem. Hour	Failure
P=Pass	I=Incomplete	N=Audit
W=Withdraw	S=Satisfactory	U=Unsatisfactory
		R=Retake

**HONORS —**

**Cum Laude:** With academic distinction; graduating with a QPA of at least 3.25.

**Magna Cum Laude:** With great academic distinction; graduating with a QPA of at least 3.50.

**Summa Cum Laude:** With highest academic distinction; graduating with a QPA of at least 3.8.

**With Distinction:** Designation given to students who transfer more than half of their degree requirements and graduate with a 3.25 or higher.

**I – INCOMPLETE —** The grade I is used when the instructor is not prepared to give a definite mark for the term in view of illness of the student or a reason approved by the instructor. The I indicates there is still a possibility of credit after further work and must be removed within one month after the beginning of the next regular semester. It is the responsibility of the student to initiate removal of the incomplete.

**MATRICULATED —** Students who have registered for a degree program in the university.

**NONMATRICULATED —** Students who register without reference to a degree in the university.

**PART-TIME STUDENT —** Students who register for fewer than four course units or 12 semester hours in a fall or spring semester. Students registered for less than 12 semester hours are not charged the student services fee and are not entitled to the benefits of various student activities or services. Refer to the college catalog for specific services covered by this fee.

**OVERLOAD TUITION —** Students enrolled in more than 18 credit hours will be assessed an additional tuition charge per credit hour. A normal, full-time semester program equals 15 credit hours.

**QPA (QUALITY POINT AVERAGE) —** A numerical score measuring the quality of academic performance. It is determined by multiplying the quality point associated with the letter grade by the number of semester hours for that course, then adding these products and dividing by the total number of semester hours for which a student received grades of A+ to F.

*Note: Fs that are converted to Rs are not counted in determining the number of semester hours. No F may be otherwise removed from the transcript.*

**R – RETAKE —** The letter used on the transcript to signify that a student has retaken a course previously failed. Once a grade is changed to R, the F is no longer included in the overall QPA calculation; however, the F remains in the semester QPA calculations.

**SATISFACTORY ACADEMIC PROGRESS —** Satisfactory academic progress is achieved by maintaining an appropriate academic average and a minimum number of successfully completed hours. The purpose of the satisfactory academic progress standard is to make students aware of the minimal rate at which they must progress toward graduation if a degree is to be awarded within a 10-semester period.

**Probation** occurs when a student fails to achieve a quality point average of 2.0 with an average of 12 credit hours completed each full-time semester.

**Warning** is a status limited to first-year students who fail to achieve a quality point average of 2.0 and/or 12 credit hours at the end of their first semester. First-year students on academic warning will be required to participate in the university's Academic Success Program during their second semester at the university.

**Dismissal.** A student placed on probation for two consecutive semesters is liable for dismissal. Dismissal is a separation from the university because the student's achievement level is below acceptable standards (see undergraduate catalog pgs. 49-50). A student whose QPA or credit hours are below the required level is automatically dismissed from the university. Dismissed student may appeal to request reinstatement.

**SPECIAL STUDENTS —** Students who pursue courses at Niagara University with the intention of having grades earned in those courses forwarded to the college or university from which they have been granted permission to pursue certain Niagara courses. Special students need not supply transcripts of their high school or college grades. A letter from the dean or registrar of the college or university granting them permission to pursue courses at Niagara University must be filed with the dean of enrollment management at the time of registration.

**W – WITHDRAWAL —** The letter used on the transcript to signify withdrawal from a course. The grade W is assigned when a student withdraws from a course after the drop/add period, but prior to midterm, or from midterm on if the student is passing.

**ACADEMIC SUPPORT SERVICES**

**INFORMATION TECHNOLOGY SERVICES**

*Hours*

<i>Monday–Thursday</i>	<i>.....8:30 a.m.–9:30 p.m.</i>
<i>Friday</i>	<i>.....8:30 a.m.–4:30 p.m.</i>
<i>Saturday</i>	<i>.....Noon–5 p.m.</i>
<i>Sunday</i>	<i>.....1–9 p.m.</i>

The Office of Information Technology offers many services and information systems for students. Niagara is a wired and wireless institution with a commitment to serving students with current technology to enhance their academic experience. Additional information and support for all technology services can be found at:

Information Technology Web site: *www.niagara.edu/it*

myNU: <http://mynu.niagara.edu>  
 Blackboard: <http://blackboard.niagara.edu>  
 General IT E-mail: [helpdesk@niagara.edu](mailto:helpdesk@niagara.edu)  
 Blackboard Support: [blackboard@niagara.edu](mailto:blackboard@niagara.edu)  
 Student Help Line: 286-7300 or ext. 7300 on campus  
 ID Card Office: 286-7310 or ext. 7310 on campus

**Student Help Desk**

Information technology offers a student help desk on the first floor of St. Vincent's Hall. The help desk staff can provide support with any technology-related problems or questions. Call 286-7300 for hours.

**myNU (Student Portal System)**

myNU is a portal system that offers personalized content to NU students, carefully selected and organized links and many other useful services. The system's main function is to bring all of the useful content to students in an efficient and organized Web site. It also facilitates efficient communication with students through its messaging system. Information on registration holds, housing lottery numbers, and other personal content are delivered through myNU.

**Student E-mail**

Niagara offers a Web-based e-mail system for students. The university considers e-mail to be an effective and official method of communication with many advantages such as timeliness, convenience, ease-of-use, and cost-effectiveness. Official correspondence will be sent via e-mail to the student's Niagara e-mail account. Such transmission will constitute official notice. Students are expected to abide by the Niagara University policy on Internet and e-mail use.

**Identification Cards**

ID cards are property of the university and are provided for use on the campus and may be used only by those to whom they are issued. Students use them to gain entrance to the library, recreational facilities, residence halls, dining hall, etc. As the card may be requested as proof of a Niagara student's status, students are expected to carry their IDs with them at all times. For ID office hours, call 286-7310.

Loss or problems with cards should be immediately reported to information technology in St. Vincent's Hall, Room 106. No temporary cards are issued. There is a charge for replacement IDs which cannot be refunded, even if the original ID may be found.

The following services can be accessed by depositing funds on the ID card: library copy machine; campus bookstore; beverage and snack vending; and food service in Gallagher and Clet Hall.

Machines are available in St Vincent's Hall and the Gallagher Center to deposit funds on the card. Funds can also be deposited on the card through the student accounts office or via the online card office at [www.niagara.edu/it/oco.htm](http://www.niagara.edu/it/oco.htm). Questions regarding ID card services should be directed to the business services office, ext. 8366.

Vending refunds are available at business services and for the library copiers at the library front desk.

**LIBRARY**

*Hours (Academic Year)*

*Monday–Thursday . . . . . 8 a.m.–midnight*  
*Friday . . . . . 8 a.m.–8 p.m.*  
*Saturday . . . . . 10 a.m.–5 p.m.*  
*Sunday . . . . . 11 a.m.–midnight*

*Summer Hours*

*Monday–Thursday . . . . . 8 a.m.–9 p.m.*  
*Friday . . . . . 8 a.m.–4 p.m.*  
*Saturday . . . . . 10 a.m.–4 p.m.*  
*Sunday . . . . . Closed*

The library, located on the south end of the campus, offers an array of services and collections that make research easier:

**Research Assistance**

Reference librarians are on duty all hours the library is open. They also can be reached via e-mail or phone. Subject specialists are available to help with research in a major.

**Do Research 24/7 From Your Residence, Home or Office**

The library provides remote access through the World Wide Web to most of its databases, which means you can access millions of magazine, journal and newspaper articles.

**Borrowing Materials**

The library's collection consists of 200,000 books and 21,000 periodical titles in print and electronic formats that support research needs. A recreational collection with entertaining novels and DVDs is also offered. The university ID card is your library card. Students may borrow and keep out 25 books at a time.

**Interlibrary Loan and Document Delivery**

If the library does not own an item needed, it can almost always be obtained from another library. Library staff even deliver copies of articles to your desktop. A special card also is available to allow checkout of books from other college libraries in Western New York.

**Study Rooms**

There are four group study rooms in the library, each with a TV, DVD player and VCR. Two of the rooms have entertainment and foreign language TV channels. There is also a silent study room.

**Food and Drink**

Students can eat and drink in the library. Vending machines are located on the second floor.

**Fax service**

The library can send or receive personal faxes up to 10 pages in length.

**Computers**

The library maintains a computer training lab on the basement level. When it is not

in use, it is available for individual work using library databases, the Internet or Microsoft Office. Additional computers are in the reference department. Black and white and color printers are available. Students can also borrow a laptop or bring their own to the library and connect to the wireless campus network.

For more information, call 286-8000 or visit [www.niagara.edu/library](http://www.niagara.edu/library).

### OFFICE OF ACADEMIC SUPPORT (OAS)

The Office of Academic Support, located on the first floor of Seton Hall, offers academic support to all Niagara students. The free services include:

- Tutoring, by appointment, in many 100- and 200-level subjects by trained peer tutors. Any student who wishes to improve performance in a course may ask for a tutor. Students should not wait until failing a course to request help.
- Writing conferences at the Writing Center, where instructors or peer tutors respond constructively to papers-in-progress. It is not a proofreading service, but rather an opportunity to get helpful suggestions on papers while learning ways to become a better writer.
- Individualized assistance with study strategies, ranging from taking better notes to improving test performance to effective time management.
- Workshops throughout the year on a variety of study and learning strategies.
- Handouts on a wide range of study skills and videos on selected topics.
- Academic accommodations for students with disabilities. These include, but are not limited to, extended time on exams taken in a separate location, use of a word processor, notetakers, and books on tape. These accommodations may be requested from the coordinator of disability services, who is also available to meet with students individually for progress conferencing. See the “Services for Students with Disabilities” section under “Campus Services” for additional information on students with disabilities.

For students who need more structured assistance, the OAS offers classes in writing, math and vocabulary development. There is a fee for these classes.

For more information about OAS services, call 286-8072, check out the Web at [www.niagara.edu/oas](http://www.niagara.edu/oas), or visit the office from 9 a.m.-8 p.m. Mondays through Thursdays and 9 a.m.- 5 p.m. on Fridays during the academic year. You’ll find a caring staff ready to assist you in becoming a better student.



## II. CAMPUS LIFE

Niagara University realizes that learning on campus occurs in many different contexts. While the classroom is the most obvious and foremost way of education, the campus setting itself abounds with a variety of educational opportunities of which Niagara students can take advantage.

The student life sector of the university offers a residence program that builds and enhances the educational environment. It is staffed with a group of highly trained students who work to create a positive, pleasant and safe climate on campus.

Supplemental to the daily management of the buildings, resident assistants (RAs) serve as valuable resources in assisting students with questions or problems. They also develop floor communities, ones based on individual responsibility and respect for the rights of others. Resident directors and residential coordinators are responsible for the overall operation of their assigned halls, as well as advise students in all aspects of residential life. Community assistants (CAs) live and work with students residing in the campus apartments.

There are a number of diverse activities that can also appeal to commuter students. Movies, social events, lectures, intramural games, trips to sporting and cultural events in nearby Buffalo and Toronto, and music concerts are a few of the types of programs offered to help bring the university together. Opportunities for enjoyment and personal interaction are ample.

### CAMPUS ACTIVITIES OFFICE (CAO)

The Office of Campus Activities oversees the administration of all clubs, honor societies and student organizations on campus. The office acts as a clearinghouse for information regarding student organizations. All clubs and organizations that wish to be active in the university and seek funding from student government must first register with the CAO.

The office also helps make the university community aware of the variety of events through publication of activities calendars. Students are encouraged to read the “NU Clue” e-newsletter to stay up-to-date on the many upcoming campus events and access the CAO Web site at [www.niagara.edu/cao](http://www.niagara.edu/cao) to check the schedule of events.

Students wishing to get involved in a club or activity or join or start a new club may stop by the CAO in the lower level of the Gallagher Center, or call 286-8510.

## AN IMPORTANT NOTE ON INVOLVEMENT

Central to meaningful collegiate experiences is the opportunity for students to be involved and have a voice in campus life. However, it is important to remember that your first and foremost obligation at Niagara must be to your academic education.

In order to run for or hold office in student government or serve as an officer of a club, club sport or student organization, you must maintain a QPA of at least 2.25 and be making satisfactory academic progress. A student's conduct record may also impact his/her ability to run for or hold an officer's position. The campus activities office verifies the QPA and academic standing of all student officers on organization and club rosters each semester.

## EAGLE LEADERSHIP SERIES

Experience and Growth in Leadership Education (EAGLE) is designed to give students the skills to lead and the qualities to be a leader. You will develop the attitudes and abilities needed to excel in whatever you choose to do in life. EAGLE transcends academic disciplines. While your academic courses prepare you for a career, EAGLE prepares you for life.

EAGLE is open to all students prepared to learn what it means to lead. To apply, e-mail [eagle@niagara.edu](mailto:eagle@niagara.edu). For more details, go to: [www.niagara.edu/eagleleadership/](http://www.niagara.edu/eagleleadership/).

## STUDENT GOVERNMENT (NUSGA)

The Niagara University Student Government Association (NUSGA) is a group of elected and appointed students who serve the university community by promoting the general welfare of the student body. Acting in a democratic process, members address issues of concern to students, fund eligible student organizations and plan extracurricular programs and activities. NUSGA serves as the official representative of the student body through its various committees.

Student government is composed of 37 elected positions for one-year terms. Each of the four classes has nine elected representatives that sit on NUSGA. The director and assistant director of campus activities serve as co-advisers of NUSGA and assist in the planning and scheduling of events.

**Class Governance:** Each class elects a president, vice president, secretary, treasurer, and five senators every year at the end of the spring semester. The class officers work to promote activities for their class and to maintain contacts with their fellow students. Each class receives a financial allocation from the NUSGA executive branch at the beginning of each semester.

The freshman class elects their officers in the middle of the first semester to allow time needed to become familiar with the Niagara community. NUSGA appoints a pro-tem delegation for the first semester of the freshman year. They leave office after the freshmen elect their own officers and class senators.

Each class has a faculty member, administrator or staff adviser who assists the class in planning various activities as well as helps to oversee the class finances. All class activities and programs must have the cooperative approval of the class officers and advisers and must be registered in the campus activities office at least one week in advance.

**The Executive Branch** consists of the elected student body president, who appoints the cabinet. The cabinet consists of the vice president, parliamentarian, secretary, communications director, treasurer, and programming director. Each appointed member must be approved by the legislative body, which consists of the class officers.

## CAMPUS PROGRAMMING BOARD (CPB)

Comprised of an open committee of students, the Campus Programming Board provides a variety of entertainment and co-curricular programs for the student body that enhance student learning and personal growth through intellectual, spiritual, social, cultural, and physical development. In addition, the CPB encourages students to have a well-rounded college experience by being active members of the campus community.

Past events include open mic nights, concerts, lectures, bingo nights, and trips off campus to places like sporting events, Toronto and whitewater rafting. If CPB plans it, you should come! If you are interested in meeting students and getting a fantastic leadership experience, get involved with the CPB by stopping in the campus activities office.

## RESIDENCE HALL GOVERNANCE

Residence hall councils (RHC) consist of student representatives who assist in developing a community within each of the on-campus residences through social, recreational and educational programming including guest speakers, sports tournaments, movie nights, holiday-themed socials, and much more. The councils also discuss issues pertinent for campus housing. Students from each residence are elected by their peers. The RHC is a great way to develop friendships and have fun within the campus residences. If you are interested in joining an RHC, contact a resident assistant in your residence.

## OTHER LEADERSHIP AND GOVERNANCE OPPORTUNITIES

The university strives to include students in all major committees dealing with student life and academic affairs matters. The following is a list of committees/boards on which students may serve.

**Academic Integrity Board:** Comprised of eight faculty members appointed by the university senate serving three-year staggered terms and five student members who are chosen and trained by and serve at the discretion of the chair of the AIB.

**Academic Senate:** The senate is a forum empowered by the board of trustees to establish and modify educational policies of the university. The governing body is composed of faculty, academic administrators and two students elected by their peers as full voting members to serve on the senate. In addition, six students are appointed for the five standing committees in the senate.

**Bookstore Committee:** This open committee gives students an avenue to voice their comments and/or concerns regarding the campus store and its operation.

**Campus Safety Advisory Committee:** Two student representatives are asked to sit on the committee to provide the campus safety department and the university administration with regular input on public safety and emergency preparedness issues and their impact on the campus community. The primary role of the ACCS is advisory and

consultative, with an emphasis on developing and maintaining open lines of communication for the exchange of public safety information and concerns within the university community.

**Food Service Committee:** This open committee, composed of administrators, dining personnel and students, discuss issues related to the quality of food, hours of operation and facility improvements at the scheduled meetings.

**Housing Advisory Council:** Composed of students and residence life staff, the council advises the housing director in matters of quality residence living and offers suggestions for improvements and procedural modifications.

**Intramural and Recreation Advisory Committee:** The objective of this committee is to review the operations of the Kiernan Center (programs, equipment and policies) and to discuss how the operation can be developed and improved upon through the perspective of its users.

**Multicultural and International Student Affairs Board (MISA Board):** The board works closely with the MISA director in planning, coordinating and implementing a wide variety of cultural programs in conjunction with student organizations and various academic departments.

**Risk Management Committee:** One student representative is asked to sit on the risk management committee to provide a student point of view regarding safety risks on campus. Although primarily insurance related, issues touch on a wide variety of campus topics.

**Student-Athlete Advisory Committee (SAAC):** The 34-plus member SAAC is led by six officers who oversee the monthly meetings. The purpose of SAAC is to give a voice to student-athletes by seeking their input on pertinent NCAA and Niagara University legislative issues and policies. Meetings provide a forum for student-athletes to voice their concerns and determine solutions to implement positive change. Goals of SAAC are to increase student-athlete awareness, improve student-athlete welfare, encourage support for athletic teams to promote school spirit, and serve the campus and surrounding communities through various events and service projects.

**University Judicial Board (UJB):** The UJB comprises the chair (appointed by the university president); two faculty members (appointed by the president); two undergraduate students (elected by the student body); and the assistant dean of students or designee (in a nonvoting capacity).

### NIAGARA UNIVERSITY COMMUNITY ACTION PROGRAM (NUCAP)

NUCAP has been an integral part of Niagara's Vincentian mission of outreach for over four decades. Beginning in 1965 with little more than a dozen students, it has grown to more than 1,800 students assisting thousands throughout Western New York and Southern Ontario. This community-service organization offers both weekly service programs and special one-day activities. In partnership with the Learn and Serve Niagara office, NUCAP assists more than 75 local agencies in meeting the needs of the poor, hungry, homeless, senior citizens, and the mentally and physically challenged with tutoring and counseling.

During the academic year, NUCAP sponsors the following one-day events:

- Youth: Sports Day; rollerskating/on-campus activities.
- Senior citizens: visiting in area nursing homes.
- Adults with disabilities: Rivershore movie nights; Thanksgiving dinner; year-end picnic; and open gym.
- Other community activities: Environmental clean-ups and plantings.

NUCAP is a mutually rewarding and enriching experience for close to half of Niagara's students. It is true care from the heart that thousands have experienced through the NU student. More information can be found at [www.niagara.edu/learnserve](http://www.niagara.edu/learnserve).

### ADVERTISEMENT AND POSTINGS

The university's mission promotes a campus climate that reflects concern for others and respect for the dignity of all persons. As such, the advertising of events and organizations, including but not limited to posters, flyers, banners, T-shirts, electronic means, etc., should be compatible with these values and the institution's Catholic and Vincentian heritage.

Students are expected to follow all posting and distribution policies, to avoid misleading or deceptive publicity techniques, to obey copyright and trademark laws, and to refrain from using messages inconsistent with campus standards related to mutual respect and appreciation for diversity. Specific prohibitions on the use of language and/or images include, but are not limited to, those that a reasonable individual would recognize as: insulting, hurtful, insensitive, or threatening; libelous, misleading, or exaggerated claims or impressions; obscene or sexually-oriented in nature; inciting violence or lawless actions, both civil and campus; encouraging the use of alcohol, illegal drugs or tobacco products; and/or inconsistent with the mission and values of Niagara University.

All advertisements for student events and organizations can be no larger than 2'x3', and must be authorized by the campus activities office and bear an approval stamp prior to display or distribution. Residence life staff will approve postings in each of their buildings. Judgments regarding appropriateness of the advertising will be based on the above guidelines.

The only approved locations for postings are bulletin boards in: the Gallagher Center (as well as the front entry window side panels); Clet dining commons; the post office; and the first floors of Dunleavy, DePaul, St. Vincent's, Bisgrove/Academic Complex, and Timon halls. Postings are prohibited on signs or poles, painted walls and surfaces, and doors (including those with windows). Any posting on exterior doors and glass will be limited to emergency notifications and timely policy information. Postings without an approval stamp from the campus activities office, those posted in unauthorized areas, and/or outdated materials will be removed.

Specific rules for advertising in student residences are:

- All postings (with the exception of those made by residence life staff, the dean of student affairs and housing offices) must have a valid date stamp from the campus activities office. Current university approval procedures will be followed when authorizing postings for the residences.
- All postings must bear an approval stamp from the dean's office.

- Only residence life staff will hang and remove approved postings.
- Organizations and university offices wishing to post in the residences may send 60 copies to the assistant dean of student affairs for posting.
- Postings should be submitted to the dean of student affairs one week in advance of the event. Postings will not be approved on the day of the event or posted for more than one week.
- Postings on exterior doors and glass will be limited to emergency notifications and policy-related information (e.g., regarding noise, guests, snow removal, etc.)
- The campus activities office must approve all postings for student elections hung throughout the campus and in the residences.
- Each candidate will be permitted one regular size posting per RA/CA and in each hall lobby; these must be submitted to the dean of student affairs office for distribution to the hall staff.
- Candidates will not be permitted to hang large campaign banners in the residences.
- Postings announcing the date, location and time of the elections will be permitted. These postings cannot endorse any candidate. The assistant dean of student affairs or his/her designee must approve all postings.
- Any postings without a campus activities or dean of student affairs validation stamp will be removed immediately.

#### **SOLICITATIONS, FUND RAISING AND CANVASSING**

Niagara University does not permit the selling or taking of orders for articles or services on its campus by nonuniversity personnel unless prior permission from the director of campus activities or building administrator has been granted. Individual students or groups of students are not permitted to raise funds or to solicit in any manner unless prior approval from the director of campus activities has been received. Permission of the vice president for institutional advancement must be obtained before any students may solicit donations or gifts-in-kind on behalf of any university department or activity. Canvassing door-to-door in or around residences is prohibited.

Surveys and distribution or posting of materials must first be approved by the director of campus activities and bear an official approval stamp.

#### **PROHIBITION OF CREDIT CARD SOLICITATION ON CAMPUS**

As per NYS Education Law 6437, Niagara University prohibits the advertising, marketing, or merchandising of credit cards on campus to students, except pursuant to an official college credit card marketing policy. Any such policy requires the approval of the director of campus activities.

#### **SMOKING**

Niagara University is committed to having a healthy, safe and beautiful campus. As such, smoking is not permitted in any campus building, to include anywhere in student residences. Consult the institutional policy on smoking at [www.niagara.edu/smokingpolicy/](http://www.niagara.edu/smokingpolicy/) for specifics on designated smoking areas. Students and employees are encouraged to help keep the campus secure and attractive by disposing of cigarette butts in appropriate receptacles. For enforcement procedures, refer to the health and safety section of this handbook.

#### **ALCOHOLIC BEVERAGES**

Niagara University shares public concern about irresponsible drinking and the socially unacceptable behavior that may result from alcohol abuse. While social gatherings can enhance the quality of life at Niagara, the university recognizes and responds to the challenge of responsible alcoholic consumption. The university's policy pertains to all members of the campus community and visitors.

- Any event with alcohol, whether on or off campus, must have a university administrator present.
- Nonalcoholic drinks and adequate foods must be provided and prominently displayed at every event serving alcohol.
- On a limited basis, student organizations wishing to serve alcohol at specific events must first register the event by submitting a party checklist form to the director of campus activities at least two weeks prior to the event. Once the request has been reviewed and approved by the alcohol activities review board, a meeting will be held with the campus activities director to establish guidelines which will govern the event. These guidelines will include, but are not limited to, security, methods of age verification and hours of the event.
- Student organizations planning off-campus, university-related events at which alcohol is served must register with the director of campus activities at the time of contract negotiations with the site. The sponsoring organization must ensure full compliance with the New York State Alcoholic Beverages Control Law. University funds, to include student government funds and/or student government allocations to club/organizations/classes, may not be used to purchase alcohol.
- When there is an open bar at an event, the cost must be covered in the ticket price paid by the student. The open bar must be limited to two hours and must conclude one hour prior to the end of the event. Social protocol dictates that there will be no open bar during dinner.
- If drink tickets are used in place of open bar, the number of drink tickets shall be limited to three per person and the cost must be covered in the ticket price paid by the student.
- University-related happy hours and/or raffles involving baskets of cheer will not be approved.
- No privately obtained alcoholic beverages may be brought to any organized event.
- Advertisements for any social function that create the impression that alcohol consumption is the major purpose of the event will not be authorized for posting.
- Noncompliance with institutional policy regarding alcoholic beverages and/or incidents requiring medical assistance due to use or abuse can jeopardize a student's continuing attendance at the university.

#### **PASSPORTS (INCLUDES U.S. AND CANADIAN CITIZENS)**

Students wishing to visit Canada should be aware that new federal regulations are in effect as of June 1, 2009, that require citizens of the United States, Canada, Mexico, and Bermuda to have valid passports to enter the United States by land and sea. Anyone crossing the international border must be prepared to present valid photo ID. Valid ID includes a valid passport book, passport card, or state-issued Enhanced

Driver's License. The combination of a birth certificate and photo ID are no longer acceptable as proper documentation to cross the international bridges.

Due to Niagara University's proximity to Canada, students should be aware of existing and proposed federal regulations prior to travel to Canada. Students who wish to participate in events that are sometimes held in Canada should be sure to have appropriate documentation to reenter the United States. Niagara University students are **not** required to have a passport to attend Niagara University unless they are international students. For all others, the decision whether to obtain a passport or other form of proper border crossing identification is up to the individual student.

For those who are interested in applying for a U.S. passport, the application may be obtained at a U.S. Post Office, including the post office on campus. This office is also now processing completed U.S. passport applications for the convenience of our students. For more information on the regulations, known as the Western Hemisphere Travel Initiative, and to obtain the paperwork for a U.S. passport online, refer to the U.S. Department of State Web site: [www.state.gov/travel/](http://www.state.gov/travel/).

#### **UNAUTHORIZED OFF-CAMPUS FUNCTIONS**

The leasing, using or renting of space off campus by student groups not officially recognized by the university are not approved or sanctioned by the university and are not to be implied in arranging the function.

#### **PARTICIPATION IN STUDENT DEMONSTRATIONS**

Members of the campus community are free to support causes by orderly means which do not disrupt the regular and essential operations of the university. Demonstration locations will be chosen upon agreement with the organizers and the director of campus activities. It should be clearly understood, however, by both the academic and larger community, that in their public demonstrations the persons supporting any cause speak only for themselves, not necessarily for Niagara University. To this end, members of the campus community are permitted to conduct orderly demonstrations on university grounds provided they do not: (a) obstruct the academic processes; (b) interfere with the rights of others on campus; (c) encourage or cause violence or property damage; (d) violate university policies or procedures; (e) include participants who are not members of the university community; and/or (f) obstruct free access to buildings or campus locations.

In the event a demonstration is not conducted in an orderly manner, measures will be taken to restore order immediately. A demonstration is defined as a person(s) who individually or collectively display publicly their position on a cause or issue. Appropriate penalties including expulsion may be applied to those who violate any of the prohibitions. The university reaffirms all of its rights to utilize and seek the aid of public authorities and such judicial, civil and criminal processes and proceedings as may, at the discretion of the university, be necessary or appropriate.

#### **GUEST SPEAKERS ON CAMPUS**

Student clubs and organizations may extend invitations to guest speakers under the following guidelines:

- (1) Only university recognized clubs and organizations or faculty groups may make a request to invite a guest speaker to campus.
- (2) No invitations shall be extended without prior written approval from the director of campus activities.
- (3) Requests in writing must be made by no less than 15 business days prior to the date of the proposed engagement. The request shall contain name of organization, proposed date, time, location, expected size of audience, and topic of speech. The sponsoring group will be notified within five days.
- (4) A request made by a recognized organization may be denied only if the director of campus activities or designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the university's orderly operation or is not compatible to the Vincentian mission or Catholic and Vincentian heritage.
- (5) Special guest lecturers may speak on scholarly or scientific topics before classes, seminars or other regularly scheduled or special sessions of scheduled classes solely at the invitation of the faculty member responsible for the academic content of the occasion. When the audience is expanded by open invitation or when centrally administered space is requested in anticipation of a larger audience, the faculty member shall comply with the procedures required for any organized student or faculty group.

#### **CONDUCT AT SPORTING EVENTS**

In the spirit of Niagara's mission, participants and spectators at university athletic and recreational events are expected to exhibit good sportsmanship and proper decorum at all times. The National Collegiate Athletic Association, the Metro Atlantic Athletic Conference and NU's athletics department request that fans refrain from throwing any objects at participants or onto the fields, courts or ice during competitions. Such behavior may cause injury to others and subjects violators to ejection and/or arrest. Any fans entering the playing area or interrupting play in any manner also will be ejected and/or subject to arrest.

#### **ATHLETICS**

A special invitation is extended to students to be part of the intercollegiate athletics experience at Niagara, either by participating on one of 18 NCAA Division I teams or by enjoying the exciting college competition that comes to campus. Students are admitted free, based on availability, to athletics events on campus and select off-campus sites as part of their student fees.

Niagara fields 18 intercollegiate teams; 10 for women and eight for men. The Purple Eagles compete in the 10-team Metro Atlantic Athletic Conference, which includes Canisius, Fairfield, Iona, Loyola, Manhattan, Marist, Rider, St. Peter's, and Siena. The ice hockey teams compete in the College Hockey America Conference.

The athletics office, located in the upper level of the Gallagher Center, administers all intercollegiate sports and can be reached by calling Ext. 8600. Ticket information can be obtained by calling ext. 8499.

Currently, Niagara sponsors:

**Men's:** baseball, basketball, cross country, golf, hockey, soccer, swimming and diving, and tennis.

**Women's:** basketball, cross country, golf, hockey, lacrosse, soccer, softball, swimming and diving, tennis, and volleyball.

Students interested in participating in intercollegiate athletics should inquire in the athletics office. Each team sponsors a tryout session, open to all students who meet NCAA and university guidelines.

**Athletics Mission Statement:** As an integral part of the Niagara University community, the athletics program strives to create an environment that challenges student-athletes to reach their full academic and athletic potential.

The conduct of the program reflects the core values of the university's Vincentian mission emphasis on the intellectual, personal and spiritual growth of the student-athlete.

Critical character values, including a strong work ethic, leadership, teamwork, sportsmanship and service, are actively promoted among the student-athletes.

The program is intended to provide esprit de corps among the student body and offer a rallying for the campus, alumni and community.

Consistent with university policy, the athletics program does not discriminate against any individual in educational or employment opportunities because of race, color, religion, national origin, gender, disability, or status as a disabled veteran or veteran of the Vietnam era.

For the Student-Athlete Code of Conduct, visit [www.purpleeagles.com/compliance](http://www.purpleeagles.com/compliance) under "Student-Athletes."

## CAMPUS RECREATION

### *Fitness Center Hours\**

*Monday–Thursday . . . . . 7 a.m.–10 p.m.*

*Friday . . . . . 7 a.m.–9 p.m.*

*Saturday & Sunday . . . . . 9 a.m.–9 p.m.*

### *Building Hours\**

*Monday–Thursday . . . . . 11 a.m.–10 p.m.*

*Friday . . . . . 11 a.m.–9 p.m.*

*Saturday & Sunday . . . . . 1–9 p.m.*

*\*When school is in session.*

*Hours of operation are reduced during school recess periods.*

Named for Father Edward Kiernan, C.M., the Kiernan Center greatly enhances the quality and vitality of student life. The 43,000 square-foot complex includes a

six-lane swimming and diving pool; two racquetball courts; four basketball courts; weight room; fitness center; strength training, exercise and cardiovascular equipment; indoor cycling room; aerobic and dance area; and a lounge area. The center is open seven days a week while school is in session and is available for use by undergraduates, as well as employees, graduate students, alumni, and the local community with paid memberships.

Outside the Kiernan Center, students can enjoy a lighted turf field, two outdoor basketball courts and many acres of field space for open recreation, club sport games and practices, and intramural activities.

**Fitness Center:** The popular fitness area in the Kiernan Center includes innovative cardiovascular equipment, a strength-training circuit, free weights, stretching area, and a state-of-the-art entertainment center with stereo and flat screen and plasma televisions. The fitness center is located within the Kiernan Center and offers additional morning hours to the university community.

**Family Hours:** Immediate family members of students are permitted to use the Kiernan Center facilities without charge on Fridays and Saturdays from 5–9 p.m.

**User Fee and Guest Policy:** Membership to the Kiernan Center is covered by the student services fee that all full-time undergraduate students are required to pay. There is a fee for guests of students and employees. Students and employees who do not have a membership to the Kiernan Center also can use the facilities for a user fee.

**Pool Hours:** The pool hours vary depending upon the swim team's schedule, intramural events, instructional classes, etc. A weekly and/or monthly pool schedule is posted on the pool doors and is available at the Kiernan Center front desk.

**Fitness and Aerobics Program:** The Kiernan Center fitness and aerobics program includes a variety of group exercise activities (water aerobics, master's swimming, indoor cycling, cardio-kickboxing, hip-hop dance, and step aerobics). Schedules for the fitness and aerobics program can be picked up at the Kiernan Center.

**Instructional Activities:** Instructional and educational programs are offered in the following areas: aerobics, swimming, racquetball, nautilus training, water aerobics, nutrition, and exercise. Additional information on these programs will be posted throughout the year. There may be a fee associated with some instructional programs.

**Personal Trainer Service:** The Kiernan Center offers personal trainer services to all patrons to assist in developing a customized workout routine. Training services include a fitness evaluation, exercise prescription and follow-up. Students are required to pay a fee for personal trainer services.

**Intramurals:** The intramural and recreation program at Niagara University provides an opportunity for students to participate in a wide range of competitive and noncompetitive activities. The goal of the Kiernan Center recreation department is to provide an opportunity for every student to participate in some type of intramural/recreational activity as regularly as his/her interest and time permit. Participation in the intramural/recreational programs adds significantly to the quality of student life. Read on to learn how to become involved.

- **How do I enter a team?** Teams can enter a league at any time during the league's sign-up week. Each team needs to turn in the following at the same time.
  - (1) \$20 appearance fee (not all sports require an appearance fee).
  - (2) Intramural Roster & Standards of Conduct Form — Form must be completed and turned in with the appearance fee at the *same time*. A team will not be registered until the form is complete and the appearance fee is submitted. The form and rules for each sport are available at the Kiernan Center.

A team representative meeting will be held the day after the entry deadline. One representative from each team must attend. If a representative does not attend, that team will be assessed a \$20 no-show fee that is nonrefundable and must be paid to continue participation. Appearance fees will be refunded if the team has fulfilled its scheduled obligations by appearing on time to all contests and maintaining a 3.0 in the sportsmanship rating. Appearance fees will be refunded during the last two weeks of each semester.

Rosters are still open for the first two games of the regular season. Any team can make changes to its preliminary roster before its third game. Once the team's third game has begun, the team's roster is frozen.

If late entries are permitted to participate in an intramural event, a \$10 late fee will be required from any team wishing to submit a roster after 8 p.m. on the sign-up deadline date.

- **But I don't know anyone ... how do I play?** Individuals as well as teams are encouraged to participate in intramurals. Teams are usually formed by student organizations, but often are simply groups of friends. However, if you want to play but do not know enough people to form a team, you can still get involved. All you need to do is sign up on the "Free Agent Board." Your name will be available to any other individual, as well as team captains looking for players or partners. Free agents are encouraged to attend the team representative meeting for the desired sport.

**2009-2010 Intramural & Recreation Program Offerings:** If not specified, activities will have only an open division. (Open division — anyone can play. Co-ed division — a specific number of males and females are required.) Check with the Kiernan Center for sign-up and/or starting dates.

- **Fall 2009:** Intramural leagues: outdoor flag football, outdoor soccer, dodgeball, open basketball, women's basketball, and roller hockey.  
Intramural tournaments: kickball, softball, team handball, longest drive and hole-in-one contest, racquetball, 75-hour challenge, indoor/outdoor flag football, and horseshoes.
- **Spring 2010** Intramural leagues: floor hockey, co-ed basketball, 3-on-3 basketball, broomball, open indoor soccer, co-ed volleyball, roller hockey, open and co-ed softball, and horseshoes.  
Intramural tournaments: indoor triathlon, indoor ultimate Frisbee, tennis,

beach volleyball, "March Madness" basketball, lifeguard certification program, and 50-hour challenge.

**Employment Opportunities:** The Kiernan Recreation Center is always looking for quality individuals to work as game officials and referees. If you have any experience in officiating/refereeing sports and would like to earn some extra money, contact the Kiernan Center.

**Club Sport Programs:** The university's club sports program offers students an alternative to intercollegiate athletics and intramural sports. All clubs are self-administered by elected student officers and are supported by membership dues, fundraising activities, donor contributions, and sponsorships. For an active list of club sports, contact the director of the Kiernan Recreation Center. If the university does not have a club sport in which you are interested, you can get information on starting a club program from the campus activities office.

**Dwyer Arena:** The 76,000 square-foot ice arena is home to NU's Division I men's and women's ice hockey teams. Open skate times are posted or call 286-8782 for information.

## CAMPUS SERVICES

The educational process must address a variety of cultural, religious and personal needs. Niagara supports a wide range of services and offices to assist students' personal growth and development.

### STUDENT HEALTH SERVICES (SHS)

#### Hours

*Monday–Friday . . . . . 9 a.m.–5 p.m.*

The Slesman Student Health Center provides services during the academic year to full- and part-time students enrolled in the university who have paid the health services fee and submitted Medical History, Physical and Immunization Record forms. The facility is staffed with a full-time nurse practitioner, RNs and a two-hour per week physician clinic. Patients are seen on an appointment basis during the spring and fall semesters. The center provides care for acute episodic illnesses or injuries common to healthy college students. Services provided include:

- diagnosis and treatment of minor acute illnesses.
- first aid for minor injuries.
- simple laboratory testing, such as quick strep test for evaluation of sore throats, urine testing for urinary tract infections, anemia screening, and blood glucose testing.
- eye examinations for New York state driver's license renewal.
- educational materials on many topics pertinent to college students.
- physical examinations and immunizations for class attendance.
- dispensing pharmacy to fill prescriptions ordered by health center providers

for a small co-pay charged to the student's account.

The Student Health Center is located in the Butler Building. The center's rear door is wheelchair accessible.

### ***Immunization Requirements***

New York State Public Health Laws 2165 and 2167 require that students attending colleges and universities in New York demonstrate immunity to measles, mumps and rubella and to be educated about the risk of meningococcal disease. These laws apply to all students registered for six or more credits who were born on or after Jan. 1, 1957.

- (1) ***Measles (Rubeola) Immunity***, must have one of the following:
  - two dates of measles immunization. Both must have been given after 1/1/68 **AND** on or after the first birthday, **OR**
  - date of positive measles titer. Copy of titer **REQUIRED, OR**
  - date and signature of physician that diagnosed measles.
- (2) ***Rubella (German Measles) Immunity***, must have one of the following:
  - date of ONE rubella immunization. Must have been given after 1/1/69 **AND** on or after first birthday, **OR**
  - date and results of rubella titer. Copy of titer **REQUIRED. History of this illness is NOT acceptable.**
- (3) ***Mumps Immunity***, must have one of the following:
  - date of the mumps immunization. Must have been given after 1/1/69 **AND** or after first birthday, **OR**
  - date and results of mumps titer. Copy of titer **REQUIRED, OR**
  - date and signature of physician that diagnosed mumps.
- (4) ***Meningitis:***
  - record of meningococcal meningitis immunization within the past 10 years, **OR**
  - acknowledgement of meningococcal disease risks and a **SIGNED REFUSAL** of immunization by the student.

Pursuant to both laws, students will be deregistered from classes, removed from residence housing and not allowed on campus until they have shown proof of immunization compliance. The Medical History Form, Physical Examination Form and the Immunization Record are mailed with the university preadmission packet to all incoming students. Deadlines for submission of these forms are strictly enforced per state and university requirements. New York state requires that immunization documentation be on file the first day of class. The university recommends that these records be submitted two weeks prior to the start of classes to facilitate timely data input. Students who have not satisfied Public Health Law immunization deadline requirements will be subject to a nonrefundable fine placed on their student accounts.

### ***Off-Campus Care***

The health center may refer students to an off-campus physician or specialist if deemed necessary. If referred to an off-campus specialist or physician, students will be responsible for payment, as well as transportation to the office. Students should have health insurance to cover the cost of the referrals.

In the case of nonavailability of suitable appointment times or the need for urgent medical care, students may be referred to local ambulatory care centers or area hospital emergency rooms. Emergency rooms at both Mount St. Mary's Hospital and Niagara Falls Memorial Medical Center are within minutes from campus. Walk-in urgent care services may also be obtained at MedFirst Urgent Care Center, located at 3980 Sheridan Drive, Amherst, N.Y. 14226, (716) 929-2800, or at ***www.medfirst.com***. No appointment is needed with the walk-in clinic, which is open Monday through Friday 3 – 11 p.m.; Saturday and Sunday 11 a.m. – 7 p.m. Call for hours during holidays. The cost for off-campus urgent care services is the responsibility of the student.

### ***Laboratory Testing and Diagnostic Testing***

The Student Health Center performs a few very simple diagnostic tests to help confirm some medical conditions, such as strep throat, urinary tract infection or anemia. However, some conditions may require more specialized laboratory testing. The nursing staff can obtain laboratory samples to be sent out for processing at Quest Laboratories. Diagnostic testing, such as x-rays, CT scans, ultrasounds, etc., are done off campus. Because payment for laboratory and diagnostic testing done off campus is the student's responsibility, he or she should have health insurance to cover the cost of these tests.

### ***Special Health Needs***

One of the health center's goals is to link students with appropriate providers and services to enhance and promote autonomy as much as possible. Students with medical conditions, such as diabetes, seizure disorder, cancer, heart problems, etc., that require ongoing evaluation by a physician, will be referred to an off-campus physician for management. It is often advantageous for the out-of-town students to request a referral from their hometown physician to a physician in the Western New York area to continue to monitor chronic conditions.

Nursing staff can assist students in locating health care providers in the Western New York area, linking students with needed services both on and off campus. The health center will work closely with referred physicians.

The coordinator of specialized support services is available to assist students with disabilities. The Office of Specialized Support Services can be reached at (716) 286-8076. Counseling services also are available to offer students quality mental health service. Appointments can be made by calling (716) 286-8536.

### ***Medical Insurance***

- ***Domestic Students:*** While medical insurance is not required for attendance, students are highly encouraged to carry private medical insurance to cover non-health center medical expense for such items as lab work, diagnostic tests, referrals

to specialists and emergency room/urgent care facility visits. Students without coverage may choose to purchase a plan available to NU students. The cost of medical insurance and knowledge of the coverage of a specific insurance plan are the sole responsibilities of the student.

- **International Students:** Proof of medical insurance effective for one year is mandatory for all international students. In addition to basic coverage, the student's insurance must provide for both repatriation and medical evacuation. No international student will be permitted to check into campus housing or to register for classes until all the specified information is part of the student's permanent record. If the insurance policy of record lapses during university attendance, the student will be subject to suspension from the university until such time as health coverage is renewed.

**Care and Treatment of Minors**

Students under the age of 18 years must have a parent or guardian sign a permission for treatment form before care can be rendered in the health center, at any hospital or physician's office. This permission form can be found on the Physical Examination and Medical History form. The health center must be in receipt of this signed form prior to the underage student's arrival on campus.

**Transportation**

Students may be referred to a health care provider off campus. Every effort is made to refer students to providers near the university or along a bus route. Cab service transportation also can be used. Students are responsible for payment of all transportation charges.

In the event of an emergency, an ambulance will be called for transport to the hospital. Any expense incurred for ambulance transport is the responsibility of the student.

For more information on health services, go to [www.niagara.edu/healthcenter](http://www.niagara.edu/healthcenter).

**COUNSELING SERVICES**

*Hours*

*Monday–Friday . . . . .9 a.m.–5 p.m.*

The counseling services office, located in the lower level of Seton Hall, is committed to providing comprehensive, quality mental health services to individuals who may be dealing with everyday life stressors, as well as more difficult problems or circumstances. Services offered include: individual and group counseling, mental health assessment and intervention, alcohol/drug assessment and education, support groups, workshops, consultation, and referral. Appointments can be made by calling 286-8536 or stopping by the counseling services office.

Some examples of the topics that may be focused upon in counseling include:

- |                            |                               |
|----------------------------|-------------------------------|
| Depression                 | Procrastination               |
| Anxiety                    | Test anxiety                  |
| Homesickness               | Sleep problems                |
| Relationship problems      | Substance abuse assessment    |
| Body-image/eating problems | Loss of loved one             |
| Managing stress            | Survivors of physical assault |

- |                      |                              |
|----------------------|------------------------------|
| Anger                | Survivors of sexual assault  |
| Shyness              | Living with loss             |
| Loneliness           | Adult children of alcoholics |
| Sexuality issues     | Setting and achieving goals  |
| Building self-esteem | Personal changes             |
| Personal choices     |                              |

All counseling sessions are confidential.

**CAMPUS MINISTRY**

*Alumni Chapel Masses*

*Monday, Wednesday, Friday . . . . .12:15 p.m.*  
*Tuesday and Thursday . . . . .12:35 p.m.*  
*Sunday . . . . .11 a.m. and 10 p.m.*

The Office of Campus Ministry fosters spiritual growth, leadership development, social awareness, action, and advocacy faithful to the Catholic and Vincentian heritage for the campus community. Discussion groups, Scripture study, daily Mass, community service, sacramental preparation, retreats, and liturgical ministries of lector, Eucharistic minister, musician, and singer are among many options for students to get involved.

Whether Catholic or non-Catholic, religious, spiritual, or simply questioning one's faith, campus ministry has something to offer all at Niagara. Flowing from the Catholic and Vincentian heritage of Niagara, campus ministry places a special emphasis on assisting students to develop awareness and outreach to the poor. BASIC ("Brothers and Sisters in Christ"), a unique, weeklong service-learning program, immerses participants in an urban or rural setting during semester breaks. While engaging in service, students attend seminars on the systemic causes of social problems, learn to reflect theologically, and become a cohesive Christian community. For 25 years, BASIC has helped Niagara students integrate this experience into a lifelong commitment to service of the poor.

Student-led retreats and a variety of opportunities for faith-sharing enrich students' spiritual needs in their college years. Outreach and social justice groups such as Pax Christi and the St. Vincent de Paul Society run entirely by students, provide valuable service to the needy of the Niagara Falls area. Campus ministry also participates in seasonal charitable programs at Thanksgiving and Christmas with area agencies.

The four campus ministers, whose offices are located in lower level Gallagher Center, are available to meet formally and informally with students and staff to provide pastoral support, discuss personal issues, and provide spiritual direction. Each campus minister is charged with providing a specific type of outreach to the campus community.

Alumni Chapel, on the second floor of Alumni Hall, has often been called the "heart" of our campus. It is open for private prayer every day and evening. To learn more about how Niagara University campus ministry can enhance the collegiate faith experience for students and staff, visit campus ministry at [www.niagara.edu/ministry](http://www.niagara.edu/ministry).

## CAREER DEVELOPMENT

As a part of the educational process at Niagara University, the Office of Career Development provides individualized services to assist students and alumni in developing and fulfilling their career objectives, with the goal of obtaining life-long career satisfaction. The OCD staff offers a comprehensive program of career exploration and counseling, cooperative education and internship experiences, graduate and professional school information, job recruitment opportunities, and training in the job search process. Specialized career planning workshops are conducted on topics such as resume and cover letter preparation, job search strategies, identification and research of employers, and interview techniques. Career counseling is available for students seeking guidance in career exploration, planning and decision making.

The department's recruitment program includes a variety of major-specific career fairs, teacher recruitment days and the coordination of on-campus interviews with visiting employers. Practice interviews are provided to prepare students for recruitment opportunities. The department also coordinates an annual Get Hired month in the spring semester, which includes a Dining for Success etiquette dinner and a national guest speaker on career-related topics. In addition, the Job Locator Program assists students in finding part-time, temporary and summer employment opportunities. Students are encouraged to contact the department early in each academic semester to express interest in the program.

To assist students interested in continuing their education, the department also coordinates an annual "Get In To Graduate School Week" in the fall semester, which includes a graduate and professional schools fair, law school fair, practice graduate admissions tests, and informational seminars.

The career library houses a selection of timely career and graduate school related resources and a bank of computer stations with Internet access to locate employment opportunities, research employers and prepare resume and cover letters. A wide variety of additional career and graduate school related resources are also housed in a special "Career and College Success" collection in the main library. The department is also licensed to offer students access to "Discover," an Internet-based career guidance program to assist in career exploration and decision making.

For more information on the OCD, visit [www.niagara.edu/career](http://www.niagara.edu/career).

## CAMPUS SAFETY

The campus safety department operates 24 hours a day, seven days a week. To contact campus safety to report emergencies or suspicious activity, call 286-8111, ext. 8111, or use the emergency blue-light phones on the campus. The department is primarily responsible for enforcement of university policies, which ensure good order on the campus, as well as regulating traffic and parking control. The department also provides general information and safety assistance to the campus community. Located in the campus safety building across from the Dwyer Arena, the office also may be contacted at [safety@niagara.edu](mailto:safety@niagara.edu).

Campus safety personnel perform vehicle patrols, building and grounds security rounds, and residence hall patrols to monitor for suspicious activity and safety hazards. Other services offered include: personal safety escorts, fire safety awareness programs, operation identification, equipment loan, and lost and found.

Individuals are encouraged to report incidents and crimes in a timely manner to the proper authorities. The dean of student affairs or residence hall staff may be consulted prior to filing a report. Anonymous reports may be filed; refer to the "Campus Guide to Safety and Security" for details. The guide can be obtained from the campus safety office or dean of student affairs office. Campus authorities reserve the right to summon law enforcement agency for assistance. Once law enforcement is involved, the university will defer its authority to the police and assist them in conducting investigations and follow-up.

### *Statistics*

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information is distributed annually to all students and employees and offered to any person making an inquiry regarding university admission or employment. Statistics are specified for the three preceding calendar years, with terms defined according to the FBI's National Incident-Based Reporting System. The data reflects all reported incidents occurring on campus, in campus residences, off-campus properties, or public property adjoining the campus. Additionally, the advisory committee on campus safety or the director of campus safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To access these statistics on the U.S. Department of Education Web site, click [www.ope.ed.gov/security/index.aspx](http://www.ope.ed.gov/security/index.aspx). To obtain a copy of the statistics, contact the director of campus safety at (716) 286-8111 or visit the Web site [www.niagara.edu/safety/Statistics.htm](http://www.niagara.edu/safety/Statistics.htm).

### *Motor Vehicles/Campus Parking*

To ensure the efficient use of university parking lots, it is required that all vehicles operated on campus be registered with campus safety. Parking permits must be affixed upon issuance and at all times.

Parking designations are determined by the color of the lines in the parking space. Student parking is in the yellow-lined spaces only.

All motor vehicle regulations regarding parking registrations and fees, permits, parking designations, violations, fines, appeals, and snow removal policy are included in the Niagara University parking and motor vehicle regulations. A copy of the regulations can be obtained from the campus safety office.

A vehicle owner or registrant will be held responsible for any violations and/or damage caused on campus property by the vehicle, regardless of who was operating the vehicle. Niagara University is not responsible for fire, theft, loss or damage of any kind to any vehicle or contents thereof.

Motorcycles, mopeds and any other gasoline-powered vehicles or internal combustion engines are not to be stored in or around any campus buildings.

Motorists are expected to become familiar with all university parking regulations, especially winter emergency and snow removal procedures. Fines for parking and other vehicular violations, including towing charges, can be levied and added to the student's account.

All university visitors are required to obtain a daily parking pass from campus safety. Arrangements for overnight parking must be made in advance by contacting campus safety. To learn more about parking or security issues, visit [www.niagara.edu/safety](http://www.niagara.edu/safety).

#### **BANKING**

Alliance Niagara Federal Credit Union, located in the lower level of Clet Hall, is open to all students for membership. By opening an account with the credit union, students can avoid costly ATM fees. The credit union offers savings accounts, checking accounts with VISA debit cards, and many other services, including discount tickets to Regal Cinemas, Delta Sonic, Fantasy Island, and Darien Lake.

An automatic teller machine is located in the lower level of the Gallagher Center. The ATM currently accepts the CIRRUS, PLUS, Master Card, Discover, MAESTRO, and VISA cash service groups.

#### **BOOKSTORE**

##### *Hours*

*Monday* . . . . . **9 a.m.–5 p.m.**  
*Tuesday–Thursday* . . . . . **9 a.m.–5 p.m.**  
*Friday* . . . . . **9 a.m.–5 p.m.**  
*Saturday* . . . . . **10 a.m.– 2 p.m.**

The campus store provides all necessary supplies, including textbooks, workbooks and a wide variety of notebooks, pens and pencils. The store also features a large selection of discounted trade books including New York Times bestsellers and test reference materials. Convenience items, phone calling cards, snacks, and Niagara University clothing are also available at the store. All major credit cards including VISA, MasterCard, Discover, and American Express are accepted. For more information, see the store's Web site at [niagara.bncollege.com](http://niagara.bncollege.com).

#### **CASTELLANI ART MUSEUM**

##### *Hours*

*Tuesday–Saturday* . . . . . **11 a.m.–5 p.m.**  
*Sunday* . . . . . **1–5 p.m.**

*Castellani Art Museum at the Falls (satellite gallery)*  
*Conference Center Niagara Falls*

##### *Hours*

*Monday–Friday* . . . . . **10 a.m.–4 p.m.**

*Free admission at both locations.*

The museum's distinguished permanent collection includes over 5,000 works representing the major trends in modern and contemporary art from the 19th century through

today. Exhibitions in the seven galleries change frequently, offering an exciting variety of artworks including prints, photographs, paintings, drawings, and sculpture. A permanent exhibition, "Freedom Crossing," celebrates the history of the Underground Railroad in the Greater Niagara Region through photography, artifacts, and media installations.

The museum shop features jewelry, cards, posters, art books, T-shirts, coffee mugs, tote bags, and many other artful items in a wide range of prices. Discover, Mastercard and Visa credit cards are welcome. For more information about the museum and shop visit [www.niagara.edu/cam](http://www.niagara.edu/cam).

#### **CHANGE MACHINE**

There is a change machine located in the lower level of the Gallagher Center. Any problems with the machine should be reported to the campus activities office immediately.

#### **EVENT TICKETS**

**Theater:** Full-time undergraduate students must display their NU ID cards at the university box office to receive one ticket for each main stage and readers' theater production. Only one ticket will be issued per ID card; tickets may not be picked up for other students. Tickets are available at the Leary Theatre in Clet Hall or NU Theatre at the Church in Lewiston, 415 Plain St., one hour before performance or may be picked up in advance at Clet Hall 2113 to ensure availability.

**Athletics:** Full-time undergraduate students must display their NU ID cards at the door to receive free admission to men's/women's basketball and hockey games. Tickets for all other students and guests can be purchased at the Dwyer Arena.

#### **GALLAGHER CENTER**

##### *Hours*

*Monday–Friday* . . . . . **5–2:30 a.m.**  
*Saturday & Sunday* . . . . . **7–2:30 a.m.**

*Check with campus activities for game room hours.*

The Gallagher Center is the hub of the university. In the student center, students will find the Purple Eagles home basketball court, student government offices, newspaper and yearbook offices, radio station, study lounge, commuter lounge, Jazzman's Café, and food court. Also available is "Down Under the Taps," which offers T.V., billiards and ping pong on a daily basis. The Taps is used for a variety of entertainment including: comedy nights, live music and lectures. Check with the campus activities office for the event schedule.

#### **HOSPITALITY SERVICES DINING**

##### *Clet Dining Commons Hours*

##### *Monday–Friday*

*Breakfast* . . . . . **7:30–9 a.m.**  
*Continental breakfast* . . . . . **9–10:30 a.m.**  
*Lunch* . . . . . **10:30 a.m.–1:30 p.m.**  
*Pizza, grill, deli, salad bar, desserts* . . . . . **1:30–4:30 p.m.**

*Monday-Thursday*

*Dinner* .....4:30–6:45 p.m.  
*Late-night dining* .....7:30–10:30 p.m.

*Friday & Saturday*

*Dinner* .....4:30–6 p.m.

*Saturday & Sunday*

*Brunch* .....10:30 a.m.–2 p.m.  
*Grill, deli, salad bar, desserts* .....2–4:30 p.m.

*Sunday*

*Dinner* .....4:30–6 p.m.  
*Late-night dining* .....6:30–9 p.m.

*Gallagher Center Kiosks Hours*

*Monday–Friday* .....9 a.m.–9 p.m.  
*Saturday* .....Noon–8 p.m.

*Gally Convenience Store Hours*

*Monday–Friday* .....9 a.m.–11 p.m.  
*Saturday* .....Noon–8 p.m.  
*Sunday* .....3–8 p.m.

*Jazzman’s Café Hours*

*Monday–Thursday* .....8 a.m.–4 p.m.  
*Friday* .....8 a.m.–noon

*Bisgrove Coffee Nook Hours*

*Monday–Friday* .....8 a.m.–2 p.m.  
*Saturday* .....8:30 a.m.–2 p.m.

Food service is provided in the Clet Dining Commons and the Gallagher Center kiosks, Gally convenience store and Jazzman’s Café.

Resident students are offered a choice of gold, silver, or bronze meal plans. These meal plans entitle each participant to gain entrance during any of the meal periods in the Clet dining commons. Each meal plan also includes a Gallagher Gold declining balance account and guest passes for when family or friends come to visit.

Apartment and commuter students are offered the choice of a 30, 60 or 100 block meal plan, or participation on a Gallagher Gold account. To participate in one of these options, visit the student accounts office.

Gallagher Gold accounts may be used in any dining facility and offer a discount for all purchases. NU ID cards must be used to gain entrance into the dining commons and/or to use Gallagher Gold accounts in any dining facility. All Gallagher Gold accounts are nontransferable. Balance of account will transfer from the fall semester to the spring semester of the same academic year. Unused balances at the end of the spring semester are not refundable. Guests may use any dining facility on a pay-as-you-go basis.

**LOCKERS**

Commuter students wishing to use a locker may contact the campus activities office in the lower level of the Gallagher Center. You must provide your own lock and register your locker number in the campus activities office.

**LOST AND FOUND**

The lost and found areas are located in the campus activities office in the lower level of Gallagher Center and the campus safety office.

**MAIL/PACKAGES**

*Hours*

*Monday–Thursday* .....7:30 a.m.–4 p.m.  
*Friday* .....7:30 a.m.–1 p.m.  
*Saturday* .....8–11 a.m.

*Post office boxes are available from 7 a.m.–7 p.m., Monday–Saturday.*

The university houses a United States post office with the zip code 14109. All resident students must rent boxes in the post office; cost is the responsibility of the student. Mail should be addressed as follows:

NAME  
P.O. BOX  
NIAGARA UNIVERSITY, NY 14109

**Packages:** Packages, express mail and any other items mailed at a U.S. postal facility will be delivered to the student’s post office box. Deliveries from sources other than the U.S. Postal Service are accepted by the facility services storeroom. Deliveries for residents from florists are accepted by the housing office. Off-campus and commuter students should have packages sent to their current residences. There is a 30-day period allowed from the date of delivery for retrieval of packages with the student ID card. After this time, unclaimed packages are donated to charity.

**RESERVATION OF FACILITIES**

Students may reserve designated campus facilities during regular building hours for social functions and meetings. The campus activities office will direct students to the appropriate administrator after the social event or meeting is registered with campus activities.

To ensure proper utilization of campus facilities by staff, faculty, students, and community organizations, Niagara University has adopted the following policies:

- (1) In general, no university facility can be reserved by a nonuniversity group when it would interfere with student use of that facility.
- (2) Requests for use of facilities by a group will be handled on a first-come, first-served basis.
- (3) Requests for use of facilities by university organizations (other than student organizations) should be made directly to the administrator of the facility.
- (4) Parties not affiliated with the university, to include groups or organizations

brought in by a member of the campus community, shall request use of facilities through the appropriate building administrator. Such requests may be honored only after the needs of university groups have been met.

- (5) Available facilities and the responsible administrators are listed below:
- Classrooms — records office
  - Gallagher Center — director of campus activities
  - Athletics and intramural fields — director of recreation and intramural sports
  - Kiernan Center — director of recreation and intramural sports
  - Clet Theatre — director of university theater
  - Dining areas — director of hospitality services
  - O’Shea presidential lounge — director of university housing
- (6) Restroom facilities are clearly marked for men and women and are to be used only by the gender for which they are intended.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

Any student with a documented disability is eligible to receive reasonable accommodations on a case-by-case/course-by-course basis as stipulated under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other pertinent state and federal regulations. The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual’s disability.

Services for students with disabilities may include, but are not limited to:

- Preadmission counseling
- Registration and scheduling assistance
- Monitoring of academic progress
- Test modifications (e.g., extended times, separate location, readers)
- Classroom accommodations
- Liaison with faculty
- Academic counseling
- Personal counseling
- Liaison with local, state and federal agencies
- Assistance in acquiring special equipment

Individuals with disabilities seeking accommodations, adjustments, and/or auxiliary aids and services must contact and provide documentation of the disability to the coordinator of specialized support services on the first floor of Seton Hall at 286-8076. Documentation must be current and submitted by a qualified professional. The documentation must clearly identify a disability and its impact on the student’s current level of functioning in a university setting. Eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

### **TRANSPORTATION**

Public buses arrive and depart from bus stops located near the Gallagher Center. Bus schedules are available online at [www.nfta.com/metro](http://www.nfta.com/metro).

### **VENDING MACHINES**

Snack and beverage vending machines are available in the residence halls, in every classroom building, and in the Gallagher and Kiernan centers. Students may add funds to their campus funds account on their student ID cards for use of vending machines. Payment to campus funds account may be done through the student accounts office, online at [www.niagara.edu/it/oco.htm](http://www.niagara.edu/it/oco.htm), or at the Blackboard machines in lower level Gallagher Center and first floor St. Vincent’s Hall. Questions or concerns should be directed to the business services office, ext. 8366, or [mpb@niagara.edu](mailto:mpb@niagara.edu).



### III. CAMPUS HOUSING

Life at the university is an experience that can be both educational and enjoyable, and is considered an integral part of your personal growth and development. You will meet people from a variety of backgrounds with differing values, beliefs and lifestyles. We encourage you to build relationships based on mutual respect and consideration.

Before you act, think about the impact of your behavior on fellow community members.

This section is offered to help acquaint you with the policies and procedures for which all Niagara students will be held accountable. Almost all those listed are geared either to promoting student health and safety or ensuring respect for individual rights.

#### RESIDENCES

Niagara's residences are a significant part of the university community. As living-learning units, they allow for interaction among students, providing education and enjoyable experiences that contribute to a complete collegiate life. Residence life benefits the students through individual development, personal enrichment and self-expression, along with the opportunity of living with people like themselves and those of different cultural backgrounds.

Niagara offers room and board accommodations without discrimination on the basis of race, age, religious preference, sexual orientation, status as a veteran, national origin, or disability. Facilities are provided without discrimination on the basis of gender, although buildings/floors are predesignated for separate male and female occupancy.

The residence agreement is for living space in campus residences and not for a particular type of room. The university will make reasonable efforts to honor student preferences, but specific room assignments are subject to the availability of space and facilities, academic and disciplinary requirements and established priority policies.

With the exception of apartment residents, students living on campus are required to participate in a meal plan provided through the university's contractor. Residents will be automatically assigned to the bronze plan (maximum of 10 meals weekly) unless they submit a dining plan selection form to the dining services office. This form must be received by Sept. 11 for the fall semester and Feb. 3 for the spring semester. After these dates, meal plans may not be changed.

Only students regularly enrolled and registered at Niagara University may occupy residence space. Part-time and graduate students will be granted housing at the discretion of the director of university housing based on space availability. Married-student

housing is not available, nor are accommodations for students wishing to live with their children, unless both are students enrolled at the university.

Special interest housing is available for athletes and international students. Details and eligibility requirements can be obtained from the housing office.

The residence agreement is for the entire academic year, excluding: Thanksgiving recess, intersemester recess (Christmas) and spring recess. The room portion of the agreement remains in effect for those students approved for extended housing; additional guidelines are also in effect for these periods. (Separate housing contracts apply to the summer sessions.) The standard agreement does not include room and board during those times when the academic calendar specifies that the university is not in session.

By signing and returning the residence agreement, the student is committed to accept room and board for the specified academic year or remainder thereof, and to abide by all residence and meal plan regulations for that period as stated in the residence agreement, student handbook and college catalog.

Room and board charges are billed to residents by student accounts. Only this office may arrange for promissory notes or deferred payment schedules. By signing and returning the residence agreement, students agree to pay established room and board rates for the entire academic year.

The offices and staff responsible for residential life are committed to helping you achieve your personal and professional development. If you are not sure where or to whom to go for help, contact your resident assistants. They are knowledgeable, resourceful people living nearby to assist you in making your new "home" a comfortable place to be.

#### ELIGIBILITY

Only registered university students attending classes who have signed a residence agreement and committed to a board plan are permitted to occupy rooms. Nonregistered students must vacate until either registration for classes or a proper withdrawal occurs. The university reserves the right to deny housing to individuals with incidents of previous misconduct and/or a history of payment default. A room and/or apartment may be occupied only by the assigned residents. No information on resident students will be released by the housing office to any student or outside party without written consent from the student. This includes verification of resident status of a student.

#### KEYS

The possession of room/entrance keys constitutes occupancy. Students are issued room and building entrance keys for which they are responsible. Any key not returned during check-out, or within 48 hours following checkout, will be considered lost and the student will be charged for replacement of keys and/or lock changes. Room/entrance keys that are lost, stolen, missing or otherwise not returned are a security risk, must be reported immediately, and may result in room/building lock changes. Students also will be charged for keys that are broken or bent while in their possession. A broken key may result in the replacement of the key only, with appropriate charges to the student, if pieces of that key are presented for replacement. If broken key pieces are not submitted, a full lock change may be required. Key replacement and lock changes for any reason will be at the expense

of the student responsible. The offices of university housing and facility services publish key replacement and lock change costs.

In order to maintain the integrity of the university's key system, the following procedures are in effect for all residences:

- (1) Whenever a key is lost to a room, a new cylinder will be installed and the appropriate number of keys made. Students will be charged according to the designed room capacity and the number of keys recut.
- (2) The resident will be required to pay for the lock change at the student accounts office within three weeks of the request. Failure to comply will result in a doubling of the amount, which is added to the student's account.
- (3) Key replacement requests cannot be rescinded once filed with the university housing office.
- (4) An automatic lock change will be done at the student's expense if the student is found illegally in residence over a break period.
- (5) The duplication of any university key is strictly forbidden. Students found misusing or duplicating keys are subject to strict disciplinary action.
- (6) Whenever a key is misplaced, an RA will open the student's door only when identification by the room's legal resident is demonstrated. Students will be assessed \$3 for each lockout between midnight and 8 a.m. and \$1 for lockouts between 8 a.m. and noon above the one permitted each semester.

#### **ARRIVAL/DEPARTURE**

In campus residences, a room may be occupied by only the assigned residents. Students may occupy rooms after official opening times (noon on the day before classes are to begin or during orientation for new students) and must be completely vacated from residences within 24 hours after the last final examination or by specified closing times, whichever comes first. Graduating students must vacate the residences by 10 a.m. on the day following commencement. Early arrival and late departure students are not permitted to have guests during the extended housing time period. Students are not allowed access to the residence halls during vacation periods or prior to official hall opening times. Official residence opening and closing times are available in the student handbook calendar and on the housing Web site. Students are advised to make travel plans well in advance.

#### **LATE ARRIVAL**

Students planning to arrive late for residence check-in must notify in writing the director of university housing prior to scheduled openings. Residence rooms not occupied by 5 p.m. on the second day of classes after the official semester residence opening will be assigned to other students.

#### **ROOM ASSIGNMENT AND CHANGES**

Because students are not assured a specific room or hall, the university reserves the right to assign and reassign rooms in order to use residence facilities efficiently and to take administrative or disciplinary action deemed necessary. Late in the spring

semester, residents will be given a lottery number to determine room selection order for the following fall assignment. Class year and conduct standing are criteria by which numbers are randomly assigned by computer.

Any room/hall changes thereafter must be approved in writing by the director of university housing before moves occur. Such changes are approved only after two full weeks into each semester to allow students enough time to become sufficiently acquainted and to make educated decisions about the move proposed. After a room change is approved, affected residents must complete official check-out procedures before moving, and check into the new room with a residence life staff member. Students should carefully consider making a change prior to acting on it. Once processed by the housing office, room changes cannot be reversed and the student is expected to complete the move. Students taking part in unauthorized room changes will be subject to judicial action.

Students may be placed on a waiting list for single rooms, another roommate, room or building at any time during a semester by submitting a room preference request form to the housing office. As responses to such requests are sent to a student's room, the student should indicate on the form if the response should be held in confidence. Preference is generally given on a first-come, first-served basis. While no guarantees can be given, every attempt will be made to honor student preferences. Payment for designated singles (doubles as singles) does not constitute approval. Singles are guaranteed in writing only by the housing director, followed by payment. Single room fees are prorable. See the housing office for details on proration date.

Double rooms designated as singles are granted on a semester basis only. They must be requested each semester by the student if a single is desired for the following semester. Triple rooms cannot be designated as doubles or as private rooms.

In between the fall and spring semesters, any student with an available space in his/her room (including those with doubles as singles requests on file) must move belongings to make empty beds, desks, closets, and dressers available to prospective roommates, as well as clean the available spaces. Students not in compliance may have this work performed for them over the break at their expense and/or may be assessed an administrative fee.

Students without roommates should be aware that they may receive a new roommate at any time. Because of this, students should make sure their rooms are always ready to accept a roommate. Students will not have the opportunity to accept/reject a roommate sent or assigned to them.

Any resident who harasses or harms his/her roommate(s) in any way will be reassigned to another residence room immediately. The university reserves the right to move a resident to a single room at the student's expense. If a single is not readily available, the student will be assigned to a temporary room and moved as soon as the permanent room is ready for occupancy.

Room preference request forms submitted for the summer waiting list are discarded at the end of summer. A new list is then started at the beginning of the fall semester.

Residents are responsible for updating their residence hall reservation form with the

housing office when any information changes. Students providing inaccurate data on this form may not receive preference of room and/or may be reassigned.

### **ROOM CONSOLIDATION**

In order to accommodate as many roommate and single occupancy requests as possible, a room consolidation process may be initiated after the opening of each semester. A student residing in a double or triple room without a roommate will be given the following options in a letter from the housing office:

- (1) Based upon space available, pay the designated single room rate, thereby guaranteeing that no other student will be placed in the room for the remainder of that semester.
- (2) Select a roommate to move in.
- (3) Agree to have a roommate assigned by the housing office at any time during that semester. Triple rooms cannot be allocated for single room use except at the discretion of the housing director.

After the consolidation period, a student without a roommate who has not paid for a private room should anticipate another student being assigned and set up the room in a way that would be welcoming to a new roommate. Noncompliance may result in judicial action. While every effort is made to inform the resident about a new roommate moving in, some circumstances may not allow for advance notification. Room changes during exam weeks will be discouraged unless all parties agree.

### **WITHDRAWAL**

All residence withdrawals (including disciplinary) require the completion of forms at the university housing office. Proper check-out procedures also must occur. The room must be inspected by a residence life staff member in the presence of the withdrawing student after all personal belongings have been removed from the room. It is the student's responsibility to arrange this inspection. Damage deposit refunds are processed after checkout procedures are complete and a final inspection of the room is done. The director of university housing then sends approval to the student accounts office.

Students not formally withdrawing from housing may continue to be billed for room and board until a formal withdrawal is conducted. Students not properly withdrawn from the university and not registered for classes are considered unofficially withdrawn and must perform proper withdrawal procedures immediately. Because room and board services are removed together if a withdrawal occurs, students wishing to continue dining on campus may set up a dining account.

### **PERSONAL POSSESSIONS**

When students formally or unofficially withdraw from housing or when the academic year ends, all personal belongings must be removed and rooms vacated by the withdrawal date, within 24 hours following their last examinations or by the scheduled closing, whichever comes first. The university does not assume the risk of damage, theft or loss of any possessions left after this period, as is the case during occupancy. Items will be considered abandoned and disposed of or given to charity at the discre-

tion of the university housing office. Students also may be assessed an additional charge for the packing and removal of these belongings.

### **STORAGE**

All storage of belongings is at a student's own risk. Requests for storage of inventory items must be approved in writing by the director of university housing prior to removal. After the storage request form is approved, facility services personnel will move the items into storage for a nominal fee to the student. Students cannot store inventory items themselves. The facility services office does not provide this service for personal items. Storage of personal items will take precedence over storage of inventory items. Students also are permitted to request storage for only one set of university furniture (not a potential roommate's), as one always must be ready to accept a roommate in an unoccupied space. Exceptions are made for those students in designated singles who are paying the single room and board rate. In this case, two sets of furniture may be stored as long as at least one is returned prior to the end of the semester in preparation for a potential roommate. Storage requests cannot be rescinded once filed with the housing office.

University furniture and personal belongings may not be placed in hallways, common areas or anywhere in the residences other than storage (when approved) or individual student rooms. If found in violation of this, furniture will be removed and the student will be charged for the replacement piece as well as the cost of moving the item. Personal belongings found unattended in said areas will be forfeited.

All inventory and personal items must be properly tagged with an NU storage label tightly secured in plain view before being placed in storage. Items not so identified are subject to removal/disposal at any time, including the periodic cleaning of storage areas. Students assume full responsibility for articles in storage. Storage is permitted only for current resident students. No items may be stored within 24 inches of the storage area ceiling or within areas marked in yellow tape in any residence storage room. Items found in violation may be moved or disposed of.

During the summer, storage may take place only if a student is living on campus while attending summer school or will be returning to the residence halls in the fall semester. Items in storage belonging to nonresident or former resident students will be disposed of or donated to local charities. Stored items can be retrieved only by the person indicated on the storage label. Relatives, friends, roommates, etc. will not be issued stored items. When a student is unable to return to NU due to extreme circumstances, a designee may pick up the items after a notarized storage item release form is presented. Specific hours for placement or retrieval of items in storage areas may be determined by individual residence halls. Storage areas cannot be accessed during break periods or when residence halls are closed.

### **FINANCIAL OBLIGATIONS**

**Room Deposit:** Students must reserve housing in advance by paying a room deposit, completing academic registration, and following established procedures for room selec-

tion. The university can then properly plan to reserve sufficient residence hall space. All enrolled residents or students moving back on campus must submit a deposit by the room selection process. New or readmitted students make their room deposits through the admissions office. All college students outside of commuting distance are required to live on campus for their first two academic years. University housing may not be available for those who do not pay their room deposits on time. Room deposits are credited toward the semester's bill. Room deposit refunds will be considered only if the university housing and student accounts offices receive written notification from the student indicating the extenuating circumstances preventing return to the university. This written notice and proof of university withdrawal must be received before June 1, the deadline for cancellation of housing reservations and residence hall agreements. Withdrawals after June 1 and before the official opening day of the residence halls will result in forfeiture of the deposit. Withdrawal after the residences officially open is in compliance with the refund policies stated in the college catalog and this handbook.

**Damage Deposit:** All resident students are required to make a damage deposit. The deposit is refundable, less any charges for damage in residence rooms and/or common areas and provided there are no outstanding debts to the university. Any additional billing for damages over the deposit amount will be assessed to the person(s) responsible.

**Damage Assessment:** All room residents will be held responsible for any damages or loss to the room or its furnishings. Each room is furnished according to capacity. No inventory changes, to include furniture exchange between rooms, will be permitted. The only exception is to have inventory items placed in designated storage areas. Each student will be given the opportunity to evaluate the condition of the room upon moving in. Students should be careful to note any damage not already indicated on the inventory form by the RA/CA, otherwise the student may be held responsible. Students then evaluate the condition again upon moving out of the room, after the RA/CA has indicated damages to prevent any discrepancies in those damages. Students disputing damages noted on the inventory should attach a note to the inventory form indicating reasons for the dispute. No charges are final until reviewed by the director of university housing. Students are expected to leave the room in its original condition, including cleaning it before checkout. Students are responsible for prearranging checkout time/procedures for their rooms at the joint convenience of an RA/CA and themselves. Checkouts can be done by any RA residing in the building or any CA in the apartments. If the student fails to have the room checked and/or fails to sign the inventory sheet, he/she will be charged for any damage and assessed a \$50 improper checkout fee. Students attempting to check out after the official hall closing time will also be assessed the \$50 improper checkout fee.

Charges for damages to any area in common use in or around the residences (such as bathrooms, stairwells, lounges, elevators or hallways) will be assessed equally to all residents using or residing in those areas, regardless of which students were present at the time the actual incidents causing the damage occurred, unless the person responsible is known. Common area inspections will be performed monthly by residence life staff members for this purpose and to maintain common areas. Furniture and other items

located in any common areas are not to be removed from the area for any reason or used for anything other than their originally intended use. Students who do not wish to be assessed for damages are requested to cooperate with residence life staff in preventing the damage or in identifying persons responsible. Students should report damages to the residence life staff immediately.

Facility services personnel are responsible for the maintenance and repair of all buildings. The university housing office and facility services staffs will inspect the buildings on a regular basis and assess damages and bill students through the student accounts office. A list of residence repair and replacement charges is available from your RA/CA for review. Damage charges totaling less than \$1 will be billed as a minimum \$1 charge. If itemization or dispute of damage charges is desired, a written request must be received within one year of the damage being billed or taking place. After one year, damage itemizations or dispute resolutions cannot be granted.

**Billing:** As the bill is the student's responsibility, the housing office does not initiate calls to parents/guardians regarding any charges. If the parent/guardian has been given access to the bill, it is assumed that the student's permission has been granted to discuss billed charges with the parent/guardian. Students wishing to be excluded from this process should notify the housing office in writing.

#### **DINING SERVICES**

Regulations are established by contract between the university and the firm providing food services. The supplier's policies and procedures are accepted by Niagara University.

#### **TELEPHONE SERVICE**

It is the resident's responsibility to provide a touch-tone telephone and line cord, as well as installation, payment of bills and removal of the service at the end of the academic year or withdrawal from housing. The university is not responsible for student telephone charges that result from any types of calls or carriers or failures of call screening/blocking facilities. Toll fraud is a criminal offense under state and federal laws; e.g., calling 900 and 800 numbers that bill back to the university and accepting collect calls or billing an extension for third party billing calls. Students are responsible for all calling activity originating from their assigned rooms. The university may restrict and/or deny telephone access to a student at any time for abuse or fraudulent use of telephone services. Students may also face judicial action.

#### **LAUNDRY**

Washers and dryers are available for student use in all residence halls and the student apartments. Laundry facilities are for use by resident students only. Use by nonresidents is strictly prohibited, and violators are subject to disciplinary action. Any problems should be reported to the residence hall staff or the business services office at ext. 8366.

#### **RESIDENCE AGREEMENT**

The residence agreement can be terminated by the student only in the event of the student's graduation, official withdrawal from the university, or by mutual agreement between the university and the student. Requests for termination of this contract must be made in per-

son or submitted in writing to the director of university housing. Students requesting a housing withdrawal to live off campus must meet with a housing office representative before the application for withdrawal can be considered. Once approved, proper withdrawal forms must be completed by the student and processed. If the student withdraws from housing before the end of the semester, refund of room and board charges will be issued as stated in the student handbook and college catalog. The university reserves the right to cancel a residence agreement and remove a student from housing for breach of housing contract or as a disciplinary sanction. At the discretion of the director of university housing or designee, this agreement may be cancelled if the student fails to comply with the terms of the contract or engages in activities contrary to the safety, health, welfare, or security of him/herself or others. Residents who have their residence agreements cancelled as a result of contract enforcement or disciplinary action must vacate residences and conduct room checkout procedures within 24 hours, unless otherwise specified by the dean of student affairs or vice president for student life. There will be no refund of room and board fees.

#### **ADDITIONS TO UNIVERSITY POLICY**

The residence agreement constitutes the terms for a contract and lease between Niagara University and the student, for housing space and food services. Violation of contractual obligations or housing and meal plan regulations as stated in the college catalog and student handbook may result in the cancellation of all or part of the contract, administrative sanctions, university disciplinary proceedings, and/or appropriate legal action. Should any university policy be revised or changed while this contract is in effect, the agreement is changed accordingly.

The university may adopt additional rules and regulations that are consistent with concern for the health, safety and welfare of its students. Residents will be held responsible for all materials published, posted and/or distributed by the university housing office. This information is routinely posted in the housing office and should be checked periodically by residents.

#### **ON-CAMPUS RESIDENCY REQUIREMENT**

Niagara requires all students to live in the residence halls for their first two academic years. The need for this regulation is predicated on statistics that show students who live on campus tend to perform better academically, acclimate more readily to the collegiate environment, become involved in a greater number of learning experiences that complement classroom teachings, and in general are more satisfied with the college experience. Exemptions to the residency requirement may be found in the NU undergraduate catalog.

#### **USE OF CAMPUS RESIDENCES**

Residents are expected to use their rooms only as living units; no commercial operations may be carried on therein. Students must consult with the residence life staff prior to attempting special use of their rooms/common areas to ensure projects are within university policy, procedure and safety guidelines. All occupants of a room are responsible for conduct infractions occurring within the room.

Gatherings in campus housing are limited to double the room's capacity plus one person. The total number present at one time is limited to 20 in a student apartment and 15 in each Varsity Village house.

Canvassing door-to-door in or around residences is prohibited.

#### **USE OF LAVATORIES**

Restroom facilities are clearly marked for men and women and are to be used only by the gender for which they are intended.

#### **DAMAGE TO SCHOOL PROPERTY**

Individuals or groups using an area, facility, room or section of a building will be held responsible for property damage or injury, unless the responsible person(s) becomes known.

#### **KEYS/CARDS TO UNIVERSITY FACILITIES**

Duplication of keys/cards issued to students is strictly prohibited. Students are not permitted to lend their residence keys/cards to another person. Unauthorized possession, duplication, or use of keys/cards to any university facilities (including residence rooms) or attempt thereof subjects a student to severe sanctions.

#### **PERSONAL PROPERTY LOSS**

The university shall not be liable directly or indirectly for any loss by theft of personal property of students or their guests, or for damage or destruction by fire, water or any other cause.

#### **VISITATION IN RESIDENCE HALLS**

The university recognizes that relationships are an essential element of life and all must learn how to establish, maintain and expand healthy, mature friendships. Visitation, however, may not interfere with the rights of other residents.

The right of a student to live in reasonable privacy takes precedence over the privilege of his/her roommate to entertain a guest in the room. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. While visiting, individuals must understand that they are invited guests and are expected to conduct themselves in an adult fashion. Residents will be held responsible for the actions of their guests. Any visitor not in compliance with NU policies or requests made by university personnel, to include campus safety officers, RAs and CAs, may be asked to leave campus. Violations of these policies and procedures liable the student for disciplinary review.

#### ***Visitation Policy***

**Open hours** are those during which visitation between genders is permitted:

*Sunday–Thursday . . . . . Noon–midnight*  
*Friday & Saturday . . . . . Noon–2 a.m.*

**Privacy hours** are all times outside of those designated for open visitation.

Visitation hours do not apply to apartments. Same gender visitation in the residence halls is permitted 24 hours a day. Opposite gender visitation is permitted only at specified times.

## ENTRANCE AND GUEST PROCEDURES

**Resident Students:** Students living in that hall must show and swipe their NU ID.

**All Other Students:** NU students not living in that hall must show and swipe their NU IDs and properly sign in at the front desk. Proper sign-in includes printing one's first and last name and the host's name and room number.

**Nonstudent Visitors:** Persons without an NU ID will be considered nonuniversity visitors and must have a resident host sign them into the residence hall. The guest must sign in, obtain a guest pass and leave a picture ID (driver's license, passport, college ID, etc.). The ID will be returned upon the guest's departure.

- Guest passes may be issued for up to two consecutive days. Guests are not permitted to stay more than two overnights per week on campus.
- Guests under 16 years of age are not permitted to spend the night in the residence halls.
- Guest passes will be issued or preregistered by RA staff only during RA desk duty hours. A student may preregister a guest pass for a visitor arriving after RA desk duty hours. The preregistered visitor's identification information will be verified by the RLO or hall monitor upon arrival, and the pass will be issued.
- Visitors without a guest pass or preregistered pass will not be permitted in the residence halls.
- Guests must keep guest passes in their possession and be escorted by their hosts at all times.
- Guests must abide by all university policies and procedures. Failure to do so will result in the guest being required to leave campus.
- Hosts are responsible for the actions of their guests and may be subject to judicial action for their guests' misconduct.
- Guest passes are valid for visitation only in the halls in which they were issued.
- A maximum of three guest passes per room may be issued concurrently.
- Advanced registration of guests may be required during exam periods and/or special events and holidays.

Guest passes are not needed for apartment guests. All other guest regulations do apply to the apartments.

## NOISE IN RESIDENCE HALLS

The university expects students to respect the rights of others relative to a learning environment. Students are required to uphold living habits normally associated with responsible community life, and are held accountable for maintaining a residence atmosphere conducive to study and habits normally associated with community living at all times. Students shall keep the volume of radios, televisions, stereos, and CD or tape players low so as not to disturb others. Practice or performance on musical instruments must not disturb others. The use of electronically amplified or percussion musical instruments is prohibited in rooms or common areas. Official quiet hours may be established for each residence floor. During exam week, 24-hour quiet hours will be in effect in all campus residences. Excessive noise may result in room/hall reassignments and other appropriate disciplinary action.

## MISSING STUDENTS

The term "missing student" shall refer to any Niagara University student living on campus who has not been seen by friends or associates in a reasonable length of time which may suggest that the absence is cause for concern or suspicion. All reports of missing or suspected missing resident students should be reported to the campus safety office. Reports concerning missing commuters and off-campus students should be referred directly to law enforcement authorities. The campus safety office will assist external authorities with these investigations as needed. Details on Niagara's response to reports of missing students may be obtained from either the campus safety or dean of student affairs office.

## PERSONAL IDENTIFICATION

All students are required to carry their Niagara University ID card at all times while on campus. Providing false identification, failure to identify oneself or surrender identification upon request of university personnel, including campus safety officers and residence life staff, in the performance of their assigned duties subjects a student to disciplinary action.

Lost and found NU ID cards are to be immediately returned to the Office of Information Technology in St. Vincent's Hall, room 108. Possession of more than one NU ID card or another person's ID card is prohibited. Once enrollment or employment is terminated at Niagara, the ID card must be promptly returned to the ID office.

## HEALTH AND SAFETY REGULATIONS

### ROOM INSPECTIONS

Room inspection by authorized university personnel or their delegates is permitted when such inspection is thought to be necessary. Residence common areas are open for inspection at all times. Personnel who may inspect residences due to the nature of their duties include, but are not limited to, the following persons: vice president for student life; dean and assistant dean of student affairs; director and assistant director of university housing; resident directors, graduate resident directors, residential coordinators, community assistants, and resident assistants; facility services employees; and campus safety personnel. The local fire inspector, when escorted by an NU employee, is also permitted to inspect rooms. The inspector may confiscate items that are not allowed in residence, and the items may not be returned to the owners.

Room searches may be conducted by university authorities for health and safety purposes with the consent of the resident, in situations determined to be emergency in nature, or with a university search warrant. In emergencies, facility services staff may be in residences and student rooms after normal working hours. Advanced notification to students may not always be possible.

### POLICE AGENCIES

The summoning of law enforcement officials to the campus is the decision of the university.

## **PERSONAL PROPERTY**

Niagara University will not assume responsibility for any liability, personal or property. Therefore, the university shall not be liable directly or indirectly for any loss or damage to any article of property caused by such events as insufficiency of heat, irregularity of electrical current, flooding, theft or for any other reason or cause. As such, students are advised to carry personal property insurance. During fall and spring recess periods, residents may leave personal property in residence rooms or designated storage areas at their own risk. The university accepts no liability for students' possessions.

## **PERSONAL PROPERTY INSPECTIONS**

Students and guests entering residences may be asked to submit to a search of their property (packages, boxes, bookbags, etc.) by authorized personnel when there is belief that an object or substance that is prohibited by policy is present. Students or guests refusing this request may not bring the property into the residence hall but may remove it without penalty.

## **BUILDING SECURITY**

Residents are responsible for the general security of their residences. Acts that compromise building security are prohibited, including propping open doors normally closed for security and safety purposes. Residents are encouraged to always lock their doors and immediately report theft and vandalism to residence life staff members and the campus safety office. Anyone gaining illegal entry into a student room/apartment with or without an officially issued key/card is subject to severe disciplinary action.

## **FIRE ALARMS**

The New York state fire code requires that any building must be completely evacuated when a fire alarm sounds. Calls for assistance should be made immediately to the campus safety office and/or residence life staff by any person who discovers or suspects a fire. Students should make sure that they are familiar with exits and strictly follow fire evacuation procedures. Failure to cooperate in evacuating a building subjects a student to disciplinary action. Residence life staff may check student rooms/apartments for compliance with evacuation procedures. Any student who needs special assistance should make prior arrangements with building staff.

## **FIRE FIGHTING EQUIPMENT**

Tampering with fire alarms and fire-prevention, fire-detection and fire-fighting equipment is a violation of both the New York state fire and penal codes and is considered a major conduct violation. Fire alarms and fire-fighting equipment including (but not limited to) fire extinguishers, fire hoses, fire doors and fire escapes, heat and smoke detectors, and sprinkler systems protect occupants. Any tampering with, covering of, or misuse of fire equipment is punishable by university and/or court action. Residents and/or their guests who tamper with or misuse fire equipment in the residences will face serious disciplinary action.

## **FIRE SAFETY**

Candles, open flames and incense are strictly prohibited in the residences due to the inherent threat of fire. No excessively flammable furnishings or decorations may be used. Natural Christmas trees and branches are prohibited. The cumulative total of

material also will be considered in assessing flammability. Under no circumstances should any furniture or other belongings block doorways, to include covering doorways with sheets, blankets, tapestries, etc. Personal drapes are not permitted unless they are flame-resistant according to NYS fire code, and proof can be presented upon request. Octopus lights (five-light, multicolored floor lamps) and halogen bulbs are not permitted. The only type of extension cord permitted in residence is one with a surge-protected power strip.

If the university incurs fines from any external agencies or penalties from individual lawsuits because of an infraction, the university will seek to recover these expenses from those whose behavior precipitated the fine or suit.

## **SMOKING ENFORCEMENT**

Pursuant to public health laws, no smoking is permitted in any campus facility, to include student residence hall rooms or in any university vehicle. For designated smoking areas on the grounds, consult [www.niagara.edu/smokingpolicy/](http://www.niagara.edu/smokingpolicy/). Students, employees and visitors are encouraged to help keep the campus safe and beautiful by disposing of cigarette butts in appropriate receptacles.

The enforcement procedure follows:

- (1) Should someone smoke in a restricted area, individuals are asked to request that the smoker extinguish his/her cigarette out of respect for nonsmokers. It is expected that all reasonable and courteous persons would comply.
- (2) If the smoker refuses to comply, then the complaining person is encouraged to contact the campus safety office, who will repeat the request.
- (3) If the smoker refuses to extinguish a cigarette, the matter will be directed to the dean of student affairs office. Police may be called when situations warrant such actions.

## **COOKING**

Due to the threat of potential fire hazards and unsanitary conditions, cooking is permitted only in specially designated kitchenette areas in each residence. Any personally owned cooking appliance, as well as the microwaves/convection ovens provided, must be used in these areas according to the directions described for such items. Students are expected to clean up after themselves and are solely responsible for keeping these areas orderly. Under no circumstances are residents allowed to cook in their rooms. Any misuse or abuse of kitchenette areas may result in disciplinary action and/or these areas being closed down and cooking privileges rescinded.

## **APPLIANCES**

Only appliances installed by the university may be used in residences due to building circuitry. To promote fire safety, units such as the following may not be used anywhere in the residence halls (except in the kitchenette areas when appliances are used for food or beverage preparation): frying pans, griddles, waffle irons, stoves, toasters, broiler ovens, hot pots/plates, coffeemakers, popcorn poppers, water heating coils, air conditioners, electric heaters, heat lamps, refrigerators larger than 4.5 cubic feet, and all resistance appliances except irons, hair dryers, and vaporizers/humidifiers, which must be

equipped with an automatic shut-off feature. Microwave/convection ovens (except those provided by the university) are prohibited in the residence halls. Any appliances that use large amounts of electricity or generate heat, including halogen bulbs or lights of any kind, are strictly prohibited unless authorized in writing in advance by the university housing director. The university reserves the right to confiscate any banned or misused appliance.

### **ALTERATIONS TO RESIDENCE ROOMS**

Residents may not put up any decorations or make any alterations, including adding beds, bars and lofts, that will damage or change university property or constitute a safety or health threat to residents or the campus community. Students may not use personally owned furniture of the types already provided by the university. Raising furniture off the floor, stacking furniture or use of same for anything other than its intended purpose is prohibited. Residents should not attempt any repair or maintenance work. All problems should be reported to residence life staff who will contact the university housing or facility services offices. All repairs and maintenance in residences will be made only by authorized university personnel, who will have access to all rooms for maintenance purposes. Rooms also will be routinely inspected by the residence life staff for maintenance, health and safety reasons, and compliance with general rules and regulations. Tampering with heating equipment or thermostats, or altering temperature readings by doing so, is strictly prohibited.

Students may personalize their rooms by formally requesting to have them painted by facility services personnel once a room is chosen through spring room selection for the following fall. See the university housing director for prices, colors and other details prior to June 1 for the following fall semester.

### **WINDOWS, ROOFS, ELEVATORS**

Windows are for vision and ventilation and roofs are for shelter; neither is for recreation. Opening windows by means other than the handles and latches provided is prohibited. Placement of objects outside a window, including aerials, wires and similar equipment, is not permitted. Decorations to the exterior of buildings are not permitted. Students are not allowed on window ledges or roofs. The removal, loss or damage of a window screen from student rooms or common areas in residences is prohibited and may result in an installation and/or replacement charge. Due to the danger to lives and property, throwing or allowing any objects to be ejected into or out of residence rooms and/or hallways will result in severe disciplinary action. Residents are held responsible for any objects ejected into or out of their room windows and any damage to person or property that may be caused from such action.

Students will be held responsible for damages from misuse of elevators. Irresponsible behavior (e.g., horseplay, overcrowding, vandalism) is subject to disciplinary action in addition to restitution for repair and/or damages.

### **ANTENNAE, CABLES, WIRES**

Antennae, telephone lines and electrical or other wiring are expressly prohibited outside of residence windows or in hallways. Students also are not permitted to tamper with existing antennae or connections anywhere on campus for any reason.

### **PETS**

No pets, to include fish or other animals, may be kept in residences or allowed in any university buildings or on university grounds due to sanitation and health regulations and out of regard for others and the animals. Pets found on campus may be impounded.

### **TRASH/REFUSE**

Students' personal trash should be placed in outside dumpsters and not in hallway, bathroom or other common area trash containers.

### **WATER BEDS**

The use of waterbeds is prohibited in university residences because of the added weight stress on building structures and the potential for water damage.

### **RECREATIONAL ACTIVITIES**

Recreational activities normally conducted outdoors or in gymnasiums, auditoriums or other open areas are prohibited in the residences. This includes activities such as ball games, frisbee, soccer, skateboarding, hockey, etc.

### **BUNK BEDS**

Bunk beds are permanently assigned to several rooms on campus due to occupancy and space needs. Students may request to have bunk beds debunked by completing a request form in the housing office. All residents of a room must make the request. Requests are granted on a first-come, first-served basis.

Debunking of bunk beds is not permitted without written housing office approval. Requests for debunking of beds must be put in writing to the housing office by all residents of the room. If approved, the work will be done by facility services personnel.



## IV. RULES OF STUDENT CONDUCT, JUDICIAL PROCEDURES AND STUDENT RIGHTS

Student conduct rules and judicial procedures are viewed first and foremost within the educational mission and Vincentian traditions of Niagara University. As such, the system strives to instill moral and ethical values, most especially integrity and respect for human dignity; to ensure accountability and justice; and to create a safe and harmonious campus. Niagarans are expected to be serious students,

thoughtful community members and responsible citizens.

The system provides a just, fair and equitable means of addressing student grievances and evaluating conduct. Rules governing student behavior are not laws, nor should the University Judicial Board be regarded as a court of law. Rather, the system is designed to inform students of the broad principles and high standards to which they will be held responsible as members of a community. It also is intended as a forum for assessing conduct and determining sanctions, when appropriate, that encourage behaviors that contribute to the well-being of the campus.

Studying at Niagara University is a privilege best safeguarded by each student's continued use of good judgment and consideration for the rights and property of others. Please note that all official notices go through campus e-mail, and students are deemed to have received any notice sent to them electronically. Students should expect that they will be held accountable for their actions and will be afforded an opportunity to contribute to the examination of their alleged actions, as set forth below.

### TABLE OF CONTENTS

#### A. Niagara University Rules of Student Conduct

1. Definitions
2. Effect of Federal, State and Local Laws
  - i. Federal Law
  - ii. State Law
  - iii. Local Laws
  - iv. Reporting Violations: Whistleblowing
3. Prohibited Conduct on Campus
  - 3.1 Laws
  - 3.2 Conduct Incompatible with University Values
  - 3.3 Drug, Alcohol and Smoking Violations

- 3.4 Hazing
- 3.5 Property Related
- 3.6 General Welfare

#### 4. Prohibited Conduct in the Residence Halls and Apartments

- 4.1 Housing Rules
- 4.2 Housing Contract
- 4.3 Safety
- 4.4 Visitors
- 4.5 Nuisance Behavior
- 4.6 Alcohol in Residence Halls

#### 5. Prohibited Conduct Off Campus

- 5.1 Continuing Application of Rules
- 5.2 Representing the University

#### 6. Niagara University in Ontario

- 6.1 Laws and Rules

#### B. Niagara University Judicial Procedures

##### 1. Filing of Complaint

- i. Initiation of Complaint
- ii. Contents of Complaint
- iii. Administrative Removal Pending Action
- iv. Complainant's Rights and Obligations
- v. Charged Student's Rights and Obligations
- vi. Student Witnesses' Rights and Obligations

##### 2. Responding to the Complaint

- i. Accepting Accountability
- ii. Denying Accountability
- iii. No Protest

##### 3. Resolution Conference or Hearing

- i. Resolution Conference by Assistant Dean of Student Affairs
- ii. Venue
- iii. Assembly of Judicial Board
- iv. Scheduling of Hearing and Extensions
- v. Conduct of Hearing
- vi. Issuing of Determination and Sanctions After a Conference or Hearing

##### 4. Sanctions

##### 5. Appeal

- i. Appeal Based on Procedure
- ii. Appeal Based on New Evidence
- iii. First Level of Appeal
- iv. Second Level of Appeal
- v. Forms for Appeal

## A. NIAGARA UNIVERSITY RULES OF STUDENT CONDUCT

### 1. DEFINITIONS

**Academic days:** Any day between the first day of the fall semester and the last day of the spring semester not designated as a holiday or vacation by the university's academic calendar.

**Academic Integrity (AI) Policy:** Niagara University's policy and process regarding alleged academic misconduct. The AI policy has a different disciplinary system that functions separately from the institution's judicial procedures.

**Administrative withdrawal:** Withdrawal initiated by the university's administration or records office.

**Adviser:** During the hearing, a charged student may have the assistance of an "adviser" who can take notes and confer with the charged student regarding the proceedings, but will otherwise have a silent role. The adviser must be a full-time student currently enrolled in the university.

**Campus official:** Person acting in the course of his/her authorized function at the university.

**Charged student:** A student charged with a rules violation.

**Complaint:** A formal charge of a rules violation, complete with the date of the alleged violation; the facts upon which the charge is based; and the specific rule(s) the student is charged with having broken.

**Dismissal:** Permanent denial of the right to participate in any academic or extracurricular activities of the university, with leave to reapply.

**Expelled:** Permanent denial of the right to participate in any academic or extracurricular activities of the university, without leave to reapply.

**Federal law:** The law of the United States of America.

**Foreign law:** The law of any country other than the United States of America.

**Local law:** The law of a county, city, town or village.

**Official documents:** Documents issued by a specific entity that convey a specific right, privilege or registration, or are official records.

**Provincial law:** The laws of a province of Canada.

**Rules violation charge:** Refer to "Complaint."

**Removal from the university:** When removed from the university, a student is withdrawn from all classes, removed from campus housing and prohibited from entering campus. When a student is removed, tuition, room and board fees are forfeited, unless specifically provided otherwise.

**State law:** The law of New York or any other state in the United States of America.

**Student:** All persons taking courses at the university, either full or part time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after

allegedly violating the Rules of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the university, or who have been notified of their acceptances for admission are considered "students" for purposes of this code and procedures.

**Suspension:** A fixed period of time during which the student may not participate in any academic or extracurricular activities of the university.

**University Judicial Board (UJB):** An assembly with the authority to hear and evaluate charges brought under the Niagara University Rules of Student Conduct and Judicial Procedures, the sanctions from which could remove the student from the university.

**Voluntary withdrawal:** A student voluntarily withdraws from the university by requesting the records office to remove her/him from classes and the campus housing office to remove her/him from campus housing. When a student voluntarily withdraws, there is the possibility of a prorated refund of tuition and/or housing fees, in accordance with applicable procedures.

### 2. EFFECT OF FEDERAL, STATE AND LOCAL LAWS

While the rules of Niagara University are not laws, it is against the rules to break the law; refer to Rule 3.1. This section contains a small sampling of the type of laws governing behavior on the federal, state and local levels.

#### i. Federal Law

Federal law is the law of the United States government. A sampling of federal laws relevant to college students follows.

##### **Title 17 of the United States Code: Copyright**

Copyright protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Materials supplied for classes are generally subject to copyright controls. If a copyright-protected work is used without authorization, the owner may be entitled to bring an infringement action. A severe infringement could bring criminal penalties. Further information is at [www.copyright.gov](http://www.copyright.gov).

##### **Title 30 of the United States Code: Student Loan Fraud**

Any person who knowingly obtains financial aid by fraud or conceals any record relating to the granting of financial aid may be criminally liable. Certain convictions related to controlled substances can lead to the loss of financial aid. Information on financial aid can be found at [www.ed.gov](http://www.ed.gov).

##### **Federal Regulations Enforced by the Department of Homeland Security**

The Federal Food, Drug and Cosmetic Act (the Act) prohibits persons from importing into the United States any prescription drug not approved for sale. In virtually all instances, individual citizens are prohibited from importing prescription drugs into the United States. Student health services can assist with questions about medications. Information about import/export, travel and border issues can be found at [www.cbp.gov](http://www.cbp.gov).

## **ii. State Law**

The state laws found below are those of New York; however, students are expected to abide by the laws of whatever state they are in.

### ***State Alcoholic Beverage Control Law and Rules of the State Liquor Authority***

1. Any person who misrepresents the age of a person under the age of 21 years for the purpose of inducing the sale of any alcoholic beverage, as defined in the alcoholic beverage control law, to such person, is guilty of an offense and upon conviction thereof shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days or by both such fine and imprisonment. (Alcoholic Beverage Control Law, Section 65-a)

2. Any person under the age of 21 years who presents or offers to any licensee under the alcoholic beverage control law, or to the agent or employee of such a licensee, any written evidence of age which is false, fraudulent or not actually his or her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage, may be arrested or summoned and be examined by a magistrate having jurisdiction on a charge of illegally purchasing or attempting to illegally purchase any alcoholic beverage. If a determination is made sustaining such charge, the court or magistrate shall release such person on probation for a period of not exceeding one year, and may in addition impose a fine not exceeding \$100. (Alcoholic Beverage Control Law, Section 65-b)

3. Except as hereinafter provided, no person under the age of 21 years shall possess any alcoholic beverage with the intent to consume such beverage. A person under the age of 21 years may possess any alcoholic beverage with intent to consume if the alcoholic beverage is given to a person who is a student in a curriculum licensed or registered by the State Education Department and the student is required to taste or imbibe alcoholic beverages in courses which are part of the required curriculum, provided such alcoholic beverages are used only for instructional purposes during class conducted pursuant to such curriculum. (Alcoholic Beverage Control Law, Section 65-c)

4. Whenever a police officer as defined in subdivision 34 of section 1.10 of the criminal procedure law shall observe a person under the age of 21 years openly in possession of an alcoholic beverage with the intent to consume such beverage in violation of this section, said officer may seize the beverage, and shall deliver it to the custody of his or her department. (Alcoholic Beverage Control Law, Section 65-c, subdivision 5)

### ***Computer Tampering (in the fourth degree)***

A person is guilty of computer tampering in the fourth degree when s/he uses or causes to be used a computer or computer service and, having no right to do so, intentionally alters in any manner or destroys computer data or a computer program of another person.

### ***Gambling***

There are many forms of both illegal and legal gambling. According to the law, a person engages in gambling when they stake or risk something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that they will receive something of value in the event of a certain outcome. Niagara University does not tolerate illegal

gambling, which includes illegal betting on sports events. A student having a problem with gambling addiction may seek confidential assistance at the university's counseling services.

### ***§ 265.06. Unlawful possession of a weapon upon school grounds***

It shall be unlawful for any person age 16 or older to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or co2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such educational institution. Unlawful possession of a weapon upon school grounds is a violation.

Anyone seeking such authorization, including for purposes of training, theatrical weapons, and ROTC, shall consult with the director of campus safety to obtain authorization as required above.

### ***Credit Card Marketing***

Pursuant to Article 129-A of the New York State Education Law 6437 (Prohibition on the marketing of credit cards) the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited at Niagara University, except those published in newspapers, magazines, or similar publications, or unless authorized by the Office of Campus Activities pursuant to the posting policy under "Advertisement and Postings" in this handbook.

## **iii. Local Laws**

### ***City of Niagara Falls and the Town of Lewiston***

The university borders the City of Niagara Falls and the Town of Lewiston. Students leaving campus should be aware that cities, towns and villages have their own laws, and that students could be held accountable for breaking them. The university shall not provide bail, transport, or legal services to students who are arrested.

### ***iv. Reporting Violations: "Whistleblowing"***

Niagara University is committed to compliance with the laws and regulations to which it is subject, as well as to enacting policies and procedures to enable administration, faculty, staff, students, and the public at large to assist in that compliance.

Students wishing to report university violations or suspected violations of the law may do so by sending a notice in any of the following ways:

- An e-mail to [reporting@niagara.edu](mailto:reporting@niagara.edu); include sufficient contact information so the report may be verified as needed. Anonymous reports will be read but may, due to lack of accountability, be accorded less credibility.
- A personal visit, call, letter, or e-mail to the university's dean of student affairs.
- A personal visit, call, letter, or e-mail to Niagara's general counsel's office.

The university will take whatever steps necessary to ensure that there shall be no retaliation against good-faith reporters. Further information can be found at [www.niagara.edu/ugc/whistleblower](http://www.niagara.edu/ugc/whistleblower).

### 3. PROHIBITED CONDUCT ON CAMPUS

#### 3.1 Laws

- 3.1 Behavior contrary to any federal, state, provincial, or local law.
- 3.11 Behavior contrary to any foreign law the underlying conduct of which is determined to have relevance to Niagara University.

#### 3.2 Conduct Incompatible with University Values

- 3.21 Failure to abide by established policies or the reasonable request of a campus official.
- 3.22 Dishonesty that causes damage and/or benefit to an individual.
- 3.23 Possession and/or display of pornography.
- 3.24 Physical abuse or harassment of another including, but not limited to, intentional assault or reckless contact, or engaging in a course of conduct designed to seriously annoy or debase another.

Complaints regarding any violations of discrimination laws or policies, including sexual harassments or failure to provide reasonable accommodation for a disability should be brought directly to the dean of student affairs.

Further information on federal anti-discrimination laws can be accessed on the U.S. Department of Education Web site; a Discrimination Guide is included on: [www.ed.gov/about/offices/list/ocr/docs/sexhar00.html](http://www.ed.gov/about/offices/list/ocr/docs/sexhar00.html). More information on federal disability discrimination laws can be found on the U.S. Department of Justice Web site at [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

- 3.25 Stealing or knowingly benefiting from theft.
- 3.26 Gambling, as prohibited by federal, state and local law, and any athletic conference in which Niagara University participates.
- 3.27 Indecent conduct.
- 3.28 Sexual assault, which is any actual or attempted nonconsensual sexual activity including, but not limited to, forcible anal or oral sex, attempted intercourse, sexual touching, by a person(s) known or unknown to the victim, up to and including rape, which is: the perpetration of an act of sexual intercourse with a person against his/her will and consent, whether his/her will is overcome by force or fear resulting from the threat of force, by drugs administered without consent, or when the person is unconscious or otherwise physically unable to communicate willingly.

#### In the Event of Alleged Sexual Assault

A student complaining of sexual assault by another Niagara student may notify residence life staff, student affairs (286-8566) or campus safety (286-8111), and will be assisted in notifying law enforcement if the student so chooses. The student may contact the Office of the Dean of Student Affairs to obtain assistance changing academic and/or living situations after the alleged incident, if such changes can be reasonably accommodated.

During the university disciplinary process of an alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. More information on student affairs' procedures can be found at [www.niagara.edu/sa/sexualassault](http://www.niagara.edu/sa/sexualassault).

For information regarding sexual assault, including what action to take regarding the preservation of evidence and counseling, consult the "Campus Guide to Safety and Security" on the campus safety Web site at [www.niagara.edu/safety/sexualassault](http://www.niagara.edu/safety/sexualassault).

- 3.29 Failure to report any pending criminal charges or convictions. Reports should be made to the dean of student affairs.

#### 3.3 Drug, Alcohol and Smoking Violations

- 3.31 Possession, provision, sale or use of a controlled substance as defined by state and federal laws.
- 3.32 Possession or provision of controlled substance-related paraphernalia.
- 3.33 Possession and/or consumption of alcohol by a person under the age of 21.
- 3.34 Providing alcohol to a person under the age of 21.
- 3.35 Consumption of alcohol under circumstances where such consumption is prohibited.
- 3.36 Attending class under the influence of a controlled substance.
- 3.37 Disruptive behavior while under the influence of alcohol.
- 3.38 Operating a motor vehicle on campus while under the influence of drugs or alcohol.
- 3.39 Smoking in an area designated as smoke-free.

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

In conjunction with the law, Niagara University is committed to clear and concise policies on substance abuse and a strong program of counseling and referral for continuing treatment. Students should be aware of the following information:

- Student rules and regulations prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on campus properties or as part of its activities. All provisions of the State Alcoholic Beverage Control Law and all rules of the State Liquor Authority apply on campus. No person under the age of 21 can possess any alcoholic beverage with the intent to consume. State and federal drug and narcotic laws are also enforced on campus.
- Free, confidential information and assessments are available at counseling services, which offers a number of programs and activities designed to assist students. Referrals will be made to community treatment programs as necessary.
- The university will impose on students appropriate disciplinary sanctions, which may range from warnings to expulsion for violation of the Rules of Student Conduct. Student conduct violations are considered by the judicial board.
- Local, state and federal laws for the unlawful possession or distribution of illicit drugs and alcohol are enforced on campus. These include New York State Penal Code provisions on the possession and sale of controlled substances and federal controlled substance possession and trafficking sanctions. Violations of state laws can result in fines and up to life in prison. Federal sanctions are similar.
- The use and overdose of illicit drugs and alcohol can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death. Even low doses may significantly impair judgment and coordination.

### **Parental and Guardian Notification/Alcohol and Drug Violations**

Niagara University may advise parents or guardians of students under the age of 21 of certain alcohol and drug violations. Notification may be made for municipal, state or federal alcohol and drug violations when the student violation involves:

- “clear and present danger” to the student, other persons or campus property; and/or
- an arrest and custody of the student; and/or
- medical intervention due to use of alcohol or drugs; and/or
- violation of a general or housing rule; and/or
- possible removal of the student from the university, programs or facilities (e.g., campus housing).

In general, alcohol and drug violation notifications to parents and guardians will be made by the university in an effort to provide support for the individual student’s development, academic success and physical well-being. Generally, notifications will be made by mail and will include:

- the type and possible consequences of the student violation;
- campus/community services available to address the student alcohol or drug situation; and
- encouragement to parents/guardians to contact the student and assist him/her in addressing any substance issues and promote use of available services.

Notifications may be made, as appropriate, by the offices of the vice president for student life, the dean of students affairs or student health services. The dean of student affairs office will coordinate the notification process, approve parental notifications (in advance), maintain appropriate records, and arrange for necessary follow-up.

### **3.4 Hazing**

3.41 Above and beyond the New York Penal law, Niagara University interprets hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member compelling another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

### **3.5 Property Related**

- 3.51 Use of Niagara University’s name and affiliated trademarks without permission.
- 3.52 Tampering, misuse, or duplication of any university document, password, key, swipe card, or other instrument of access or identification, or of any official document.
- 3.53 Unauthorized entry on university property, including computers.
- 3.54 Willful or reckless disruption or obstruction of a campus activity, event or process, to include sporting events.
- 3.55 Unauthorized use or misuse of parking tags and vehicle-related documentation.
- 3.56 Destruction, damage or defacing of property.
- 3.57 Activity that compromises the security of university facilities or threatens the good order of the university.

### **3.6 General Welfare**

- 3.61 Failure to report a dangerous condition, hazard or situation that could lead to harm.
- 3.62 Failure to report an incident involving injury to another.
- 3.63 Leaving the scene of a motor vehicle accident without reporting it to campus safety.
- 3.64 Sale, possession, production, purchase, or use of a weapon. A “weapon” is an instrument that can cause physical harm to persons or property, or a replica thereof.
- 3.65 Creation and or possession of an incendiary device.
- 3.66 Failure to report the presence of a weapon or dangerous device on campus. Reports may be made to residence life staff members, student affairs office (286-8566), or campus safety (286- 8111).
- 3.67 Failure to observe fire safety requirements.
- 3.68 Contributing to or condoning violations of university rules.

## **4. PROHIBITED CONDUCT IN THE RESIDENCE HALLS AND APARTMENTS**

Residents and guests of university housing are subject to additional regulations under the student housing system. All Niagara students should familiarize themselves with the “Campus Housing” section of the student handbook and other rules of campus housing. Commuting students are still responsible for honoring the below rules and shall be charged under the disciplinary procedures for violating them. Violations may be referred to the student disciplinary process at the discretion of the housing staff. Room reassignment or removal from the residence halls is within the authority of the housing staff, independent from the disciplinary procedures.

### **4.1 Housing Rules**

- 4.11 Violation of any rule set by the dean of student affairs or housing staff. The dean and the housing staff reserve the right to change said rules as needed, without notice.
- 4.12 Violation of any housing rule by a guest, including those referenced in Rule 4.11.

### **4.2 Housing Contract**

- 4.21 Violation of the student housing agreement.
- 4.22 Unauthorized room change.

### **4.3 Safety**

- 4.31 Duplication of a student housing key or possession of an unauthorized key.
- 4.32 Failure to lock a door, propping a door or otherwise circumventing a security measure.
- 4.33 Failure to abide by fire safety procedures including, but not limited to: failure to exit during a fire alarm, maintaining an open flame and tampering with fire safety equipment.
- 4.34 Cooking outside of designated kitchenette areas.
- 4.35 Throwing objects into or out of a window.

#### **4.4 Visitors**

4.41 Hosting or being a visitor in a manner that interferes with the rights of other residents.

4.42 Hosting or visiting in violation of co-educational housing restrictions.

4.43 Hosting or visiting in violation of the guest pass requirement.

4.44 Failure to produce proper identification to a campus official.

#### **4.5 Nuisance Behavior**

4.51 Excessive noise.

4.52 Possession of pets or other non-service animals.

4.53 Roughhousing and sports play in the buildings.

#### **4.6 Alcohol in the Residence Halls**

4.61 Visible intoxication resulting from irresponsible alcohol use.

4.62 Possession of excessive amounts of alcohol to include kegs and beer balls.

4.63 Participation in activities or drinking games which encourage rapid consumption of alcohol.

4.64 Possession of open alcohol containers in hallways, lounges or other common areas.

4.65 Possession of glass beer bottles.

### **5. PROHIBITED CONDUCT OFF CAMPUS**

#### **5.1 Continuing Application of Rules**

5.11 Any conduct prohibited on campus that can also be effected off campus is prohibited by this rule.

#### **5.2 Representing the University**

5.21 Any off-campus conduct that disgraces the name of the university including, but not limited to, public displays of aggression, rudeness or violations of the law.

### **6. NIAGARA UNIVERSITY IN ONTARIO**

#### **6.1 Laws and Rules**

6.11 Failure to abide by the rules set forth above, including the rules regarding federal, state, local, and foreign laws.

Note: The venue for judicial proceedings of students enrolled in Niagara's Ontario program shall be in Ontario, at a site selected by the assistant dean of students affairs.

## **B. NIAGARA UNIVERSITY JUDICIAL PROCEDURES**

### **1. FILING OF COMPLAINT**

#### ***i. Initiation of Complaint***

Any member of the university community may complain of violations of the Rules of Student Conduct by reporting the allegation to the assistant dean of student affairs. The assistant dean shall work with campus officials to monitor reports of alleged misconduct. When an incident warrants, the assistant dean shall conduct an investigation to determine if the allegations have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the dean

of student affairs. If not, the assistant dean shall draft and deliver a complaint to the charged student. Official correspondence will primarily be sent via e-mail to the student's Niagara e-mail account. Such transmission will constitute sufficient notice of receipt.

#### ***ii. Contents of Complaint***

A complaint, drafted by the assistant dean of student affairs as set forth above, will contain:

- date of the alleged violation;
- rule(s) violated;
- allegations upon which the complaint is based;
- date the complaint was presented to the charged student;
- option to either (1) accept accountability, (2) deny accountability, or reply with (3) no protest;
- notice regarding a two-day deadline to respond; and
- notification regarding whether potential sanctions are severe enough to warrant a hearing before the University Judicial Board; if they are, the charged student may select to have a resolution conference with the assistant dean or a hearing before the University Judicial Board.

#### ***iii. Administrative Removal Pending Action***

a) At any point after an alleged rules violation, a student may be subject to immediate administrative action including, but not limited to, suspension or removal from university housing, if determined, upon information currently in the administration's possession, that the student may pose a risk to himself or others. A student so subject shall be provided with a letter from the dean of student affairs detailing the reason for the administrative action and the conditions of return. Such action can be appealed to the vice president for student life; refer to "Appeal" Section 5, subsection iv.

b) At any point, a student may be diverted from the disciplinary process and administratively withdrawn if the student, as the result of a mental disorder, lacks the capacity to respond to pending disciplinary charges or did not know the nature or wrongfulness of the conduct at the time of the offense. In doing so, the dean of student affairs shall consult the appropriate mental health professionals as needed. A student subject to such withdrawal shall be given an opportunity to appear personally before the dean of student affairs (or designee) to review the reliability of the information upon which the withdrawal was based.

c) A student may be diverted from the disciplinary process and administratively withdrawn if the student lacks the capacity to respond to pending disciplinary charges. A student subject to such withdrawal shall be given an opportunity to appear personally before the vice president for student life (or designee) in order to review the reliability of the information upon which the withdrawal was based.

d) This section shall in no way limit or affect other university policies with regard to administrative action for nondisciplinary matters.

**iv. Complainant's Rights and Obligations**

a) Right to Information

In all cases, the complainant shall have the right to know that a complaint has been filed. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault or violence.

b) Right to Confidentiality and Limitations

In all cases, access to the proceedings and the records thereof shall be maintained to ensure the complainant's rights under FERPA and university policy and procedures. However, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault or violence.

c) Obligation to Cooperate

There shall be an expectation that the complainant shall cooperate with the investigation of the allegations underlying the complaint and shall, if necessary, appear as a witness at judicial proceedings.

**v. Charged Student's Rights and Obligations**

a) Right to Consideration of Collateral Consequences

If the facts underlying a rules violation charge could be used as the basis of a criminal charge or civil claim in a public court, the student may determine it is in their best interest not to comment on the disciplinary process, in which case they may enter a response of "No Protest."

b) Right to Closed Proceedings

Access to hearings shall be limited to the charged student, the University Judicial Board, witnesses (only when offering testimony), and, if the charged student so chooses, his/her adviser [refer to B(1)(v)(f)].

c) Right to Confidentiality and Limitations

In all cases, access to the proceedings and the records thereof shall be maintained to ensure the complainant's rights under FERPA. However, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault or violence.

d) Right to Protest Perceived Partiality

In the event of a hearing, the charged student shall have the right to raise any concerns regarding the impartiality of a member of the University Judicial Board and to request the recusal of any member, except the assistant dean. Such concerns must be submitted to the UJB chair in writing prior to the beginning of the hearing. The chair shall discuss the concerns with the charged student in private and render a decision regarding the application.

e) Obligation to Testify

In the event of a hearing, the charged student shall testify as to the charge(s) which has been brought against the student in the disciplinary process.

f) Right to Adviser

Should the charged student choose a hearing before the UJB, the charged student may have an adviser present. The adviser must be a currently enrolled full-time student.

The adviser may not speak or otherwise advocate for the charged student, but will be allowed to witness all proceedings. The adviser may take notes, organize papers and otherwise assist the charged student in evaluating his/her case and defense.

**vi. Student Witnesses' Rights and Obligations**

a) Right to Respectful Treatment

Niagara University students called as witnesses in disciplinary matters will be treated with respect. They shall be given proper notice of proceedings. Records referencing their participation shall be disclosed only on a need-to-know basis, with all due consideration given to redaction as required by FERPA.

b) Obligation to be Truthful

Both during an investigation and when offering testimony, student-witnesses shall be truthful. Dishonesty during any part of the proceedings shall be a violation of the Rules of Student Conduct (Rule 3.22).

c) Obligation to Cooperate

Student-witnesses are obligated to cooperate with any investigation conducted in conjunction with a student disciplinary matter, so long as said cooperation is not in derogation of the student-witnesses own rights. (For instance, a student-witness may refuse to answer a question the answer to which would incriminate him/her.) Students with such concerns should raise them promptly upon being requested to cooperate.

d) Obligation to Be Discrete

To the greatest extent possible, confidentiality is expected of student-witnesses, who should consider the consequences of discussing their cooperation with the investigation prior to divulging their experience.

**2. RESPONDING TO THE COMPLAINT**

**i. Accepting Accountability**

A charged student may accept accountability for the charges set forth in the complaint by agreeing to "accept accountability." The assistant dean of student affairs or designee will then determine the appropriate sanctions, with the charged student being able to present any facts felt to be relevant to mitigation or leniency.

**ii. Denying Accountability**

A charged student may deny accountability for the charges set forth in the complaint by checking "deny accountability," at which point the student will select the form of resolution desired and prepare his/her defense.

**iii. No Protest**

This plea is only available to those whose conduct could be actionable in court. As stated in section B(1)(v)(a), if the facts underlying a charge could be used in a future court proceeding, the charged student may determine that it is not in his/her best interest to comment on the disciplinary process. Selecting "no protest" means the student does not accept accountability, and will not be required to speak regarding the allegations upon which the complaint is based. However, pleading "no protest" also means that the charged student will not be accorded a resolution conference or hearing, nor be allowed or expected to speak on his/her own behalf, either in defense or

mitigation as the university proceeds with the case. Failure to respond to the complaint will be determined at the discretion of the assistant dean of students.

### 3. RESOLUTION CONFERENCE OR HEARING

#### *i. Resolution Conference with Assistant Dean of Student Affairs*

Upon answering the complaint “deny accountability,” the charged student shall have a resolution conference with the assistant dean of students, resident director, other designee, or, if so entitled, may request a hearing by the University Judicial Board.

#### *ii. Venue*

All proceedings shall be conducted on the campus of Niagara University unless the alleged violation involves a student registered in a “Niagara University in Ontario” class. Proceedings for these students shall take place at the program’s site in Ontario.

#### *iii. Assembly of University Judicial Board*

The UJB shall comprise: the chair (appointed by the university president); two faculty members (appointed by the president); two undergraduate students (elected by the student body); and the assistant dean of student affairs or designee (in a nonvoting capacity). If a member must leave due to his/her excused unavailability or concerns about impartiality [refer to B(1)(v)(d)], the UJB shall proceed with those members available to participate.

#### *iv. Scheduling of Hearing and Extensions*

##### **Scheduling a Hearing**

Within 30 academic days of receiving a plea of “deny accountability,” the assistant dean of students affairs shall schedule a resolution conference or hearing, to be held no later than 60 academic days after the receipt of the plea.

##### **Extensions**

The university reserves the right to adjust any deadlines set forth to accommodate timing issues. Examples of such issues are: the end of a semester; the excusable absence of a witness or UJB member; or an emergency that disrupts the schedule of the university.

Should the charged student need more time to meet any of the above deadlines, a request will be sent at least two academic days before the expiration of the deadline.

#### *v. Conduct of Hearing*

a) The UJB is to consider the matter put before it and to decide if the charged student is accountable for the violations set forth in the complaint. In so deciding, the board shall base its decision on its own discretion, sense of accountability and fairness.

b) The chair shall conduct the proceedings. As necessary, the chair shall emphasize that rules are not laws, that the University Judicial Board overseeing the procedure is not a court of law, and that technical rules, such as the rules of evidence, do not apply.

c) Access to the hearing shall be limited to the charged student, UJB members, witnesses (only when offering testimony), and, if the charged student so chooses, his/her adviser [refer to B(1)(v)(f).]

d) Should the charged student not be present for the hearing at the designated time, the hearing will proceed at the discretion of the chair.

e) A copy of each piece of evidence to be submitted by the assistant dean of student affairs shall be provided to the charged student prior to the start of the hearing. A copy of each piece of evidence to be submitted by the charged student shall be provided to the assistant dean prior to the start of the hearing.

f) The chair shall begin the proceedings by ensuring that all witnesses are available. In the event a witness is unavailable, the chair shall decide whether there is sufficient participation to go forward. The chair shall then read the allegations and applicable rules violations set forth in the complaint.

g) The assistant dean of student affairs shall make an opening statement, after which, the charged student may make an opening statement.

h) After the charged student’s opening statement, if one is made, the assistant dean shall coordinate the presentation of such statements, evidence and witnesses as necessary to convey the results of the investigation to the UJB.

i) After offering testimony, each witness shall be available for questioning by the UJB members and the charged student. The chair shall oversee the order and conduct of questioning.

j) After submission of all evidence by the assistant dean, the charged student may offer his/her own collection of statements, evidence and witnesses as necessary to convey further relevant information to the UJB.

k) After offering testimony, each witness shall be available for questioning by the assistant dean and the UJB members.

l) Following the submission of all evidence and a full opportunity for the UJB to ask questions and examine documents as necessary, the assistant dean shall offer a closing statement summarizing the evidence showing a violation of the rules.

m) Following the assistant dean’s closing statement, the charged student has the option to offer a closing statement summarizing his/her defense.

n) At all times the chair is responsible to ensure that the parties are afforded adequate time to present relevant evidence. The chair, however, is also responsible for preventing redundancy, hyperbole, and irrelevant testimony from entering the proceedings.

o) In all questions of procedure left undetermined by the above, the chair shall use his/her discretion to ensure a timely and fair process.

#### *vi. Issuing of Determination and Sanctions After a Conference or Hearing*

The assistant dean of student affairs or the University Judicial Board shall issue findings within 30 academic days of a determination.

### 4. SANCTIONS

Sanctions shall be at the discretion of the assistant dean of student affairs.

**A. Disciplinary Warning:** A disciplinary warning is issued when specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in one of the more serious sanctions.

## **B. Restitution or Fine:**

**Fine** — In cases when there are willful violations of rules guiding safe and orderly campus life, a fine up to \$200 may be imposed. Unpaid fines double after 10 calendar days and will be billed to the student's account.

**Restitution** — Students will be held financially accountable for damages that they caused to another's property. If damage is to Niagara University property, the amount may be put on the student's bill, and registration or transcript release may be delayed until the debt is settled. Residents are responsible for the actions of their guests while they are visiting on campus.

**C. Special Educational Project and/or Supervised Work Assignments:** Individuals or groups of students may be assigned educational projects or meetings on or off campus, and/or work assignments which must be completed by a set deadline.

**D. Loss of Privileges,** including but not limited to:

**Residence Hall Reassignment** — This sanction is imposed when it is deemed to be in the best interests of the student and/or the residence hall community that a change of room and/or building is necessary. Students are expected to follow standard housing check-out procedures. If reassignment to a single room is necessary, any additional cost will be assessed to the reassigned student.

**Residence Hall Expulsion** — In cases where students commit serious or repeated offenses, this sanction can be assigned. Student behavior which has shown to resist correction by those in authority or behavior that is harmful to self or others would necessitate eviction. A student must vacate the residence halls following standard housing check-out procedures. Students are restricted from entering any residence hall and the dining hall while under this sanction. Refund of room and board costs will not be authorized. Guardians, academic deans and appropriate directors will be notified of this sanction. Evicted students acting out in any way will be subject to more serious disciplinary actions.

**Loss of Privileges Commensurate with Actions** — In cases where students commit an offense related to a specific privilege at the university, the assistant dean of student affairs may consult with related campus officials and restrict the student from such privilege.

**E. Community Service:** Individuals may be assigned to activities that address human needs in the community, either internal or external to the university.

**F. Disciplinary Probation:** DP may be imposed with or without the loss of designated privileges for a definite period of time. Violation of the terms of the probation or a subsequent sanction may result in removal from the university.

**G. Permanent Transcript Notation:** The University Judicial Board or assistant dean of student affairs may recommend the permanent notation on a transcript of serious offenses, such as hazing, the sale of drugs or alcohol, etc.

**H. Suspension:** Students are not permitted to attend classes or examinations and must vacate university property by the time specified. Suspended students are restricted from the campus and cannot attend any Niagara University functions off campus. A

student can be suspended from one day up to an indefinite period, depending on the nature of the violation. No refund of room, board, tuition, and fees will be given to suspended students. Suspended students will automatically be on disciplinary probation during the first semester of their return. Guardians, campus safety, academic deans, and appropriate directors will be notified of this sanction.

**I. Check-stop in the Event of Noncompliance:** The assistant dean of student affairs (or designee) shall monitor the compliance of students in fulfilling their sanctions. In the event of noncompliance by a deadline, a "check-stop" preventing the student from registering the proceeding semester shall be put into place, to be lifted only after the student has received permission from the dean of student affairs.

**J. Expulsion:** All relations are permanently severed between the student and the university. A student may not take examinations or attend classes and must vacate university property immediately. The student may not return to the campus or attend off campus activities at any time. Guardians, campus safety, academic deans, and appropriate department heads will be notified of this sanction. No refunds will be granted when a student is expelled. Expelled students may not reapply for admission.

## **5. APPEAL**

### ***i. Appeal Based on Procedure***

The first basis for an appeal is procedural. Such an appeal shall be based on an alleged deviation from the process as set forth in Section 3 above.

### ***ii. Appeal Based on New Evidence***

The second basis for an appeal is new evidence. Such an appeal shall be based on the discovery of new evidence, not reasonably available to the charged student prior to the hearing, the inclusion of which could have led to a different result.

### ***iii. First Level of Appeal***

The first level of appeal shall be to the dean of student affairs. Appeals based on procedure must be made within one week of the imposition of sanction. Appeals based on newfound evidence must be made within one month of the imposition of sanction.

### ***iv. Second Level of Appeal***

The second level of appeal shall be to the vice president for student life, and must be made within one week of the student being provided with a copy of the result of the first level of appeal.

### ***v. Forms for Appeal***

Appeals shall be submitted using forms approved by the Office of the Dean of Student Affairs which shall supply them upon request.

## V. ON-CAMPUS PHONE EXTENSIONS

Academic Exploration Program	.8203
Admissions Office	.8721
Arts & Sciences, College of	.8060
Athletics Office	.8600
Bookstore (campus store)	.8370
Business Administration, College of	.8051
Campus Activities Office	.8510
Campus Ministry Office	.8400
Campus Safety Office	.8111
Career Development Office	.8500
Castellani Art Museum	.8200
Cooperative Education Department	.8530
Counseling Services	.8536
Education, College of	.8560
Financial Aid Office	.8686
Food Service	.8394
Menu Hotline	.8395
Health Services	.8390
Hospitality and Tourism Management, College of	.8270
Housing, University	.8100
Kiernan Recreation Center	.8055
Learning Center	.8072
Library	.8000
Media Resources	.8470
Multicultural & International Student Affairs	.8405
Newspaper, INDEX	.8512
N.U.C.A.P. Office	.8750
N.U.O.P. Office	.8068
Post Office	.8070
Records Office	.8727
Radio Station, W.N.I.A.	.8478
Student Accounts Office	.8300
Student Affairs, Dean of	.8566
Student Government	.8508
Student Life, Vice President for	.8405
Ticket Office (theater and athletic events)	.8622
University Judicial System	.8566
Yearbook, NIAGARAN	.8513
<b>RESIDENCE HALLS</b>	
Clet Office	.5744
Lynch Office	.5009
O'Donoghue Office	.5097
O'Shea Office	.5747
Seton Office	.5745
Varsity Village Office	.5738

## VI. QUICK RESOURCE/REFERRAL GUIDE

ITEM	OFFICE	EXT.	LOCATION	HOURS
<b>Academic support</b>				
Learning skills courses	Learning Center	8072	Seton Hall, first floor	M-F as scheduled M-Th, 1-4 p.m. By appointment M-F as scheduled
Writing center				
Peer tutoring				
Academic skills workshops				
<b>Activities</b>				
General		8510	LL Gallagher	M-F 9 a.m.-5 p.m.
Student government		8508	LL Gallagher	M-F (hours posted)
<b>Banking</b>				
HSBC ATM		8510	LL Gallagher	M-F 4:30 a.m.-2:30 a.m./S-S 7 a.m.-2:30 a.m.
<b>Career exploration</b>				
Resumes, job searches, interviewing skills, etc.	Career development office	8500	LL Seton	M-F 9 a.m.-5 p.m.
<b>Change Machine</b>				
Self-service		8510	LL Gallagher	M-F 4:30 a.m.-2:30 a.m./S-S 7 a.m.-2:30 a.m.
<b>Computer labs/help desk</b>				
Information technology office	Information technology office	7300	St. Vincent's Hall, first floor	M-Th 8 a.m.-10 p.m.
Information technology office	Information technology office	7300	St. Vincent's Hall, first floor	F 8 a.m.-5 p.m./Sat. noon-5 p.m./Sun. 1-9 p.m. 24/7
Career development office	Career development office	8500	LL Seton	M-F 9 a.m.-5 p.m.
Counseling services office	Counseling services office	8536	LL Seton	M-F 9 a.m.-5 p.m.
Campus ministry office	Campus ministry office	8400	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Cooperative education</b>				
<b>Counseling (student)</b>				
Personal/wellness	Academic support office	8076	Seton Hall, first floor	M-F 9 a.m.-5 p.m.
Pastoral	Health services	8390	Butler Building	M-F 9 a.m.-5 p.m.
<b>Disabled services</b>	Counseling services office	8536	LL Seton	M-F 9 a.m.-5 p.m.
Academic needs/LLD	Financial aid office	8284	LL Gallagher	M-F 1-4 p.m.
Medical needs				
Psychological needs				
<b>Emergency loans</b>				
Short-term, up to \$200 plus service charge				
<b>Employment (student)</b>				
Part time	Career development office	8500	LL Seton	M-F 9 a.m.-5 p.m.
Work study	Financial aid office	8673	LL Gallagher	M-F 9 a.m.-5 p.m.
Food service	Dining services office	8394	Clet Hall	M-F 9 a.m.-5 p.m.
Bookstore	Campus store	8370	Butler Building	M-F 9 a.m.-5 p.m./Sat 10 a.m.-2 p.m.

<b>Financial aid</b>	Financial aid office	8686	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Food</b>	Dining services office	8394	Clet Hall	M-F 9 a.m.-5 p.m.
<b>Health care (student)</b>	Health services	8390	Butler Building	M-F 9 a.m.-5 p.m.
<b>Identification cards (NU)</b>	Information technology	7300	St. Vincent's Hall, Room 106	Call for hours
<b>International students</b>				
Immigration matters	Records office	8726	LL Gallagher	M-F 9 a.m.-5 p.m.
Orientation and programming	MISA office	8405	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Lockers (commuters)</b>	Campus activities office	8510	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Lost &amp; found</b>	Campus safety office	8111	Campus safety office	Daily, 24 hr./day
	Campus activities office	8510	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Mass cards</b>	Campus ministry office	8400	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>New student programs</b>				
CARE and First-Year Niagara	Dean of student affairs	8566	O'Shea Hall	M-F 9 a.m.-5 p.m.
Orientation	Campus activities office	8510	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Parking permits</b>	Campus safety office	8111	Campus safety office	Daily, 24 hr./day
<b>Payments (student)</b>				
Billing & adjustments	Student accounts office	8300	LL Gallagher	M-F 9 a.m.-5 p.m.
<b>Recreation</b>				
Intramurals, club sports, fitness activities, etc.	Kiernan Center	8055	Kiernan Center	M-Th 11 a.m.-10 p.m./F 11 a.m.-9 p.m. S & S 1-9 p.m.
	Fitness facility	8055	Kiernan Center	M-Th 7 a.m.-10 p.m./F 7 a.m.-9 p.m./ S&S 9 a.m.-9 p.m.
Ice skating (open)	Dwyer Arena	8782	Dwyer Arena	Call for hours
<b>Research</b>	Library	8000	Library	M-Th 8 a.m.-midnight/ Fri. 8 a.m.-8 p.m. Sat. 10 a.m.-5 p.m./Sun. 11 a.m.-midnight
<b>Tickets</b>				
Athletic events	Dwyer Arena	8499	Dwyer Arena	M-F 11 a.m.-4:30 p.m.
Theater events	Theater department	8483	Clet Hall	M-F 9 a.m.-5 p.m.
<b>Vending card services</b>	Business services office	8366	Alumni Hall, first floor	M-F 9 a.m.-5 p.m.
<b>Volunteering</b>				
Community service	Learn & Serve Niagara Program	8750	O'Shea Hall, first floor	M-F 9 a.m.-5 p.m.
Social justice	Campus ministry office	8400	LL Gallagher	M-F 9 a.m.-5 p.m.