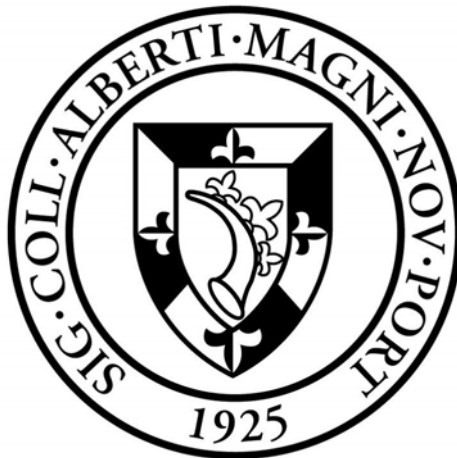


The Source

Student Handbook

2011-2012



Albertus Magnus College

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Tradition of Honor



Honor

The ideal of honor is an integral and important part of college life at Albertus Magnus College. It enables each student to develop personal integrity by placing full responsibility on one for her/his actions. Its spirit and practice should extend to every aspect of college life. A student is expected to be honorable in all academic work and in one's dealing with the College and members of its community. Demanding the highest type of personal integrity, the spirit and practice of honor:

- A. Encourages a strong sense of mutual responsibility, respect, trust and fairness among all members of the campus community – students, faculty/staff, and administration.
- B. Strengthens student self-government.
- C. Promotes better scholarship.
- D. Forms the basis for good living not only in the College community, but also in one's future life.



Department of Student Services

Dean for Student Services

Albertus Magnus College
700 Prospect Street
New Haven, Connecticut 06511

203.773.8542
203.773.8984 *fax*
morrison@albertus.edu

Dear Student:

Albertus Magnus provides for a complete education through vital aspects of life - academic, cultural, social and spiritual. During your time here you will be asked to search for truth, to examine your values and ideas, and to establish your individual goals.

To help facilitate this growth, the student handbook acts as a framework. It explains policies and procedures which contribute to maintaining a respectful environment. It also provides guidelines to help you learn and grow as a member of the Albertus community. All of the various constituencies within the college provide resources which are the tools for your success.

Enjoy your college career at Albertus Magnus. This is a challenging yet exciting period of your life. Best wishes for your success both inside and outside of Albertus Magnus College.

Sincerely,

Maureen V. Morrison

Dean for Student Services

The Mission of Albertus Magnus College Statement of Mission

The mission of Albertus Magnus College is to provide men and women with an education that promotes the search for truth in all its dimensions and is practical in its application. Founded by the Dominican Sisters of Saint Mary of the Springs, Albertus Magnus College, faithful to its Catholic heritage and the Judeo-Christian tradition, remains dedicated to providing an opportunity for learning which responds to the academic needs and ethical challenges of its students and of society.

This mission of Albertus Magnus College derives from the intellectual tradition of the Dominican Order whose essential charisma is the search for truth (*Veritas*). Reflective of the dedication and commitment to service of our founder and sponsor, we at Albertus assume responsibility for the fulfillment of our particular service as an academic community. Principles which guide our mission and purpose include the following:

- The College embraces the Liberal Arts tradition and is committed to a vibrant curriculum, including a General Education program that is both scholarly and humanistically enlarging.
- The College encourages students to participate in academic internships, practica and relevant work experiences as preparation for meaningful careers.
- The College strives to bring together a richly diverse student body and cultivates an atmosphere of mutual respect and ethical behavior.
- The College fosters close, positive interaction between faculty and students, thereby offering broad opportunities for challenge and growth.
- The College provides an educational environment dedicated to enhancing each student's development both as an individual and as a member of society.
- The College prepares students to become responsible, productive citizens and lifelong learners, encouraging them to contribute to their communities and to become moral leaders in a complex world.

Approved by the Board of Trustees
March 21, 2003

Division of Student Services

Mission Statement

As a reflection of the mission and Dominican tradition of Albertus Magnus College, the Division of Student Services is committed to the development of the whole person through co-curricular activities. The Departments of Athletics, Campus Activities, Campus Ministry, Career Services, Health Services and Residential Life collaborate to design and to continuously assess programs with the goal of assisting students with the lifelong process of self-discovery, wellness, and the search for truth in all dimensions.

Our objectives are:

- To facilitate obstacle free access to services needed and to provide programming to raise awareness culturally, socially, physically, and spiritually
- To be present and available to offer support and advice in order to guide students toward mature, responsible, value-centered decisions for the purpose of ministering to themselves and to others
- To foster an environment of mutual respect and a strong sense of community
- To empower students to become open-minded leaders who value diversity, teamwork and good sportsmanship
- To counsel students during their preparation for meaningful and satisfying careers

Academic Calendar

2011 - 2012

FALL 2011

Sun-Tues	August 28-30	Orientation, Admit Cards Distributed
Wed	August 31	Classes Begin
Mon	Sept 5	Labor Day – College Closed
Thurs	Sept 8	Last Day to Enter Class
Mon	Oct 10	Columbus Day – No Classes
Tues	Oct 11	Midterm Grades Due
Thurs-Sun	Nov 23-27	Thanksgiving Break – No Classes
Fri	Dec 9	Last Day of Classes
Sat	Dec 10	Reading Day
Mon	Dec 12	Final Exams Begin
Fri	Dec 17	Final Exams End

12/18/11-- 01/17/12 ***Christmas Recess***

SPRING 2012

Mon	Jan 16	Martin L. King Day - College Closed
Wed	Jan 18	Orientation, Admit Cards Distributed
Thurs	Jan 19	Classes Begin
Fri	Jan 27	Last Day to Enter Class
Mon	Feb 20	President’s Day - College Closed
Mon	Mar 12	Midterm Grades Due
Sat-Sun	Mar 10-18	Spring Break
Thurs-Sun	Apr 5-8	Easter Break
Fri	Apr 6	Good Friday- College Closed
Mon	Apr 9	Classes Resume
Sat	May 5	Reading Day
Mon	May 7	Last Day of Classes
Tues	May 8	Final Exams Begin
Mon	May 14	Final Exams End
Sun	May 20	Commencement

GENERAL OVERVIEW

ACADEMICS

Academic Advising

At every stage in their academic careers, Albertus students have available experienced guidance in planning a course of study. The Director of Academic Advisement advises all entering first year full-time day students. During sophomore year and until the student declares his/her major field, the students are advised by faculty members under the direction of the Registrar and the Director of Academic Advising. Students formally declare a major after they have earned thirty credits and before they register for more than forty-five credits. At this time the Chair of the Department becomes the student's academic advisor and remains so until the student graduates.

In addition to this formal structure, students are urged to seek the counsel of their instructors and other members of the Albertus community. Each student is provided an Academic Advising Handbook which may be used as a guide in selecting course and credit loads in each semester.

Center for Teaching and Learning Excellence

Rosary Hall

The mission of the Center for Teaching and Learning Excellence is to foster a collaborative learning environment in which students and faculty members may flourish by providing academic support services, learning opportunities beyond the classroom, and resources for cultivating sound pedagogical practices.

Located in the College's Library at Rosary Hall, the Center provides a warm, welcoming environment and is fully equipped with state-of-the-art technology. It also houses a current collection of quality research materials, tutorials, and writing resources in print and online. The Center employs a number of well-trained Writing Associates who have been carefully selected for their exceptional writing ability and interest in helping fellow students improve their writing and research skills. These WA's are available by appointment on Monday through Thursday during the traditional academic year. The Center also offers assistance for students with "special needs" as well as those seeking to improve the quality of their work. Consistent with the College's commitment to collaborative learning, all students are encouraged to utilize the Center, to work with peers, faculty, and academic support staff to realize their full potential.

Academic Regulations

For current AMC Academic Regulations, please see the College Catalog. The College Catalog is available on the AMC web site: www.albertus.edu.

Appropriate Classroom Conduct Code

Albertus Magnus College encourages students to be inquisitive, question what they are taught, and express differences of opinion in a reasonable, non-disruptive manner. This means each student should be considerate and respectful of the rights, views, and interests of other students and faculty. No student has the right to be rude, demeaning, or disrespectful to other students. The college expects students to conduct themselves as responsible individuals and refrain from any and all disruptive behavior. All students have the right to learn in an environment free from disruptive behavior so they may derive the full benefit from the course.

Common Disruptive Behaviors include, but are not limited to:

- Monopolizing class discussion
- Doing something else in class

- Displaying overt disinterest (sleeping, leaving)
- Asking irrelevant questions
- Causing disruptions by making disturbing noises (using cell phones or computers, eating, clicking pens, etc.)
- Packing up books before class ends
- Making late and/or noisy entrances to class
- Not listening and then asking others about the material
- Talking when someone else is speaking
- Sending or receiving text messages
- Using unauthorized electrical devices
- Over-reacting to returned assignments or exams
- Exhibiting a challenging, arrogant or insolent manner
- Using obscene language or gestures
- Making offensive comments to another student or the faculty member
- Verbally threatening another student or the faculty member
- Physically threatening another student or the faculty member

Student behavior which makes the classroom environment uncomfortable or hostile for another person is considered a serious offense. The course instructor has primary responsibility for control over conduct in the classroom and may direct the temporary removal of any student who is disruptive, poses a risk to the instructor and/or students, or is in violation of college regulations. The instructor must report such conduct in writing to the Academic Dean for the Undergraduate Day Program for determination of appropriate sanctions, including extended or permanent suspension from the classroom or expulsion. A student may appeal such decisions to the College Conduct Board, but the decision of the Academic Dean as approved by the Vice President for Academic Affairs shall remain in force until the College Conduct Board has rendered its decision. Faculty and students have the right to expect an environment which is conducive to student learning.

Intellectual Honesty

A degree from Albertus Magnus College represents not only a high quality of intellectual achievement, but also the completion of the work in accordance with the highest standards of academic honesty and integrity.

These standards embrace the following principles:

1. The student's work shall be the result of one's own effort.
2. In writing papers, the student shall give the appropriate acknowledgment of the work of others which is included in the paper.
3. Due regard must be observed for the right of others to have fair and equal access to library resources.

The following regulations are in keeping with these standards:

1. Examinations:

- A. Under the honor system, examinations are not proctored, though professors should be available to students during exams and may remain in classrooms during exams. Both faculty members and students are responsible for upholding academic integrity in the classroom.
- B. A student shall neither give nor accept help during examinations or quizzes.
- C. A student must sign the following statement at the end of each examination: I DECLARE THE HONOR PLEDGE.
- D. Students may not take books of any kind into the examination room or in any room where

tests are being given, unless specifically permitted or required to do so by the professor.

2. Plagiarism:

- A. Plagiarism is the most serious offense against academic integrity and intellectual honesty. Instructors are requested to explain to their students the proper procedure in regard to the work involved in the assignments of their class.
- B. No paper or report may be offered in more than one course without permission of the instructor. It is generally understood that:
 - a. In writing any sort of paper, the student must acknowledge in footnotes or bibliography, all sources from which ideas, facts, or opinions have been gathered.
 - b. In taking notes, direct quotations, should be clearly marked and the pages from which any information is taken should be indicated. The student should be familiarized with the way to use source materials.
 - c. Carefulness in these matters will prevent the danger of unconscious plagiarism.
 - d. In completing written assignments, the student must work independently unless the class instructor indicates otherwise.

3. Library:

Students should sign out all materials from the library.

Violation of the above regulation is a serious offense, and is subject to disciplinary action.

Violations will be referred to the College Conduct Board for appropriate action.

Procedure for Appealing a Course Grade

If a student believes that a course grade has been assigned in an arbitrary or capricious manner, he or she may appeal the grade through the following steps:

- A. The student first should discuss the matter with the faculty member no later than two weeks after the start of the semester following that in which the grade was given.
- B. If no satisfactory solution is reached, the student should arrange a meeting with the department chair, the faculty member, and the student.
- C. If the matter is still unresolved, the Dean of the Traditional Undergraduate Program becomes involved as an unofficial mediator.
- D. If these steps fail to result in a solution the student views as satisfactory, the student may choose to drop the issue or to lodge a complaint with the Faculty Chair, who will appoint an ad hoc committee to review the case.
- E. The final decision regarding grades always remains with the faculty member who is the instructor of record for the course.

Procedures That Faculty Members Follow When Addressing Alleged Academic Violations of the Tradition of Honor:

Because of their special role as leaders in the Albertus Magnus College academic community, faculty members have a particular charge to uphold the College's Tradition of Honor. If, in their professional judgment as scholars and teachers, they suspect that a student is not abiding by the Tradition, they have a responsibility to research any suspected infractions and to address them appropriately. In so doing, faculty should adhere to the following guidelines:

- Review the College's Tradition of Honor and policies relating to intellectual honesty and appropriate classroom conduct.
- Include a statement of the Tradition of Honor on all syllabi and take reasonable measures to forestall academic dishonesty by discussing what it entails and how it will be addressed in specific courses. Faculty will inform students regarding their obligations in upholding the Tradition.

- Gather evidence to support their suspicion. It is appropriate that faculty locate sources of plagiarism or locate other evidence that academic dishonesty has occurred which would be compelling to a neutral third party.
- Notify the student that he or she is suspected of an infraction and offer to discuss the matter. Ideally, this should be done in person, but if this is impracticable, it may be done in writing with the offer of a follow-up discussion. Faculty have a responsibility to take reasonable steps to assure that notification occurs. Faculty should not unilaterally impose sanctions until having met with the student, unless the student fails to respond to the notification in a timely manner or refuses to meet with the faculty member.
- Complete an Intellectual Honesty Form (see below)
- Meet with the student if he or she so chooses in order to give the student an opportunity to discuss the validity of the charge(s) and appropriateness of the sanctions. The faculty member may wish to have a neutral third party who is a member of the College's faculty or administration present when meeting with the student.
- After discussion with the student, determine if the formal sanctions are warranted. If the faculty member believes that they are warranted, he or she should present the student with the Intellectual Honesty Form. The student should sign it, choosing not to contest the charges and accepting the sanction(s), choosing not to contest the charges but to contest the sanction(s), or choosing to contest the charges. Should the student choose either of the latter options, the next step in the College conduct process should be initiated. The instructor should return the form to the Office of Academic Affairs, and the Vice President for Academic Affairs or the Vice President's designated representative should assure that the next step of the process is initiated.
- If a faculty member proposes a sanction that is more severe than failure in the course, the matter will automatically trigger a College Conduct Board hearing

Academic Misconduct

Plagiarism:

Plagiarism is the appropriation in whole or in part of another person's ideas, writings, or other work as one's own. Students are expected to acknowledge the work of others whether they draw upon it directly or indirectly.

Academic theft or inappropriate use of another student's idea(s), writing(s), or other work.

Aiding and abetting another student in cheating, academic theft, or plagiarism.

Fabrication:

Fabrication is the manufacturing of data, quotations, citations or other materials as supporting documentation for the assignment.

Typical sanction(s) may include: *failure on an assignment or failure for a course. In cases of repeated offense, sanctions may be severe as suspension or expulsion from the College. In addition, sanctions may include letter(s) of apology to specific individuals, such as faculty, students in the course in which the offense occurred, and those whose works or ideas were appropriated*

Intellectual Honesty Form

Student:

Instructor:

Address:

Course:

Term:

Local Telephone:

Brief Description of Violation of the Tradition of Honor:

Proposed sanction:

To the instructor: In order to impose a sanction, you must notify the student orally or in writing of the violation, provide a summary of the evidence substantiating your determination, and state your proposed sanction. You must provide the student with an opportunity to address the allegation(s). Should the student contest the charge or the sanction, you must provide a written explanation of the case and a copy of any supporting documentation to the appropriate authorities as outlined in the College's Conduct process.

I have followed these procedures and have imposed the sanction stated above.

Instructor Signature

____/____/____
date

To the student: You have been accused of violating the Tradition of Honor. You may accept responsibility for having violated the Tradition, or you may contest the accusation. Should you choose to pursue the latter course, you may follow the procedures outlined in the "Albertus Magnus College Conduct System." If, after meeting with your instructor, your instructor is convinced that no incident occurred, it is unnecessary to complete this form. Should you admit that an infraction occurred and consent to the proposed sanction, you should sign this form, and the instructor will place it on file with the Office of Academic Affairs. Should it be found that you have violated the Tradition of Honor twice, you will automatically have a hearing before the College Conduct Board upon the third charge of violating the Tradition.

Please complete one of the options below:

I do not contest the charge(s) outlined by the instructor and accept the proposed sanctions.

Student Signature

____/____/____
date

I do not contest the charge(s) outlined by the instructor, but wish to take the next step in the College conduct process in order to contest the proposed sanction(s).

Student Signature

____/____/____
date

I contest the charge(s) outlined by the instructor and wish to take the next step in the College conduct process.

Student Signature

____/____/____
date

ACT 2 THEATRE

Phone # 203-773-8534

Act 2 Theatre is a non-equity professional theatre company housed in the campus Act 2 Theatre building. Albertus students who choose to develop and to utilize their creative potential are encouraged to be involved in the producing of the shows at the Theatre.

AQUINAS HALL

Aquinas is home to Academic Affairs, Accelerated Degree Program, Business Office, Continuing Education, Financial Aid, Freshmen and Transfer Advisors, Information Technology, Purchasing, and Registrar. Many faculty members also have offices in the building. There are computer labs on the first and third floors and a commuter lounge on the ground floor.

ATHLETICS

Cosgrove, Marcus, Messer Athletic Center

Phone # 203-773-8596

The physical education program includes courses in wellness and activity electives. Inter-collegiate sport offerings include tennis, baseball, soccer, softball, basketball, volleyball, and cross country. Questions concerning programming can be answered by the Director of Athletics. Athletes are expected to adhere to all NCAA rules and regulations. All events sponsored by Athletics are non-alcoholic functions.

BOOKSTORE

Hubert Campus Center

Phone # 203-776-7935

Hours of Operation:

Monday & Tuesday 9:00 AM to 6:00 PM

Wednesday & Thursday 9:00 AM to 5:00 PM

Friday 9:00 AM to 2:00 PM

Closed Saturday and Sunday (Unless a special event or the Saturday prior to the start of a new Mod.)

Extended hours during first week of classes.

The Albertus Magnus College Bookstore is conveniently located in the Hubert Campus Center. The Bookstore is here to provide you with course materials, reference materials, as well as supplies, and spirit wear, gifts and accessories. The Albertus Magnus Bookstore is part of the efollett.com bookstore network which allows us to bring you the largest selection of used textbooks, the most cash for books at buyback and the best merchandise at the lowest prices possible. Textbooks may be ordered or reserved online by going to the bookstore's web site at www.albertus.bkstr.com. We buy books back in-store everyday! The bookstore also carries a variety of other merchandise including school supplies, health and beauty aids, Burt's Bees, greeting cards, snack foods and AMC apparel and gifts. Follett offers thousands of titles of student discounted software, please visit our website at efollett.com for the latest selection.

General store information, store policies and store hours can be obtained from the AMC web site (www.albertus.bkstr.com). Cash, credit cards and debit cards are accepted. We may also be reached at (203) 777-2478, or via fax at (203) 776-7935.

BUSINESS OFFICE

Aquinas 101

Phone # 203-773-8532

The Business Office is open from 8:30 a.m. - 4:30 p.m. on Monday through Friday. Services may not be available from 2:00 p.m. - 3:15 p.m.

Check Cashing

The Business Office will CASH CHECKS up to \$25.00 for students. Students are limited to cashing two (2) checks per week. There is a \$25.00 charge for each check returned from the bank for insufficient funds. If checks are returned from a bank more than two times during a semester, the student may lose the privilege of having any checks honored by a College department.

CHECK CASHING HOURS:

Everyday from 8:30 a.m. - 2:00 p.m. and 3:15 p.m. – 4:30 p.m.

HUBERT CAMPUS CENTER

Hours of Operation:

Monday through Thursday	7:15 AM to 10:00 PM*
Friday	7:15 AM to 8:00 PM*
Saturday	8:15 AM to 8:00 PM*
Sunday	9:00 AM to 8:00 PM*

*Building hours are subject to change according to reservation requirements.

Access to the building is through the front doors facing Winchester Avenue. For resident students with key fobs, side doors may be utilized.

Campus Center Policies

Reservations:

Student organizations may reserve space by completing reservation forms at least forty-eight hours prior to the date of the activity. Reservation of space is subject to the approval of the Dean for Student Services. Failure to comply with the reservation policy may result in loss of reservation privileges. Reservation forms are available in the Office of Campus Activities.

Equipment:

To reserve equipment, contact the Assistant Dean of Campus Activities. Users will be responsible for returning the article in the same condition as borrowed; otherwise they will be responsible for replacing or repairing any damaged article. This policy is strongly enforced.

Maintenance:

Furniture and equipment are to be utilized in the designated areas. Users will be responsible for general clean-up following their activity. All decoration plans for use in or on the building must be approved by the Dean for Student Services and/or designees.

General Information:

Willful or careless damages to Hubert Campus Center property or equipment will subject the person(s) responsible to the cost of replacement or repair thereof. The College is not responsible for personal articles lost in the building. “Lost + Found” items are held in the mailroom.

CAMPUS MINISTRY

Hubert Campus Center

Phone # 203-773-8515

The Office of Campus Ministry at Albertus Magnus College seeks to maintain, strengthen, and enliven the Catholic faith in the Dominican tradition. This journey engages students in many aspects of prayer, study, faith, community collaboration and service to the local community.

Those engaged in Campus Ministry may serve as peer mentors. They encourage student to value moments of reflective prayer and study and to participate in the celebration of the liturgy. This reflection enables them to serve the local New Haven neighborhood communities in many areas of service and friendship. The involvement of students in Campus Ministry paves the foundation for future leadership roles in the Church and society.

Some initiatives that unite both heart and mind together to better understand our commitment of love and service to our Creator, ourselves and our communities both local and global are: Bollstadt Series of Chats & Chips (interactive conversation series), discussion on contemporary issues, monthly liturgy and the possibility of weekend liturgies, collaboration with area Campus Ministry programs and service outreach to the New Haven community.

Mass Schedule

August 28, 2011 (Sunday)	Orientation Mass for Students and Parents
September 6, 2011 (Tuesday)	Opening Mass for the Academic Year
October 21, 2011 (Friday)	Mass for Athletes, FALL FEST
November 1, 2011 (Tuesday)	Mass for All Saints Day
November 15, 2011 (Tuesday)	Mass in honor of St. Albert the Great
December 8, 2011 (Thursday)	Feast of the Immaculate Conception
January 25, 2012 (Wednesday)	Mass Conversion of St. Paul
February 22, 2012 (Wednesday)	Ash Wednesday (LENT BEGINS)
March 19, 2012 (Monday)	Feast of St Joseph
April 25, 2012 (Wednesday)	Feast of St. Mark
May 19, 2012 (Saturday)	Baccalaureate Mass

CAREER SERVICES

Hubert Campus Center

Phone # 203-773-6989

Career Services provides a variety of programs designed to help you:

- Make sense of information and sort through the possibilities
- Consider appropriate career choices and career plans-- no matter where you are in your career planning.
- Create a career plan unique to your talents and interests
- Connect with information sources and employers.

Important Notice:

Albertus Magnus College makes no representations or guarantees about positions listed by the Office of Career Services. Albertus Magnus College is not responsible for wages, working conditions, safety, or other aspects of employment at the organizations listed. It is the responsibility of each individual to research the integrity of the organizations to which they are applying, and use caution and common sense when following up on job leads. The Office of Career Services assumes no liabilities for acts or omissions by third parties or for material supplied by them. The links to other web sites from the Albertus Magnus College site are not under the control of the Office of Career Services; therefore, the Office of Career Services is not responsible for the contents of any linked site. The Trustees of Albertus Magnus College and the Office of Career Services shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such contents, products, or services available on or through such sites.

Career Services Programs

Career Counseling: start here with an individual consultation appointment. Learn the benefits of working with Career Services. Have your questions answered about what we can do to help you gather information about how to ensure your career goals become a reality.

Self-Assessment Tools: How do these benefit you? When we know and can define how our personality characteristics, interests, and values connect to specific careers, we can help you find the career fields that are the best fit. Assessments include the Myers-Briggs Type Indicator® and the Strong Interest Inventory®.

Career Information Sources: print and online resources designed to assist you with career research, job search, graduate school information, and employer contact information.

Jobs Just Inbox: weekly subscription service for all Albertus current students and alumni. We gather job posting information from employers and send the job opening via e-mail. E-mail careercenter@albertus.edu to opt-in to Jobs Just Inbox.

Resume Reviews: assist in developing effective resumes that communicate your education, skills, and background information to a potential employer.

Interview Preparation: assist in developing effective interview techniques, professional etiquette, and advance preparation to help you make the most positive impression on a potential employer.

On-Campus Recruiting: brings employers to the Career Center to meet you and discuss company information, open positions, and interview for open positions. Recruiting schedule is posted in Jobs Just Inbox.

Graduate School Information: learn about graduate programs, entrance requirements, and entrance test preparation.

Online Career Preparation Course – CC 260: Identify short- and long-term career goals; assess skills, values, interests, and life experiences; develop skills related to career research, resume and cover letter writing, interviewing, and job searching; experience time-tested methods to build career planning skills.

How do I get started?

Facebook: Albertus Magnus College Career Center

Twitter: @amccareercenter

Stop by: Hubert Campus Center Rooms 107 and 108, 1st Floor

Telephone: Suzanne Yurko Wall, Director of Career Services at 203-773-6989

E-Mail: careercenter@albertus.edu

DE DOMINICIS DINING HALL

Phone # 203-773-8500

Hubert Campus Center

Hours of Operation:

Breakfast:

Monday through Friday* 7:30 AM to 9:30 AM

Saturday (Brunch) 11:30 AM to 1:00 PM

Sunday (Brunch) 11:30 AM to 1:00 PM

* 9:30am -10am: Continental Breakfast

Lunch:

Monday through Friday 11:15 AM to 1:00 PM

Dinner:

Monday through Thursday 4:30 PM to 6:30 PM

Friday, Saturday, Sunday 5:00 PM to 6:00 PM

Student Identification Cards are required to be shown at the cash register by each student for every meal. Guests who enter the Dining Room are required to purchase a meal. Prices are posted at the cash register and are subject to change.

Procedures and Protocol

The DeDominicis Dining Hall serves three meals Monday through Friday, and two meals on both Saturday and Sunday. This schedule may vary for holidays and vacations.

Resident students are required to present their valid student I.D. card at the cash register AT EVERY MEAL ON A DAILY BASIS. A valid I.D. card will exhibit a sticker which is distributed to students by Chartwells Food Service. Students can be refused service if their valid I.D. card is not presented.

Commuter students may purchase a pre-paid meal card or pay cash on a daily basis for any meal. Guests: Any guest (non-AMC or non-resident student) who enters the dining hall must pay for food provided by Chartwells Food Service.

AMC students will be held responsible, financially or through the College's conduct system for the actions of their guests.

Dining Hall Behavior

Civil behavior is expected while in the dining hall. This requires that voice levels remain moderate and no foul language be used.

It also requires that tables be cleaned of all debris by students before leaving the dining hall.

Students are prohibited from taking any food out of the dining hall.

Students who are ill and cannot be present in the dining hall can make special arrangements with the Dean for Student Services to have food delivered by a fellow student.

Students who do not follow the above stated protocol will be subject to College conduct sanctions.

FINANCIAL AID

Aquinas 107

Phone # 203-773-8508

The Financial Aid Office and its staff are available Monday through Friday 8:30 a.m. - 4:30 p.m. Their goal is to assist students in financing their education through a variety of sources including scholarships, grants, loans, and work programs.

Students must complete documentation annually to renew their Financial Aid packages. FAFSA & related information must be received by March 15th for optimum packaging, or by June 1 to renew Albertus Magnus College Scholarships. Once all required information is received, a financial aid award package will be prepared.

To continue to receive Financial Aid, students must meet the required criteria for "Satisfactory Academic Progress" (SAP). SAP is defined as follows:

Credits Attempted	Credits Earned	Minimum C.G.P.A.	Semesters
1-34	24	1.7	2
35-60	48	1.8	4
61-75	72	1.9	6
76-over	96	2.0	8

For example:

If you attempted 30 credits and earned 24 with a C.G.P.A. of 1.7 you would meet SAP. But if you attempted 30 credits and only earned 20 with a C.G.P.A. of 1.7 you would be required to earn 4 additional credits before you would be eligible to receive financial aid.

HEALTH CLINIC

Hubert Campus Center, 2nd Floor

Phone # 203-773-8938

1. Nurse Practitioner: Hours TBA at the start of each semester. Check Albertus website for details.
2. Registered Nurse: Hours TBA at the start of each semester. Check Albertus website for details. Office hours are also posted on the door to the clinic.

All full-time students are required to have a physical examination prior to the first day of classes. In addition, State Law mandates all students to complete Immunization Forms with historical data on Measles and Rubella, and Varicella doses. Any student wishing to reside in Campus Housing must provide documentation of vaccination for Meningitis per Connecticut State Law. Meningitis vaccination documentation must be submitted before resident students are allowed to move-in. Students can not attend class if these forms/documentation are not submitted to the Health Clinic.

The College requires that all students enroll in Albertus Students Accident and Sickness Insurance. Claim forms may be obtained at the clinic. Brochures outlining the coverage can be obtained from the Dean for Student Services or the Health Clinic. The health insurance website is printed on the students' insurance I.D card.

HOUSE OF BOLLSTADT

Hubert Campus Center

The House of Bollstadt is located on the first floor of the Hubert Campus Center and includes the campus pub, game room and Common Ground cyber café.

Common Ground Cyber Café

Located on the first floor of the Campus Center, the Common Ground is our cyber lounge where students can check their e-mail, work on their homework, print their assignments and work on group projects. The Student Government Association provides free coffee and tea. It is a popular setting for students to relax in between classes or to get some work done.

Hours of Operation:

The Common Ground is open seven days a week and the hours are posted on the door at the beginning of each semester.

Game Room

Located adjacent to the pub, the game room has two pool tables, a ping pong table, foosball and an air hockey table. There is also a big screen TV available for students to catch a game or watch their favorite shows. Students are able to use the game room free of charge. Students must leave their ID card with the monitor in the Common Ground to use the equipment.

All equipment must be signed out in the game room binder to be used. The binder is located on the desk in the Common Ground Cyber Café. Users are expected to return equipment after use and check it back into the binder.

All equipment and supplies in the game room are the property of the College. If any individuals tamper with, break or steal equipment and/or supplies from the game room those individuals will be subject to the College conduct code.

Hours of Operation:

The Game Room is open seven days a week. Its hours are the same as those of the cyber café.

Pub

The Pub is a popular venue for student events and as a “hang out” for students in the evening. Popcorn is free and you can buy alcoholic beverages (if you are at least 21 years of age) for just \$2.00. A variety of non-alcoholic beverages are available for \$1.00 each. Candy and chips are also available for purchase.

All alcoholic beverages are not permitted to leave the pub area. Anyone that does not adhere to this policy will be subject to the College conduct code. All customers will provide a valid form of ID if asked by a bartender or college staff member.

Hours of Operation:

Monday through Thursday	7:00 pm – 11:00 pm, hours are sometimes extended for events
Fridays	Closed except for events
Saturdays & Sundays	Closed except for events

INTERNET

The library has public a learning commons students may access the Internet as well as a computer lab and wireless internet service. Aquinas Hall has access in rooms 311, 315 and 320, as well as all classrooms.

Wireless Internet is available in the Campus Center, Aquinas Hall, Rosary Hall, Dominican Hall, McAuliffe Hall, Sansbury Hall, and Nilan Hall. The College does not tolerate or support the use of any of its computer facilities, networks and/or systems in committing an illegal act (illegal downloading of music, video, software, pornography, etc.). Any illegal act is punishable under the College Conduct Code as well as local, state and federal laws.

Abuse of computer access – When there is an indication of any of the abuses listed below; charges will be brought according to the college’s conduct code. A student’s privilege to use the computer area or system may be suspended, including the right to connect a student’s computer to the College’s network, and the College reserves the right to access a student’s computer to address an infraction once detected.

Examples of abuse of a user’s privilege include:

- Unauthorized attempt to modify computer equipment or peripherals;
- Unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc;
- Use of an account, either College funded or externally funded, for purposes other than that for which funds have been authorized;
- Reading or use of private files, including the College’s administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization;
- Violations of property rights and copyrights in data and computer programs.
- Use of software to communicate offensive or obscene messages to other users of the system;
- Use of College facilities, hardware or software, in the commission or attempted commission of a crime, under federal, state or local law; and
- Knowingly introducing or attempting to introduce a computer virus.
- Any illegal downloading of files (music, video, software, etc.)
- Any material published on social networking web sites or blogs that violate College policies and regulations.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a minimum of a \$100 fine, reimbursement, loss of computer system privileges and suspension or expulsion from the College. The Dean for Student Services or designee also has the right to revoke any or all privileges regarding participating in Room Draw.

LIBRARY

Rosary Hall

Phone # 203-773-8511

The Library hosts the College’s on-ground and digital recourse collections. Also housed in the Library is a state-of-the-art learning commons that includes individual and collaborative work stations, and the College’s Center for Teaching and Learning Excellence.

Library Hours:

Sunday:	1:00 PM - 11:00 PM
Monday - Thursday:	8:30 AM - 11:00 PM
Friday:	8:30 AM - 9:00 PM
Saturday:	10:00 AM - 6:00 PM

A librarian is on duty at all times to help you. If you need assistance please ask for help. Smoking in the library is prohibited. Eating and drinking at the computers is prohibited.

Circulation Regulations

1. A valid library card is needed to borrow materials and to gain access to the databases. This card is a different one from the student ID. A library card can be obtained by students at Rosary Hall who have proof that they are currently taking courses at the college.
2. Books circulate for three weeks, other media circulate for one week. Library materials may be renewed as long as there is no request for them. Materials may be renewed in person, by telephone, or online through the library catalog. Reserved materials are available at the circulation desk.
3. Periodicals and reference books do not circulate.
4. Fines on overdue materials are \$.10 per item per day. Students will not be allowed to borrow any more materials until all materials are returned and fines are paid. If a student has materials and/or fines outstanding at the end of a semester, grades and transcripts will be withheld until materials are returned and fines are paid. Lost materials must be replaced at cost of \$40.00 plus a \$10.00 processing fee per item. The person to whom the book was last charged is responsible for the return or replacement of the book. Overdue materials found returned to the shelf will still accumulate fines.
5. Any student or faculty member may request books or journal articles on inter-library loan.

Reserving Books

1. Reserve materials are placed on closed shelves and must be requested from the attendant and returned to the circulation desk.
2. Closed materials may be used in the library. Overnight reserve materials must be returned the next day.
3. Fines on overnight reserves are \$2.00 per day. Closed reserves are not allowed to leave the library.

Sanctions:

Library material – Mutilation and/or alteration and/or theft of library material

Typical sanctions may include probation, a \$50 fine, reimbursement and community service. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participating in Room Draw.

MAIL SERVICES

Hubert Campus Center

Phone #203-773-8550

The mail room is located in the Hubert Campus Center, 1st floor. Full-time day students may have a mail box. Students may receive all types of mail, send small packages and purchase stamps. Identification cards must be presented to receive packages, mail or to pay postage due. Stamps may also be purchased in the Business Office or Bookstore Monday through Friday. The mail room is not open on the weekends. Mailroom Hours: Monday - Friday: 8:30 AM - 4:30 PM

MARY A. AND LOUIS F. TAGLIATELA ACADEMIC CENTER

The building houses the atrium and many SMART classrooms. Construction was completed in 2005 and it opened that same year. The St. Catherine of Sienna Chapel is located in the adjoining section of Walsh Hall.

MEDIA COMMUNICATIONS

Phone #203-773-8502

College Advancement

Mohun -Second Floor

All information concerning the College for the news media must be submitted to the Office of College Advancement for distribution. This includes student events, academic achievements, extra-curricular activities, and photographs. All publications must be approved by the Director of Communications.

Information should be brought to the Office of College Advancement in Mohun Hall at least two weeks in advance of the date of a particular activity. The Office of College Advancement will distribute the information to newspapers, radio and television stations, magazines, and other avenues of communication as appropriate.

Students must have the approval of the Director of Communications and the Dean for Student Services before taking part in radio or television programs in which they will represent the college.

Should the occasion arise when a student finds it necessary to send material to the media, one must have the approval of the Director of Communications before submitting written, visual or oral information concerning Albertus Magnus College or any member of the faculty, staff, or student body.

Before using the College's name or logo on posters, advertising, or other materials distributed to the public, students must have permission of the Director of Communications and the Dean for Student Services.

Students may not pose for newspapers, television, or magazine photographs while on the campus unless a member of the Office of College Advancement or an authorized person is present or gives permission. In off-campus situations students should exercise discretion and be responsible for demonstrating good taste.

REGISTRAR

Aquinas Hall

Phone# 203-773-8514

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, Albertus Magnus College guarantees to its students access to all personally identifiable education records. Specific information may be obtained from the Registrar's office. Student Right-To-Know information is available at the Registrar's Office.

Directory Information Notice

The Office of the Registrar of Albertus Magnus College maintains academic records for all students. Access to these records is governed by the terms of the Family Educational Rights and Privacy Act of 1974. Copies of the College's policy are available from the Registrar's Office on request.

In accordance with the Act, students have a right to withhold directory information by submitting a written request to the Office of the Registrar no later than the close of the second week of classes in September. Such notification must be made annually.

Albertus Magnus College designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, full or part time status, expected date of degree completion and graduation and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

WORK PROGRAMS

The Financial Aid Office oversees the Federal Work-Study program and the CT Independent College Community Service Grant (CICCS) program. Eligibility for the programs is determined by financial need, level of interest, and availability of funds. Job assignments are determined by the start of the academic semester. Students must maintain a minimum C.G.P.A. of 2.0 at the end of each semester to remain in the work programs. Issues relating to these work programs should be brought to the attention of the Director of Financial Aid. In addition, The Career Center regularly receives posting from areas employers for both full and part-time jobs.

DIVISION OF STUDENT SERVICES

DEAN FOR STUDENT SERVICES

Phone# 203-773-8542

The following departments report directly to the Dean for Student Services:

Athletics

Campus Activities

Campus Ministry

Career Services

Health Services

Mailroom Services

Mental Health Services

Student Life

The Dean for Student Services is the liaison between the College and Food Service, Student Health Insurance and coordinator of the College's Conduct System and Cooperative Council. Any questions regarding these areas should be directed to the Dean for Student Services.

ASSISTANT DEAN OF CAMPUS ACTIVITIES & ORIENTATION

Phone# 203-773-8541

The Assistant Dean of Campus Activities & Orientation oversees the Office of Campus Activities and the New Student Orientation Program. The Assistant Dean of Campus Activities serves as the advisor for the Student Government Association (SGA), which is the major programming board on campus. SGA plans and implements the majority of events on campus, including Fall Fest, Winter Wonder, Spring Formal, Spring Jam, Dances, BINGO, off campus trips, coffeehouse performers, bands, game shows, and a variety of other educational, social, recreational, and novelty programming for resident and commuter students.

This individual also works closely with the more than 20 student organizations that Albertus has to offer. Student organizations may request space to hold events through the Office of Campus Activities and request funding from the Student Government Association.

The Common Ground Cyber Café, Game Room and Pub are all supervised by the Assistant Dean of Campus Activities. If you have any suggestions, comments or concerns with these areas, please direct them to the Assistant Dean of Campus Activities.

Monthly Activities Calendar

The Office of Campus Activities produces a monthly activities calendar that is available in the lobby of the Hubert Campus Center, the bookstore, and the mailroom. The events will also be available in the campus portal. To have your event included on the calendar, contact the Assistant Dean of Campus Activities.

CC 270 – Explorations in Leadership Course

This course is designed to explore the dimensions and multiple facets that make a good leader and enlighten students who are interested in the basic elements that foster great leadership. By exploring leadership through contemporary definitions, self-assessment, and open group discussion students will have the opportunity to challenge themselves and rise to a new level of leadership.

This course is offered as an elective for students that are interested in learning more about the topic of leadership. Explorations in Leadership will delve into the many facets of leadership and how it applies to the students at Albertus Magnus College now and in the future. In keeping with the college's mission

statement, this course will provide students with the opportunity to make a contribution to the community at large as a well-rounded leader.

LEARNING OBJECTIVES:

At the conclusion of this course students should be able to:

- 1.) Identify and explain the major concepts of leadership.
- 2.) Recognize the traits of an ethically sound leader and apply those traits to their everyday life.
- 3.) Realize the benefit and significance of contributing to the greater community.
- 4.) Identify and comprehend personal leadership characteristics discussed in class.
- 5.) Refine writing and verbal communication skills through assignments and in class participation as well as hone their skills in developing team dynamics.

ASSISTANT DEAN FOR STUDENT LIFE

Phone# 203-773-8577

The Assistant Dean for Student Life provides a leadership role in creating, revising, and overseeing of college policies, practices and procedures in the student services area including college conduct, mediation, residential life, and student development. The Assistant Dean for Student Life is responsible for the planning and implementation of educational, and community development activities within the residence halls. The Assistant Dean for Student Life addresses non-academic college policy violations by facilitating disciplinary appointments, issuing appropriate sanctions and providing follow-up to ensure compliance.

This individual manages one modern residence hall and three mansion-style halls. All housing issues are handled by the Assistant Dean for Student Life. This includes but is not limited to: Roommate Selection, Roommate Conflicts, Housing Assignments, Maintenance Issues, Overnight Guests, Residence Hall Programming, Lost Keys, and Room Draw. The Director also supervises one (1) Resident Director, two (2) Assistant Hall Directors and twelve (12) Resident Assistants. The Assistant Dean for Student Life maintains and promotes a safe and positive environment in the residence hall community.

Other services offered by this office are: Student IDs, Personal Alarm Locator (PAL), Keys and Key Fobs, and parking registration.

Resident Director

Phone# 203-752-8793

The Resident Director provides on-campus support and supervision for the Residential Life Department. The RD is responsible for the day- to- day management of the resident halls. This individual resides on-campus to promote a safe and positive environment for the resident community. The Resident Director works directly with the Assistant Dean for Student Life to provide assistance where needed within the residential life and College conduct areas. The Resident Director provides support to the Resident Assistants and the Assistant Hall Directors.

Assistant Hall Directors (AHD)

The Assistant Hall Directors work directly with the Residential Life program in order to foster the growth and development of student life on campus. AHD staff assists in the administration and supervision of the residence halls on weeknights and weekends. AHD monthly schedules are posted in each residence hall.

Resident Assistants (RA)

The residence halls at Albertus Magnus are staffed by Resident Assistants. They have been selected for their maturity, responsibility, and leadership qualities. The Resident Assistants are available to listen to concerns, answer questions, report maintenance problems, organize activities, counsel, guide behavior, administer programming, be a resource person, and to handle any situation that may arise in the residence halls.

STUDENT SERVICES

Hubert Campus Center

The Department is responsible for initiating and developing social, cultural, educational, spiritual and recreational activities for the students. It also has responsibility for Athletics, Residential Life, Student Government Association, House of Bollstadt, Cyber Café, and Game Room, student organizations, parking, and student IDs.

Commuter Life

Commuters are an integral part of campus life at Albertus participating in myriad activities - student government, athletics, and student activities just to name a few. It is strongly encouraged that each and every commuter gets involved in campus organizations. One of the easiest ways to get involved is to join the SGA Volunteer Committee! For more information, contact SGA at sga@albertus.edu.

For their convenience at the College, commuters are issued mailboxes (located at the Campus Mailroom), ID's to ensure easy access throughout the campus, and a host of other items related to Student Services. Any commuter student who has questions concerning Student Services should direct them to the Dean for Student Services or the Assistant Dean for Campus Activities

Residential Life

Residence hall living is an important aspect of the educational process within the College. The development of the total person is the ideal to be achieved in the Residence Life Program. The mission of the program is to provide a comfortable, positive environment that is conducive to learning, friendship and study. To foster this environment and to promote these qualities, the Residence Hall Program is based on the concepts of personal integrity, mutual respect, and cooperation. **The College reserves the right to refuse or to revoke on-campus residency for any student at the College's discretion. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.** Three mansion-style residence halls, housing from 20 to 45 residents, as well as Dominican Hall which houses 40 students per floor, provide small dormitory living units for those students wishing to reside on campus.

STUDENT ACTIVITIES

Hubert Campus Center

Academics are important, but let's face it... we all need to have some fun too! Campus Activities are everything to a college student's social life and Albertus has it all! Prospective students often ask about what there is to do on campus and we tell them that we have a variety of events happening almost every day. Students – be sure to pick up a copy of the monthly calendar (from the lobby of the Hubert Campus Center, the mailroom or the bookstore) to see what exciting things are happening each week! Some of the most popular events are BINGO, monthly dances, board game nights, fall fest, comedians, spring jam, winter wonder semi-formal, spring formal, bands, performers, and an array of novelty programs. Albertus is a great place to get involved as well. We offer over a dozen student organizations to join, or you can even start your own if you can't find one that interests you. That is how it feels here; everyone is included and offered the chance to get involved. All activities are student designed by the volunteer members of the Student Government Association. If you don't see something on the activities calendar you want to attend, it is only because you haven't suggested it yet to make it a reality!

Recognized Student Organizations:

The Student Government Association currently recognizes the following student organizations:

- Art Club
- Animation Club
- Breakwater
- Business Club

- Dance Team
- English Club
- Intervarsity Christian Fellowship
- Science Club
- Sociology Club
- Spanish Club
- Student Government Association
- Students United for a Better World

For information regarding clubs, you may contact members of the Student Government Association. The Student Government Association Office is located in the lobby of the 1st floor of the Hubert Campus Center, Room 122.

The Assistant Dean of Campus Activities & Orientation is the advisor to the Student Government Association. The Office of Campus Activities is located on the lower level of the Hubert Campus Center, room 113.

Student Organizations

Student organizations must register their group each year with the Office of Campus Activities in order to be considered an active club.

If a student organization wishes to have regular meetings in a specific space, club officers are responsible for reserving that space with the Assistant Dean of Campus Activities & Orientation.

Student Activity Fees:

All full-time matriculating day students are required to pay a student activity fee each semester. The Student Government Association, with approval by the Student Body, sets the fee. Payment of the fee entitles students to attend social events, cultural events, class events, student government activities, and to participate in the Student Government Association elections.

The fee also subsidizes the student organizations and publications on campus. Additional charges may be assessed for College events at the discretion of the Assistant Dean of Campus Activities.

The student activity fee may be raised every two years upon a majority vote of the Student Government Association, and approval from the Assistant Dean of Campus Activities & Orientation and the Dean for Student Services.

Procedures for Student Activities:

Any student club or organization interested in sponsoring an event or activity is responsible for knowing the proper guidelines and procedures for planning events. Please see the Albertus Magnus College Student Organization Handbook for the guidelines and procedures.

Any student or student organization planning a co-curricular activity, which will attract persons from outside the Albertus community, must see the Assistant Dean of Campus Activities at least three weeks prior to the event.

The following procedures must be observed:

1. If alcohol is to be served, the event must be registered with the Department of Student Services for approval.
2. A representative of the sponsoring group must be present at the event and is responsible for compliance with all regulations.
3. A space reservation form must be completed and submitted to the Department of Student Services at least two weeks prior to the event.

4. Depending on the size of the event (number of persons attending), a sufficient number of security officers and/or New Haven Police Officers (number to be determined by Dean for Student Services) must be hired.
5. Security Officers must be hired for a period of 15 minutes before the event begins to 45 minutes after the event is scheduled to be over.
6. Anyone who has been drinking excessively or who is causing a disturbance will be asked to leave at the discretion of the Dean for Student Services, the Director of Student Affairs, the Assistant Dean of Campus Activities, the sponsors, or the security officers.
7. The area where alcohol is served must be thoroughly cleaned after the event.
8. The area reserved for the event must be cleaned after the event: all trash in wastebaskets and floors swept. If this is not done, the sponsoring organization may be assessed a fine and be prohibited from reserving the space in the future.

Dance Policy

Recognizing the need for safe social activities, the staff of the Albertus Magnus College Department of Student Services has developed these general guidelines for dances sponsored by Student Services and/or a student organization.

Please review this policy prior to submitting your request for space. Please note that this policy is generally used for Albertus Magnus College recognized clubs and organizations holding dances within the Hubert Campus Center (Behan Community Room and House of Bollstadt Pub areas).

Many of the traditional and annual dances are sponsored by the Student Government Association of Albertus Magnus College. Other recognized student organizations may coordinate dances with written approval from the Assistant Dean of Campus Activities & Orientation and the Dean of Students. All proper paperwork must be submitted prior to approval, as well as the recognized student organization MUST meet with the Assistant Dean of Campus Activities to plan the event at least 2-3 weeks prior to the proposed event date.

The Albertus Magnus College Student Services Staff and/or New Haven Police/Security reserve the right to refuse admission to anyone.

The Albertus Magnus College Student Services Staff reserves the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or Student Services Staff.

Definitions:

Dance-A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes.

AMC students- An AMC student is defined as a full-time student in the undergraduate day program. AMC students are required to present their student ID card at the door to be admitted to the dance.

Guests-A guest is defined as a dance participant who is not a member of the Albertus Magnus College full-time day student population.

Guest Policy

The Student Services Staff are responsible for monitoring the behavior of the dance participants. All AMC students are responsible for any guest that they sign in.

- All guests must be at least 18 years of age and have valid photo identification with them.
- AMC students are permitted to sign in **ONE** guest per event.

There is no charge for guests to attend a regular dance. For annual/traditional dances, there is a fee for guests. If there is a cost associated with having a guest, payment must be paid in advance to the Assistant Dean of Campus Activities.

AMC students are responsible for any guest that they sign into a dance. We recommend that you know your guest well before agreeing to allow them access to the dance. If any problems arise or damages occur, the AMC student is responsible for those actions, in addition to the guest.

Security

Extra duty police officers are required for all student dances. Security requirements are determined in conjunction with New Haven Police Department and the Assistant Dean of Campus Activities.

Considerations include the dance day, time and place, expected attendance, expected number of guests, and past history of the event.

The New Haven Police Department will provide extra duty police officers for all dances in the Hubert Campus Center. For any events off campus, security will be hired based on the location of the events. The sponsoring organization is responsible for the fee associated with hiring extra duty police officers. The Assistant Dean of Campus Activities will contact the New Haven Police Department to make arrangements when extra duty officers are deemed necessary.

The sponsoring organization is responsible for payment for the staff to work at the door to check in students and guests. The Assistant Dean of Campus Activities will make arrangements to have staff for the event. At least 2 staff members will be hired for each event to coordinate the check in at the door.

Personal Belongings

The Department of Student Services is not responsible for the loss of personal items before, during or after dances. If you cannot keep your personal items (such as a purse, wallet, cell phone, and camera) on your person, please do not bring it to the dance.

Alcohol

If alcohol is being served at the dance students and guests are reminded that only those individuals who are at least 21 years of age are permitted to consume alcoholic beverages. Any individual who is found to be in violation of this law will be subject to police action and/or college conduct sanctions through the College's conduct process.

Wristbands

All participants that are at least 21 years of age are required to wear a wristband (given out by staff at the door) if they are planning to consume alcoholic beverages while at the dance. Wristbands must be presented upon request by staff and/or bartenders. Wristbands must remain on the wrist for the entire event. Only one wristband will be given to each person that is of age.

Bathrooms

The bathrooms for dances held in the Hubert Campus Center are located on the first floor. They are outside of the dance area, so be prepared to present our ID to re-enter the dance area.

Maintenance

If for any reason the emergency on-call maintenance staff is called to respond to a situation during/after the event, the sponsoring organization is responsible for the cost incurred.

Facility Hours

Music must end at the designated closing time outlined by the Student Services Staff and the facility will be vacated by the New Haven Police extra duty officers. Bands and DJ's have thirty (30) minutes to vacate the facility from the end of the dance.

Registration of Events On Campus

All campus events and floor programs must be approved by the Dean for Student Services or designee. A campus activities event is defined as any event registered and approved by the Office of Campus Activities. A floor/hall program is defined as a residential life program hosted by a Resident Assistant registered with and approved by the Director of Student Affairs.

Reservation of Space

Space reservations may be secured by contacting the Assistant Dean of Campus Activities. College facilities are available for use by recognized student organizations at the College's discretion. Facilities reserved by a student organization are to be used only by the organization for which the facilities have been scheduled and for the purpose requested.

Event Behavior

Anyone that misbehaves and/or disrupts student sponsored events may be subject to judicial sanctions and/or conduct code violations.

Any events sponsored by the Office of Campus Activities and the Student Government Association are subject to the rules and regulations set forth by the Office of Campus Activities and the Student Government Association. Only full time day students are allowed to participate in events, especially those that include prizes or prize money. Guests are welcome to attend events, but are not eligible to participate or win prizes.

Student Government Association

Constitution

PREAMBLE

Whereas the Student Government Association of Albertus Magnus College is hereby established pursuant to the following resolutions of the Board of Trustees: By the authority of the Board of Trustees of Albertus Magnus College and subject to reserve power of control, the President and Officers of the Administration of Albertus Magnus College grant the Student Government Association the power to make and enforce regulations with regard to the following matters concerning the conduct of the students in their college life and activities:

- Recognition of clubs and student organizations contingent on the approval of a submitted proposal.
- Student Organization Funding: No funds will be allocated to any unrecognized clubs or student organizations. Recognized Student Organizations may submit the appropriate paperwork to seek funding for individual events. Student Organizations must follow guidelines for event planning in order to request funding from SGA.
- Supervision and coordination of the Student Body and its co-curricular activities through the planning and implementation of those activities by working in cooperation with students, faculty, and administration are directly responsible to the Assistant Dean for Campus Activities & Orientation.
- Financial management of student activities, determination, and apportionment of the Student Activities Fee.
- The power of recommendation on all issues concerning the College.

ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Albertus Magnus College, herein referred to as SGA.

ARTICLE II: PURPOSE

The purpose of this organization is to plan, implement and execute the coordination of student programs and events (social, educational and cultural), regulate chartered clubs and organizations, and provide funds derived from Student Activity Fees. In addition, SGA is to make and enforce regulations concerning the students' cooperation with the regulations set forth by the Board of Trustees in the Preamble.

ARTICLE III: MEMBERSHIP

All full-time day matriculating students of Albertus Magnus College paying the student activity fee are eligible to join the volunteer committee of SGA. SGA Executive Board Officers must maintain a minimum cumulative G.P.A. of 2.5 in order to hold a position. SGA Executive Board Officers will be selected through an application and interview process each year.

ARTICLE IV: ORGANIZATION

EXECUTIVE BOARD

- Shall be composed of the SGA President, SGA Vice-President, Secretary, Student Concerns Chair, Historian, Advertising Chair, Senior Events Coordinator, Communications Chair, Late Night Coordinator, and Volunteer Coordinator.
- Shall a) prescribe to Student Government members any matters of student concerns; b) receive, legislate and discuss all matters brought to them by the student body.
- Shall a) serve as role models for student conduct within the college community; b) abide by and enforce college regulations.
- Shall a) supervise all student clubs and publications upon official recognition by the SGA b) shall have the power to suspend/terminate any student club, or publication, or start impeachment proceedings against any officer(s).
- Shall vote on financial matters concerning student programming and club special funding requests.
- Shall represent the student body at formal functions.
- Shall work with student volunteers on the Volunteer Committee during events and programs throughout the year.
- Shall receive petitions from the student body.

ARTICLE V: MEETINGS AND ATTENDANCE

STUDENT GOVERNMENT MEETINGS/ATTENDANCE/OFFICE HOURS/EVENTS

- Meetings** – Meetings of the Student Government Association shall be held weekly (at the discretion of the SGA President and Assistant Director for Campus Activities & Orientation). The specific dates and times will be determined by the Executive Board. Attendance is mandatory for all Student Government Association Officers. No more than two unexcused absences are permitted during the academic year. Excused absences are approved by the SGA President prior to the meeting that will be missed. Members must call/email the SGA President at least 24 hours before the meeting. Unacceptable excuses include homework, athletic practices, other club meetings, work, etc. Acceptable excuses are athletic competitions, illness and emergency situations, etc. SGA members with more than two unexcused absences may be impeached if the SGA deems necessary.
- Office Hours** – The Student Government has an office that makes them more accessible to the student body on a regular basis. Each SGA Officer is required to hold office hours at least one hour per week.
- Event expectations** – SGA members are expected to sign up to chair events as well as set up, clean up, and participate in at least 3 events per month. It is also recommended that SGA members attend

events sponsored by recognized clubs, especially if SGA has given funding to the event. The Volunteer Committee members are required to work at least two events per semester.

- **PROCEDURE**

All bodies and committees of the Student Government Association shall conduct their meetings according to the procedures outlined in Robert's Rules of Order.

ARTICLE VI: VOTING PROCEDURES

Quorum: Quorum is required for the SGA to vote on any SGA business. Quorum is determined by 2/3 of all eligible members in attendance at the time of the vote – also referred to as 2/3 majority.

- The SGA President will call for a motion to vote on the topic at hand. Once a motion has been made and seconded; the SGA President will open the floor for discussion. If there is discussion, the SGA President will determine the length of time given to discussion before calling for a vote. If there is no discussion, the SGA President will call for a vote. If Quorum is not met, the SGA President can table the matter until Quorum has been met.
- **TABLING A MOTION**
 - a. If the SGA requires more information and/or time than is available at the present meeting, a motion to table the discussion can be made.

ARTICLE VII: DISMISSAL OF OFFICERS

Members of the Student Government Association can be dismissed for:

- Meeting attendance (SGA meetings, office hours)
- Academic and/or behavioral misconduct
- Lack of participation in SGA sponsored events

The SGA President and Assistant Dean for Campus Activities & Orientation will determine if an officer must be removed from office based on the aforementioned reasons.

Notifications:

1. If the cumulative G.P.A. of an SGA member drops below a 2.5 (regardless of incompletes), they will be dismissed immediately. Grades are checked before the start of each semester. If there happens to be any administrative glitches, students will have 5 business days to rectify the issues, otherwise they will be dismissed immediately.
 2. If an SGA Board Member misses 2 meetings, they will be notified via an email. This will serve as a warning that if the member misses an additional meeting, they will then receive a dismissal letter.
- If an SGA member continues to not participate in and sign up to help with SGA sponsored events, they can be relieved of their position on SGA.
 - If an SGA member receives judicial sanctions based on behavior unbecoming of a student leader, they may be removed from their position on SGA at the discretion of the Assistant Dean for Campus Activities & Orientation and/or the Dean for Student Services.

ARTICLE VIII: SELECTION PROCESS AND APPOINTMENT

ELIGIBILITY

1) Any matriculating full time day student of Albertus Magnus College who has paid the Student Activity Fee, maintains a minimum GPA of 2.5 (regardless of incompletes), and is not on College Probation shall be eligible to apply for the following offices:

- President

- Vice President
- Secretary/Treasurer
- Student Concerns Chair
- Historian
- Volunteer Coordinator
- Advertising Chair
- Late Night Coordinator
- Communications Chair
- Senior Events Coordinator

2) A candidate running for the office of the Student Government President and Student Government Vice President must have, in addition to the stated eligibility requirements, at least one year of experience on the Executive Board. If there are no students eligible for these positions, it is up to the discretion of the Assistant Dean for Campus Activities & Orientation to allow them to apply for these positions.

3) Prior to each selection process, a selection packet will be made available to all students who are interested in applying for an SGA officer position. These packets are available in the Office of Campus Activities. Included in the packet are:

- Application Form (paper or electronic copies)
- Selection Guidelines
- Selection Timeline
- Information on each position

SELECTION PROCEDURES

1. The selection process will happen during each spring semester. Officers shall be in place before the end of April.
2. Applicants will complete and submit an application for the position they wish to be considered for. The current SGA President or designee and the Assistant Dean for Campus Activities & Orientation will interview and select the officers.
3. Upon picking the newly selected SGA Board Members the Assistant Dean for Campus Activities & Orientation will contact them candidates via an email.

C. APPOINTMENTS AND VACANCIES

If an SGA position is vacant for any reason, the SGA Board Members can make a recommendation to appoint a person to fill the vacancy for the duration of that term or until the next selection process is held. The recommendation must be approved by a 2/3 majority vote at an SGA meeting.

D. LENGTH OF OFFICE

All persons elected to Student Government Association will stay in office for a term of one year, barring extraordinary circumstances. If a position becomes available mid-year, the SGA President (after consulting with the SGA members) will appoint someone. If a person is appointed at mid-year, the term of office will be considered completed at the end of the academic year.

ARTICLE IX: POWERS AND DUTIES OF STUDENT GOVERNMENT MEMBERS

A. EXECUTIVE BOARD

As student activity programming is a primary responsibility of the SGA (See Article II – Purpose), all members of the Executive Board shall participate in the planning, promotion, and production of all SGA sponsored events. These events shall be coordinated by the SGA Vice-President. The SGA Executive

Board shall approve all expenses related to student activity programming prior to the scheduled event. The programs and events offered on campus are chosen by the SGA members based on feedback from the student body. Any member of the student body may offer a suggestion or idea to any member of the SGA or the Assistant Dean for Campus Activities & Orientation.

Description of SGA positions

1. The **Student Government President** shall call and preside over all meetings of the Student Body, and shall call and preside over all meetings of the Executive Board. S/he shall be a liaison between the student body, the faculty and the administration, in particular, the Assistant Dean for Campus Activities & Orientation and the Dean for Student Services. S/he handles all formal correspondence. S/he shall be a voting member of the Executive Board.
2. The **Student Government Vice-President** shall assume the duties of the Student Government President in case of temporary absence. The Vice-President shall provide a mainline of information to the Assistant Dean for Campus Activities & Orientation. S/he shall be responsible for coordinating the student activity programming efforts of the SGA. S/he shall be a voting member of the Executive Board.
3. The **Secretary** shall record all minutes of all SGA Meetings. S/he shall be responsible for the relaying of messages to all officers of the Student Government Association. S/he is responsible for distributing the minutes of SGA Executive Board meetings to the SGA officers and the appropriate administrative staff within 24 hours of the previous meeting. S/he will be responsible for keeping an attendance record of the SGA meetings. S/he will also be responsible for working with the SGA Advisor to keep an accurate record of money spent on SGA sponsored events and giving a report to the SGA Executive Board regularly. S/he shall be a voting member of the Executive Board.
4. The **Student Concerns Chair** will act as a spokesperson for all resident students and commuter students; liaison among students, faculty, administration, and staff in conjunction with the Dean for Student Services and/or other staff in the Department of Student Services. S/he shall chair the Food Service Committee. S/he will also be responsible for planning and implementing a Commuter Appreciation Day at least once per semester. S/he will be responsible for coordinating any assessment done by SGA as well as surveying the student body for feedback. S/he shall be a voting member of the Executive Board.
5. The **Historian** shall record all campus activities sponsored by the Student Government Association and registered clubs. This involves taking photographs (or assigning another member to do so in your absence), as well as posting them/creating a photo album. S/he is responsible for keeping track of the SGA office (upkeep of the office) as well as tracking office hours for the SGA members. S/he will also record participation in SGA events by members on a regular basis. S/he shall be a voting member of the Executive Board.
6. The **Advertising Chair** shall oversee all the advertising and promotional efforts for SGA. This person is responsible for making sure that SGA members are promoting events in a creative and timely manner. This position works with the Vice President to ensure that all events are properly marketed to the student body. S/he shall be a voting member of the Executive Board.
7. The **Volunteer Coordinator** shall oversee the volunteer committee and its members. Meetings will be held regularly in order for the committee members to have a sense of belonging and responsibility. This position is responsible for all volunteer needs and efforts in conjunction with the planning and implementation of SGA sponsored events and programs. S/he shall coordinate the recruitment and retention efforts for SGA officers and committee members. S/he shall be a voting member of the Executive Board.

8. The **Senior Events Coordinator** shall oversee the senior events committee and all senior events such as; senior week, yearbook, and senior related events. S/he shall be a voting member of the Executive Board.
9. The **Communications Chair** shall oversee the upkeep with the social networks such as twitter and facebook. S/he will contact performers and work with the advertising chair about upcoming events. S/he shall be a voting member of the Executive Board.
10. The **Late Night Coordinator** shall oversee in the planning of every late night event. S/he shall be a voting member of the Executive Board.

ARTICLE X: PETITIONS, REFERENDUM, INITIATIVE, AND RECALL

Sec 1: The Student Government Association shall have the power to poll students at any time.

Sec 2: One-third of the members of the Student Body may, by signed petition presented to the Executive Board, require that any matter before the Executive Board be referred for decision to the Student Body by vote.

Sec 3: If students have an issue with a decision made by the Student Government Association they are encouraged to speak to the SGA President, the Assistant Dean for Campus Activities & Orientation or come to a meeting to voice their concerns.

Sec 4: Any recognized club may petition for money from the Student Government Association to be applied towards a program approved by SGA. The petition for money must be submitted in writing a minimum of two weeks prior to the event date. All clubs must keep receipts and return them to the Office of Campus Activities within 48 hours of their event. Failure to do so may result in disciplinary action and/or the possibility to be unable to ask for more funding for the remainder of that year.

ARTICLE XI: CLUB RECOGNITION

Club membership eligibility: All full-time day matriculating students of Albertus Magnus College paying the student activity fee are entitled to join any recognized student club or submit a Club Proposal Form to organize a new student club.

- **FORMING A STUDENT CLUB**

- Submit a Club Proposal Form to the Assistant Dean for Campus Activities & Orientation. The forms can be obtained from the Office of Campus Activities, room 113 in the Campus Center.
- Clubs must have a minimum of six (6) members (officers count as members)
- Clubs must have four (4) officers: President, Vice President, Secretary and Treasurer (other titles are acceptable, pending approval of the Office of Campus Activities)
- Clubs must create a constitution prior to official recognition. The constitution must address the following areas:
 - Purpose/Description
 - Membership
 - Officers & Election Procedures
 - Voting procedures
 - Meeting information
- Clubs are NOT officially recognized until the Club Proposal Form and the Club's constitution is voted on and passed by the 2/3 majority vote of the SGA. The Club President will receive written notification of club recognition from the SGA President.
- Clubs must complete a Club Registration Form within 5 business days of receiving official notification of recognition in the Office of Campus Activities. The Club Registration Form must be completed annually for a club to remain active.

- Clubs must participate in the Student Activities Fair each fall.
- Each club is required to host at least one event per semester in order to be an active club.
- Clubs will move to inactive status if their membership falls below the required six (6) for more than one academic semester and if the club fails to register with the Office of Campus Activities.
- Posters and advertising must be approved
- **REGISTERING A STUDENT CLUB**
 - Clubs active the previous academic year must update the Club Registration form with the Office of Campus Activities by October 1 of each academic year.
- **REVIVING A STUDENT CLUB**
 - Clubs that have moved to inactive status with the Office of Campus Activities must do the following to move back to active status.
 - Updated versions of the following documents filed with the Office of Campus Activities:
 - Club Registration Form
 - Club Constitution
 - Have a minimum of six (6) active members

4. CLUB FUNDING

All recognized student clubs may request funding from the SGA by submitting a Special Funding Request Form a minimum of two weeks prior to the date they would like to host the event. The forms are available from the Office of Campus Activities. The SGA will vote to approve or deny funding requests on a case by case basis. Clubs will receive notification of their funding request status. Clubs may also be asked to attend the SGA meeting to answer any questions the SGA may have regarding the funding request. Recognized clubs may also do fund raising. All fund raising efforts must be approved by the Assistant Dean for Campus Activities & Orientation and/or the Dean of Student Services. The Assistant Dean for Campus Activities & Orientation will provide assistance regarding local and state laws regarding fundraising.

ARTICLE XII: AMENDMENT OF THE CONSTITUTION

This constitution may be amended as necessary by a two-thirds majority vote, by closed ballot, or the members of the Executive Board. A meeting prior to the vote, explaining the constitutional amendment, shall be mandatory. When approved by the Executive Board, the document must be presented to the Assistant Dean for Campus Activities & Orientation and the Dean of Student Services for final approval.

ARTICLE XIII: EVALUATION

The constitution of the Student Government Association may be reviewed and/or revised once every year by a committee formed of members of SGA and under the direction of the Student Government Vice-President.

Student Government Association Presidents

1927 – Catherine O'Connor	1970 – Patricia Wallace
1928 – Ellen Walsh	1971 – Ellen Gallagher
1929 – Grace Mooney	1972 – Harriet Malone
1930 – Marion Tubridy	1973 – Jude Joyce
1931 – Irma Reader	1974 – Geraldine Powers
1932 – Estella McCullough	1975 – Eileen Maselli
1933 – Marion Crone	1976 – Nancy Moggio
1934 – Mary Harkin	1977 – Kathleen Sullivan
1935 – Frances Dinnean	1978 – Valarie Fasano
1936 – Anita Flannigan	1979 – Andrea Lucibello
1937 – Bessie Martin	1980 – Susan Gagnon
1938 – Jean Steir	1981 – Anne McIntyre
1940 – Peggy Williams	1982 – Cynthia Clancy
1941 – Virginia Klarman	1983 – Michele Desmond
1942 – Dorthea Madford	1984 – Lisa Carruth
1943 – Gloria Gallo	1985 – Jill Mauro
1944 – Ruth Smith	1986 – Mimi Coombs
1945 – Joan O'Brien	1987 – Tara O'Rourke
1946 – Gertrude McKeon	1988 – Jeanne Craddock
1947 – Elaine Spoerle	1989 – George Gallo
1948 – Jeanne Macrae	1990 – Jilmarie Serignese
1949 – Elaine McGrath	1991 – Diem-Hong (Lisa) Tran
1950 – Christine Koisch	1992 – Christopher Stone
1951 – Bette Ann Curtin	1993 – Jacqueline Kozen
1953 – Joan Hanlon	1994 – Michael Kennedy
1954 – Grace Collins	1995 – Jerry Tramantano
1955 – Helen Greaney	1996 – William (Casey) Cahoon
1956 – Jeanne Yorke	1997 – Todd Solli
1957 – June Munelly	1998 – Hope Kingston
1958 – Helen Mark	1999 – Susan Krein
1959 – Anne Shaughnessy	2000 – Mary Kate Carofano
1960 – Maryanne Convey	2001 – Jodi Lombardozzi
1961 – Suellen Norkin	2002 – John Adams
1962 – Arline Liebresa	2003 – Franchesca Jimenez
1963 – Norma Puzzo	2004 – Bradley Hils
1964 – Elaine Labbe	2005 – Bradley Hils
1965 – Maryann Civitello	2006 – Meredith Berry
1966 – Catherine Ann Steeger	2007 – Meredith Berry
1967 – Deborah Hawkins Johnson	2008 – Ashley Flynn
1968 – Geraldine Coughlin	2009 – Ashley Flynn
1969 – Rita Poprocky	2010 – Briona Jenkins
	2011 - Briona Jenkins

COLLEGE REGULATIONS AND SANCTIONS

ALCOHOLIC BEVERAGES

Albertus Magnus College believes that the social development of its students is as important as their academic development. It also believes that the consumption of alcoholic beverages is not a necessary ingredient for the creation of a positive social environment. Albertus Magnus College does not tolerate the possession or consumption of alcoholic beverages by underage students. Appropriate college conduct actions will be taken against those students who are in violation of the College's Alcohol Policy. Any student whose behavior, resulting from excessive drinking, is inconsistent with the educational goals of the College will be required to seek counseling. This may be a requirement for continued on-campus residency. **Amendment to the Higher Education Act:** This legislation allows colleges to notify parents when students younger than 21 commit an alcohol or drug violation or break a college rule involving alcohol or drugs.

Summary of State Law

Any permittee who, by oneself, one's servant or agent, sells or delivers alcohol liquor to any minor, or to any intoxicated person, or to any habitual drunkard knowing him/her to be such an habitual drunkard, or to any person having received notice from the Select person, as provided in Section 30-83 or 30-84, not to sell or give liquor to such persons, and any persons, except the parent or guardian of a minor, who gives or delivers any such liquors to any such minor, except on the order of a practicing physician, shall be subject to the penalties of Section 30-113. (CT General Laws, Title 30, Chapter 545, Section 30-113).

College Alcohol Policy

1. The possession and consumption of alcoholic beverages at Albertus Magnus College is subject to and governed by the relevant statutes of the State of Connecticut. If alcohol is to be sold, or a donation is to be requested at a College function the sponsoring body must obtain permission from the Dean for Student Services or his/her designee.
2. All uses of alcohol in public areas of the College, (except a private residence hall room), must be registered with the appropriate staff member for approval:
Aquinas Hall: Vice President for Academic Affairs
Hubert Campus Center: Dean for Student Services, Assistant Dean of Campus Activities & Orientation
Campus Theater: Drama Director
The administrators will discuss specific criteria which have been approved by Cooperative Council.
3. Approval for the use of alcohol in public areas of the College will be based on the above mentioned criteria as they relate to the following areas:
 - a. focus of event
 - b. length of event
 - c. group's past record of alcohol use
 - d. quantity of alcohol to be served/number of majority age attendees
 - e. type of alcohol to be served
 - f. serving procedure/servers
4. The Cooperative Council will periodically review the uses of alcohol which have been registered and approved.
5. Any campus event at which alcohol is served, must comply with the regulations and policies outlined in the Student Handbook, or be subject to cancellation.

6. Anti-social behavior resulting from alcohol abuse is subject to disciplinary procedures through the College Conduct System or, if appropriate, the legal procedures of the City of New Haven and State of Connecticut.

7. According to State law and college policy, any person under the age of 21 is not allowed to consume, purchase or possess alcoholic beverages.

Alcohol Regulations and Procedures

1. A non-alcoholic beverage must be offered if alcohol is to be served.
2. Alcohol must be served by a bartender who is approved by the Dean for Student Services or his/her designee
3. A sign must be posted at the alcoholic serving area which states "We reserve the right to refuse to serve persons at the Administrator's Discretion."
4. If alcohol is sold or served, the sponsoring officers must be present throughout the entire event and are legally responsible for the regulations of the amount of alcohol each person present consumes. (Not applicable to House of Bollstadt sponsored activities).
5. When alcohol is sold on campus, the price of an individual drink and the amount ordered must be discussed with the appropriate staff member for approval.
6. Liquor permit numbers for any event on campus must be registered with the Assistant Dean of Campus Activities.
7. At College mixers or similar events, only beer or wine may be served.
8. After an event the sponsors must meet with the appropriate staff member for a follow-up review.
9. The duration of serving alcohol is to be determined by the Dean for Student Services or his/her designee.

Residence Hall Alcohol Policies

21 and Over Alcohol Policy:

1. No Persons under the age of 21 are allowed to consume or be in the presence of alcoholic beverages.
2. The purchasing of alcohol for minors (anyone under the age of 21) is not permitted.
3. No more than 6 persons in a room at any time.
4. All conduct must be appropriate.
5. All alcoholic beverages are prohibited from common rooms and hallways.

Bar -Like Structures

Bar and bar-like structures are prohibited in all residence halls. Displays of alcohol cans and bottles (empty or full) are prohibited in the residence halls by students under the age of 21 or as otherwise designated by College policy.

Drinking Games

Regardless of age, any apparatus designed for the rapid consumption of alcohol or "drinking games" are not permitted in the residence halls or other campus buildings (i.e. beer "bongs", funnels, "Beirut" tables, "Beer Pong" tables, ice luges, etc.). Such items are subject to confiscation and disciplinary sanctions. *Typical sanctions may include probation, a minimum of a \$100 fine and community service. Sanctions may be as severe as eviction from College housing and/or suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.*

Sanctions for Alcohol Policy Violations

Any violation of college rules and regulations combined with violation of the alcohol policy will seriously affect student sanctions**

For Underage Offenders:

First Offense

- Parental Notification
- \$50 fine
- Residential probation for duration of semester

Second Offense

- Parental Notification
- \$100 fine
- Mandatory completion of an online alcohol education program
- Residential probation for duration of academic year
- One week suspension for residence hall [No refund]
- Community service

Third Offense

- Parental Notification
- \$300 fine
- Referral to substance abuse counseling or AA
- Community Service (hours to be determined)
- Two week suspension for residence hall [No refund]
- College Conduct Probation until graduation

Fourth Offense

- Loss of Residency Privileges

For Legal Age Offenders:

First Offense

- \$50 fine
- Residential probation for duration of semester

Second Offense

- \$100 fine
- One week suspension from residence hall
- Residential probation for duration of academic year
- Mandatory completion of an online alcohol education program

Third Offense

- \$300 fine
- Referral to substance abuse counseling or AA
- Community Service (hours to be determined)
- Two week suspension for residence hall [No refund]

Fourth Offense

- Loss of Residency Privileges

**Sanctions do not have to be assigned in sequence. Any sanction may be changed, modified, eliminated, or added to, by the Dean for Student Services and designees.

Anyone who is a guest in substance free housing (including AMC resident students who visit from other halls) will be subject to the policies that govern substance free housing and the sanctions which result from the violation of such.

Commuter Students - Sanctions will be the same for first, second and third offenses with the exception of suspension or expulsion from the residence halls. All alcohol and drug sanctions apply to ALL guests.

Anyone who is a guest in substance free housing (including AMC resident students who visit from other halls) will be subject to the policies that govern substance free housing and the sanctions which result from the violation of such.

Any violation of the Alcohol Policy may include expulsion from the College at the discretion of the Dean for Student Services.

Unpaid fines will result in a “HOLD” on student records and will also prevent registration for future semesters.

BULLETIN BOARDS

General:

1. No posters may be displayed on doors, walls, or windows for any campus building. Bulletin Boards will be assigned to specific organizations upon request by the Assistant Dean of Campus Activities. Individuals who put up posters must remove them after the event is over. All posters must be stamped for approval by a member of student services.

2. All flyer/advertisements hung in any venue must only use blue tape (painter’s tape). Blue tape is available in the Office of Campus Activities for student organizations to use.

3. Students are held responsible for all official notices on the bulletin boards in Aquinas Hall. The official bulletin board is located on the first floor of Aquinas outside of the Registrar’s Office.

Residence Halls:

Bulletin Boards for student announcements are located in the entrance hall area of each residence hall.

It is the responsibility of every resident student to be aware of information posted by the College in the residence halls. Resident students are also requested to use the bulletin boards for posting information.

Fire laws prohibit posting on windows and doors. All posters are to be removed when the information is no longer timely.

CANDLES AND INCENSE

In our continual efforts to promote a safe and secure environment on the Albertus Magnus College’s campus, a policy regarding the use and possession of candles and incense in the Residence Halls has been implemented. This policy is similar to those of other area Colleges and Universities. Burned candles and incense are not allowed in any residence hall. Candles may be used for decorative purposes only and may not be lit or have a burned wick! The use and possession of such materials can pose a fire hazard and threaten the lives of all residents. A fine of \$25.00 per item will be assessed to any student possessing such items.

If candles or incense are used for religious practices, please contact the Dean for Student Services. Other arrangements will be made.

CHANGE IN STATUS

One of the following options must be chosen and approved by the Dean for Student Services.

1. ***Leave of Absence:*** Any residential student at Albertus Magnus College, who is in good standing in the residential life program, will normally receive permission, upon petition of the Dean for Student Services or his/her designee to take leave from the Residence Halls. Written notice must be made to the Dean for Student Services or his/her designee no later than 3 weeks prior to the beginning of the semester for which the leave would apply. A student must depart at the end of a semester and if returning, must return at the beginning of a semester. All that is required to return to residential life is to give notice as soon as possible so that the appropriate planning can be made for the semester which you wish to live on campus.

2. **Medical Withdrawal:** A student who withdraws for acute and severe medical reasons will normally have the right to return to residential life at the beginning of some subsequent semester upon submission of written request of re-admission and subject to the approval of the Dean for Student Services or his/her designee and when appropriate, the Director of Medical Services. When the medical withdrawal has resulted from emotional problems, at least one full semester must elapse before returning to residential life at Albertus Magnus College, not including the semester in which the withdrawal occurred. A medical withdrawal for emotional reasons and can only be given with approval of the Dean for Student Services.

3. **Withdrawal for Personal Reasons:** At any time during the year, a student may withdraw from the residence hall for personal reasons. A student wishing to withdraw should write a letter of resignation to the Assistant Dean for Student Life. A student planning to return should discuss with the Dean for Student Services or his/her designee the requirements for re-admission. Following a student's withdrawal for personal reasons, at least one full fall semester and one full spring semester (in either order) must elapse before a return to residential life.

CHECK-IN/CHECK-OUT of RESIDENCE HALL ROOMS

Checking "In" and "Out" of your residence hall room is more than just picking up and turning in the keys to the room. All residents must take the following steps when moving in or out of the residence halls. Students who have been granted a room change must complete a "Check Out" for their current room and a "Check In" for their new room. The original form is not transferable to the new room. Residents will be charged for any damages to their individual rooms.

Check In-

1. First Stop is the Business Office to get your "Admit Card." This card indicates that your financial obligations to the College have been met and that your keys can be issued to you. No student will be issued residence hall room keys without presenting an "Admit Card" to Student Life.
2. Pick up keys and sign Housing Contract.
3. Meet with a member of the Residential Life Staff to complete the "Check In" portion of the Room Condition Report form. This form must be completed within 24 hours of moving into a residence hall room and it is the responsibility of the resident to ensure this happens.

Check Out-*

1. Residents must complete the Room Condition Report form with a Residential Life Staff member present prior to turning in his/her room keys. Failure to do so will result in fines and forfeiture of any right to appeal any and all damage charges assessed to the room.
2. Residents are responsible for removing all personal belongings from the room. The room must be sweep and all trash must be removed from the room prior to meeting with a Residential Life Staff member.
3. Keys must be turned in to a member of the Residential Life Staff.

*If a student moves out of his/her room without following the above "Check Out" procedure he/she will be fined for improper check out and will waive the right to appeal any and all residence hall damage charges assessed to the room. **Students failing to return keys upon "Check Out" will be assessed the fee for a lock change. (Typically \$200.00).**

All belongings left behind in the residence halls will be removed at personal expense. If arrangements for removal need to be made, a written request has to be given to the Assistant Dean for Student Life no later than 48 hours before check-out. This does not guarantee that more time will be given and it is the resident's responsibility to remove all personal belongings. The College is not responsible for any item left behind in the residence halls.

Recess/Breaks

The residence halls are closed during Christmas and Spring vacations when classes are not in session.

At the end of the semester, all students must leave the Residence Halls no later than 4:00 p.m. on the day of the student's last exam. (Time subject to change; deadline will be posted on campus in advance) Students in violation of the above policy will be fined \$100.00 for each hour they are over the deadline. All residents must check out appropriately for every recess or break when the residence halls are scheduled to be closed.

1. All residents must return keys/key fobs for the recess/break period.
2. All appropriate preparations must be made to rooms before handing keys to the Residential Life Staff.

Sanctions:

Refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having just cause to order these areas to be vacated (e.g., during a fire alarm, utilities problem, etc) is a sanctionable offense.

Typical sanctions may include probation, a \$100 fine and a community service. Sanctions may be as severe as suspension from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participating in Room Draw.

CLOSING OF SCHOOL

Classes may at times be canceled because of hazardous weather conditions. The President, Vice-President for Academic Affairs, Dean for Student Services and Registrar are authorized to cancel classes. WELI Storm Center (960 AM) will announce all school closings. Other radio stations to listen to are KC 101 or 99.1 WPLR. Announcements are also posted in on local TV stations and the college website and also issues through the AMC emergency alert system.

COMMON AREAS

Common Areas/Lounges are in each residence hall for studying, meetings, and campus events. Common areas have been outfitted with furniture for the use of all students. Removal of this furniture by students for personal use will be considered stealing and will be grounds for disciplinary action. Substantial fines will be levied for each piece of furniture removed.

CONTRACTS

All resident students have a contract agreement for residence hall occupancy, agreeing to abide by the rules and regulations set forth at Albertus Magnus College. Each resident student should review the contract, as well as the Student Handbook for a better understanding of the operations and philosophies at AMC, students are responsible for all information within the Handbook and contract.

Any student-sponsored event that entails payment to an agent outside the College must be covered by a contract prior to the event. No student may enter into any vender contracts/agreements in anyway, for any goods or services. A contract must be submitted to the Dean for Student Services and/or Assistant Dean of Campus Activities for approval before it is returned to the outside agent. ***Contracts for student events may be signed only by the Dean for Student Services and designees.***

DAMAGE & HOUSING INSPECTIONS

The residence hall is a home away from home. Its comfort, attractiveness and state of upkeep reflect upon those who reside within the College community. Acts of vandalism are strictly forbidden. The effort to keep costs as low as possible is severely hampered by deliberate damage done to the facility.

A maintenance deposit of \$350 is required of each student. Residence hall damages will be assessed on a monthly basis. If a resident is responsible for damages (room and common area) then he/she will receive

an invoice which is due and payable upon receipt. At all times the account must be maintained at the \$350 level. Any requests to appeal damage charges will be accepted for only seven (7) business days from the date of the invoice. If a student has no balance on his/her account, the deposit will be returned to the resident student within two months after the student leaves the residence hall permanently or upon request. (ie: after graduation or withdrawal)

The college will financially assess damage to all residence hall rooms. If there is a clear and consistent report as to specific individuals who caused the damage, charges will be assigned; however, when it is unclear who caused the damage each resident of the room will be charged equally. If damage occurs in hallways, lounges, etc. of the residence hall and persons responsible for the damage choose not to identify themselves, the charge will be prorated against the residents of that house or of that floor. Students are responsible for damage caused by their guest(s). Any students who would like to report damage in the residence halls must do so within 5 days of the incident and it must be in writing.

Room inspections are completed when the resident moves in or out of a room and at the close of each session. Also, periodic Health and Safety inspections of the residence hall rooms are conducted by authorized personnel of the college see that all government and college regulations are observed. During these inspections all areas of the room are open to inspection, including but not limited to: refrigerators, closets, drawers, etc.)

Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.

Structural Changes and Moving of Furniture

Each student is provided with a bed, mattress, dresser, desk and chair. These items must not be changed, damaged, or redesigned in any way. College furniture in common areas, living rooms, kitchens, halls and basements is not to be moved under any circumstances. Requests to have furniture moved from students' rooms must be approved by the Assistant Dean for Student Life and this moving will be done by college personnel in order to avoid personal injury to the student. A work order to move the furniture will be submitted by the Office of Student Life on behalf of the resident(s). Fines will be assessed for an inappropriate amount of furniture at the time of room inspection.

In the case that a resident damages items in the Residence Halls, the following is a 2009-2010 updated list of replacement costs.*

Prices are subject to change

Blinds

Dominican:	\$25.00
Mansions:	\$75.00
Box Spring:	\$95.00
Chair:	\$130.00
Closet Doors:	\$100.00 per door
Desk:	\$300.00
Dresser:	\$300.00
Head/Footboard :	\$100.00 each
Mattress:	\$110.00
Screens:	
Repair:	\$25.00
New:	\$75.00

Sanctions:

Damage and/or destruction and/or theft of College property or property belonging to others on the College campus; failure to maintain a residential area at an acceptable standard as defined by the Department of Student Life; failure to report accidental damage of College property or property belonging to others on the College campus; possession of property on the College premises allegedly stolen from the College or from others is subject to disciplinary action.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participating in Room Draw.

DECORATIONS

All pictures, pennants and other decorations must be attached to the walls by masking tape or poster putty. The use of all scotch tape, double sided tape, glow in the dark stars/solar systems, glue backed decorations, and large nails/screws on the walls, doors, or ceiling is prohibited. Using the face of your door as a “memo” board is prohibited – this can result in large fines and fees to repair and/or replace the door. Students will be charged if any damage occurs due to room decorations.

By orders of the Fire Marshal of the City of New Haven, the following regulations must be observed.

Decorations and ornaments (streamers, etc.) must all:

1. Be fire-rated.
2. All Christmas trees must be fire-rated and artificial.
3. All ornaments and decorations must be fire-rated.
4. Lighting designed for Christmas trees may be used on artificial surfaces only.
5. Trees and other decorations must not be near radiators and ducts. Trees may not be placed in hallways, doorways, or in any way to obstruct traffic within the building.

DISORDERLY CONDUCT

Behavior that indicates a disregard for the personal and/or property rights of individuals and of the college itself is prohibited. Repetitive disorderly conduct will result in dismissal from the Residential Life Program. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.

Assaults

Any physical assaults or a willful threat of violence which subjects an individual to physical injury or endangers an individual in any way is prohibited. This includes verbal threats made on social media sites or any other electronic or web-based sites.

Athletics in the Residence Halls

Playing games and/or sports in the residence halls is not appropriate behavior. Not only does it detract from the academic environment and create a safety hazard, but it may also cause damage to the residence.

Fighting

Any resident found instigating or involved in any physical altercation within or near the residence halls on campus will be subject to disciplinary action and/or arrest. Revocation of visitation rights from all residence halls may result for residents, non-residents, and non-Albertus Magnus individuals.

Internet Bullying/Threats

Any student found bullying or threatening another student, faculty or staff member will be subject to disciplinary action and/or arrest.

Obscene Conduct

Obscene expression, either oral or visual, on College property or at College-sponsored events is prohibited and is subject to college conduct sanctions.

Skating (Skateboards, In-line Skates, Roller-Skates)

The use of skateboards, in-line skates, roller-skates or like equipment is strictly prohibited inside of the residence halls and all other campus buildings. Persons using such equipment are subject to college conduct sanctions as well as any costs to repair damage done to College property by the use of such equipment. If requests to cease are ignored, the person may be subject to having their skating equipment confiscated with no reimbursement.

Trespassing

Albertus Magnus College is private property and any person(s) that are not part of the AMC community or have been banned from campus are subject to trespassing charges. The College reserves the right to contact the authorities.

Unapproved Structures/Apparatuses

No person(s) is allowed to erect any type of structure(s), anywhere on campus, unless it has been approved by the Dean of Students and/or his/her designees. Any person erecting unapproved structures/apparatus (es) will be subject to having the structure(s)/apparatus (es) confiscated with no reimbursement, along with college sanctioning.

Sanctions:

Interference with any College function and/or class by any form of deliberate disturbance or disruption.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Illegal or unauthorized entry or presence in any College facility.

Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s), a minimum fine of \$100 and banning from a specific area. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, twelve (12) consecutive calendar months of probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Noise and general disorderliness – Students shall not be disorderly at any time.

Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension from housing. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Acting with violence, or aiding, abetting, encouraging, or participating in the commission of any act of violence or life-threatening behavior on College property or in the course of a College activity.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a \$100 fine, suspension or expulsion from housing, banning from certain areas of campus, and letter(s) of apology to specific individual(s). Sanctions may be as severe as expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a minimum of a \$100 fine, reimbursement and suspension from the College. Sanctions may be as severe as expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

ELECTRICAL APPLIANCES & EQUIPMENT

Appliances and equipment for the preparation and storage of food are permitted only in the kitchen area of each residence hall. Use of small appliances and equipment in any other area is not permitted.

Refrigerators and microwaves are not permitted in the residence halls, with the exception of Dominican Hall, as they are safety hazards. HALOGEN LIGHTING FIXTURES ARE NOT PERMITTED IN ANY RESIDENCE HALL.

FIRE

Fires in residence halls at other institutions have proven to be disastrous. A large number of those fires have been caused by human actions, such as misusing electrical appliances or using paper decorations. Many people have died because they panicked in response to a fire and opened the door to a smoke filled hallway; jumped from a window instead of waiting rescue; ran, rather than rolled on the ground when their clothing caught fire. Although the fire may not be widespread, it is well to remember that 95 percent of all deaths connected with fires are caused by smoke inhalation.

Fire Chief for the College

The Director of the Physical Plant is the College Fire Chief. All residents should take responsibility for evacuating the building.

Fire Drills

Fire drills shall be held as often as the College deems necessary. Each fire alarm must be treated as a real fire. The building must be evacuated quickly and completely. Sanctions will be levied against students who do not comply with Fire Drill Procedures

Fire Escape (Nilan Hall Rm. 10 and 21, McAuliffe Hall Rm. 13b and 19)

Fire escape access is strictly prohibited in non-emergency situations. Any resident who occupies a room with access to a fire escape must sign a Fire Escape Contract.

Fireplace Boards and Screens

Screens and fireplace boards may not be removed. They are for your protection and safety. If removed, the screens and boards will be replaced by College personnel and the charges will be deducted from the student maintenance damage deposit.

Fire Regulations

In the event that a student discovers fire or smoke in a campus building, the student must immediately make notification to the proper authorities by use of the fire alarm pull boxes clearly marked inside the buildings and by use of a telephone. After notification is made, if the fire is of a small nature, an attempt

should be made to extinguish the fire by use of the fire extinguishers located in the buildings. If the fire is uncontrollable, the student should make an attempt to close the door(s) to the area of the fire and notify other students in the area to immediately leave the building.

If fire or smoke in hall prohibits leaving room:

1. Close door - do not lock it.
2. Put a wet towel under door.
3. Open window and stay by it.
4. Signal out window that you are still in the room.

Smoke Detectors

Smoke detectors are in each room for the students' safety. Do not hang items from it. Tampering with a detector is a federal offense and will result in disciplinary action and a damage charge.

Violating the Fire Program

Tampering with fire fighting equipment (fire extinguishers, smoke detectors, heat detectors, alarm stations) causing damage to equipment, or setting off false alarms may endanger life and is a serious violation of civil law as well as College regulations and is strictly prohibited. Individuals found responsible for reporting or causing false alarms will be arrested and will be subject to penalties from the State Courts as well as severe disciplinary action by the College. When a false alarm has occurred in a residence hall, a reset charge will be billed to the members of that hall.

Sanctions:

Tampering with fire-fighting equipment or life-saving fire detection/alerting equipment such as smoke detectors, fire extinguishers, hoses, fire alarm boxes or any part thereof, etc.

Typical sanctions are monetary fines, expulsion for the residence hall/college, and may include arrest by local authorities. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

False reporting of a fire through the use of pull stations, smoke detectors, or other means, or false reporting of the presence of a bomb.

Typical sanctions may include arrest, and a minimum of a \$100 fine, reimbursement and suspension or expulsion from housing for at least one academic year. Sanctions may be as severe as expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Setting or causing a fire in any enclosed area of College property; setting or causing or contributing to a fire in any outdoor area without a permit.

Typical sanctions may include a minimum of a \$100 fine, reimbursement, suspension or expulsion from housing, and arrest. Sanctions may be as severe as expulsion from the College. The Dean of Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

1. Close your residence room/classroom door behind you
2. Evacuate the building immediately using the fire evacuation guide provided in each residence hall room or by utilizing the nearest accessible stairwell or exit. **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail leaving you trapped.
3. Report to your designated assembly area outside of each building:
-Dominican Hall- In front of the Athletic Center
-McAuliffe Hall- Across the Track on the Soccer field

- Sansbury Hall- Siena Hall Parking Lot
- Nilan Hall- On the opposite side of East Rock Road
- All Academic buildings- a minimum of 100 feet away from each building

FIREARMS/WEAPONS AND FIREWORKS

Possession of any type of firearm or other illegal weapons anywhere on-campus is prohibited. An ordinance of the cities of New Haven and Hamden forbids the use and possession of any kind of fireworks except by licensed operators. Any person who uses or stores firecrackers, or other explosives, hazardous chemicals, or stinky - producing devices in any of the buildings is subject to disciplinary action.

Sanctions:

Possession and/or use of a dangerous article or substance on College property with the potential to injure or discomfort a person and/or cause property damage and/or cause damage to the community.

Typical sanctions may include probation, a minimum fine of \$100, community service, and suspension from housing. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Weapons – Possession and/or use of weapons and/or objects being used as a weapon and/or ammunition.

Typical sanctions may include arrest, probation, community service, a minimum of a \$100 fine, reimbursement and suspension or expulsion from housing. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

GUEST POLICIES

Guests are defined as:

1. A guest in a residence hall (common area or room) is any person signed to that residence hall, at any time of day.
2. A resident may have no more than 2 guests at any given time. **On any major event night, only 1 guest will be allowed per resident.**
3. All guests must follow the established sign-in procedures outlined within this policy.
4. All guests are subject to residence hall rules, regulations and policies and are required to comply with all directives of Residential Life Staff and College Administration.
5. The host is responsible for the behavior of his/her guest(s) and must accompany guest(s) at all times.
6. It is understood that a guest may not move into a residence hall room with the purpose of living there.
7. Overnight guests are accorded a full house/floor privilege which means the use of all areas within a residence hall when escorted by the host student. However, it is expected the guest of the opposite gender will use appropriately designated bathroom facilities. In single gender buildings, minimal lavatory facilities are available for members of the opposite gender.
8. **Guests must be 16 years of age or older.**
9. Family Members – family members are considered guests and must be signed in and escorted at all times.

Hours

No overnight guest may spend longer than **two (2) consecutive nights** on campus per week (seven days). The host student may request in writing permission to have a guest longer than two (2) consecutive nights. This request must be filed at least 48 hours in advance with the Department of Student Services. **A request does not automatically mean permission will be granted.**

Guests who are signed in with one resident for two (2) consecutive nights are NOT allowed to sign out and then sign in again with the same and/or a different host. Violations of this policy can result in the guest being banned from campus and the loss of guest privileges for the resident.

Overnight Guest Registration Procedures

You must register your overnight guest with the appropriate Residential Life Staff member.

If you do not live in a single room, you must get written permission for an overnight guest from your roommate(s). A roommate has the right to decline permission.

It is the responsibility of the host student to get this permission.

No guest is allowed to occupy a room without the host present.

At no time should College-issued keys (includes card key) for residence halls be given to a guest for use.

Responsibilities

Each host is responsible for any violation of residence hall and/or College regulations or policies by his/her guest(s). The host student is responsible for informing his/her guest(s) of the residence hall and College regulations and policies.

Roommates must respect the rights of each other when following the guest policy. Any disputes must be resolved between/among the roommates. If an agreement cannot be reached, then an agreement will be made with the assistance of a Resident Assistant or other Student Services Staff.

Residents must grant written permission for the use of their bed(s) by a guest.

Dominican Hall Guest Policy

1. Beginning at 7:45 p.m. every evening and lasting until 7:00 a.m. the following morning, residents of Dominican Hall will be able to enter the building only through the front door. Card key access to side and back doors will be disabled during the above specified time.
2. Dominican Hall residents who enter the building with a guest must sign the guest into the “Guest Book” in the Dominican Hall lobby.
 - a. Residents from other AMC Residence Halls visiting Dominican Hall are considered guests and must sign in to the “Guest Book”, but will not be required to leave a photo ID with the RA on duty.
 - b. All Commuters and non-AMC students need to show a valid photo ID to the RA on duty, as well as sign in to the “Guest Book”.
 - c. A “Guest Card” will be given to the guest, which must be carried at all times and presented to any College staff member when requested.
 - d. The “Guest Card” must be returned to the RA Office/RA on duty when leaving the building and the guests ID card will be returned.
3. Any time a guest leaves the building, he/she must be signed out.
4. If a guest is staying overnight, they will be signed in at the RA Office, an overnight form must be completed and a photocopy of their ID will be made. This also applies to overnight guests from other AMC Residence Halls. ** If a guest is signed in as an overnight guest, but leaves Dominican Hall after 12:00 a.m., the guest must also sign out of the “Guest Book” in the lobby.
5. At 12:00 a.m., the RA will check the guest book and contact the hosts to see if the guest has left or will be an overnight guest. If the RA is unable to reach the host, the host will be given a “Guest Policy Violation” and receive the appropriate college conduct sanctioning.

Mansion Guest Policy (Nilan Hall, McAuliffe Hall, Sansbury Hall Residents)

(For overnight guest(s) – See Overnight Guest Registration Procedures)

1. Mansion residents who enter the building with a guest must sign the guest into the “Guest Book” in each of the mansion lobbies.

- a. All commuters and non-AMC students need to sign in and show a valid ID with the RA on-duty.
 - b. Residents from other halls visiting a mansion will be required to show a student ID and must sign-in.
2. Any time the guest leaves the building; he/she must be signed out.
 3. If a guest stays overnight, they will be signing an overnight form. The same form applies to residents from other halls. **If a guest signed in as an overnight leaves after 12am he/she still needs to sign the guest book.**
 4. Upon completion of the duty shift, the RA will check the guest sign-in log and will contact the host to see if the guest has left or will be an overnight guest. If the RA is unable to reach the host, they will document a “Guest Policy Violation” and receive the appropriate college conduct sanctioning.

Sanctions:

Visitors

The student host is responsible for the conduct of his/her guest(s) and sanctions may be levied stemming from the behavior of his/her guest(s). All guest(s) must comply with the College’s rules and regulations. Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s) and a minimum of a \$50 fine. Sanctions may be as severe as suspension or expulsion from College housing. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

HOUSE/FLOOR MEETINGS

Resident students are required to attend all house/floor meetings and will be responsible for material reviewed if that student failed to attend. A minimum of two house/floor meetings will be held each semester. Students who fail to attend house/floor meetings will be subject to disciplinary action.

ILLEGAL SUBSTANCES

Summary of the State Law

It is unlawful to possess ANY controlled drug. The penalty for illegal possession of narcotic drugs for a first time offense is imprisonment for not more than seven years and a fine of not more than \$3,000 or both, and for subsequent offenses mandatory imprisonment. The penalty for possession of controlled drugs other than narcotics is a fine of not more than \$1,000 or imprisonment of not more than one year.

Drugs

The possession, retention, distribution, or use of unauthorized drugs, stimulants or depressants on campus is a serious violation of State and Federal Law as well as College regulations and are grounds for expulsion from the college. A student is accountable for his/her actions and the use of drugs is not seen as an excuse in a case involving violation of any College regulation. Albertus Magnus College does not tolerate the use of illegal drugs on any part of the campus or at College-sponsored events off campus.

Sanctions:

Possession and/or use of a dangerous article or substance on College property with the potential to injure or discomfort a person and/or cause property damage and/or cause damage to the community.

Typical sanctions may include probation, a minimum fine of \$100, community service, and suspension from housing. Sanctions may be as severe as suspension or expulsion from the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Drugs and Drug paraphernalia – Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a

student's personal use by a licensed physician or paraphernalia in connection with the use of illegal drugs.

Typical sanctions may include probation, a minimum of a \$100 fine, community service, expulsion or suspension or expulsion from housing and/or the College. The sanction for a student found responsible for selling drugs is expulsion from the College and possible arrest by local authorities. Other sanctions may also be added. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from housing and/or the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

INCIDENT REPORTS

An Incident Report is a written record of all policy infractions as well as incidents occurring in the residence halls. An incident report may be written by any member of the College community. The incident report is used only to report the facts that should be brought to the attention of the Resident Director, the Assistant Dean for Student Life, and the Dean for Student Services.

KEYS, LOCKS & KEY FOBS

Keys for residence halls and rooms are distributed to students when they arrive at their residence halls. Each student must sign the appropriate receipt when receiving keys. Should a key be lost or stolen, they must make a request for replacement with the Department of Student Life. Payment for key replacement can be made by check and brought to the Assistant Dean for Student Life office.

A student will be fined if one fails to return one's key fob/key(s) upon withdrawal, specified vacation periods, graduation, or at the end of the school year. Failure to do so will result in a \$200 fine. Price is subject to change without notification.

Lock Outs.

Each Resident Assistant is equipped with a master key to their house/floor and is able to re-open your room. If a Resident Assistant is not available and you cannot wait for your roommate(s), call the Department of Student Life on weekdays, and nights and weekends contact an Assistant Hall Director. A fee of \$5.00 is charged for lockouts.

LAUNDRY ROOMS

Washers and Dryers are available in each of the residence halls. A laundry card can be purchased in the campus center mailroom for use of the MAC GRAY washing machines and dryers. Students may report issues with any MACGRAY machine to 1-800-MACGRAY (622-4729)

MAINTENANCE

Any maintenance problem should be reported to the Resident Assistant or the Department of Student Life. Resident Assistants are responsible for monitoring the needs of their facilities.

The Department of Student Life will handle emergency requests during regular office hours. After office hours and on Saturdays, Sundays and holidays all emergency requests will be handled by the AHD, Assistant Dean for Student Life and/or Dean for Student Services.

NOTE: Service personnel, meter readers, telephone service personnel, etc. should be requested to supply identification.

Housekeeping

Cleaning staff service personnel are assigned to each building and are responsible for the cleaning of all common areas excluding the students' rooms.

Students are responsible for the housekeeping of their own rooms; for the emptying of trash from their own rooms into the proper receptacles in trash rooms on a regular basis; washing glasses and dishes after each usage; and emptying cans, bottles, cartons etc. into proper receptacles in trash rooms.

Heating

Report heat concerns to the Resident Assistant. If he/she is not available, call the Department of Student Life (773-8577) weekdays, or after 4:30 PM and on weekends contact the AHD Staff.

MISSING PERSON

Albertus Magnus College takes student safety very seriously. To this end, the following policy and procedure have been developed in order to assist in locating any Albertus Magnus student(s) living in on-campus housing, which based on the facts and circumstances known to the College, is determined to be missing.

At the beginning of each academic year, resident students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Albertus. This emergency information will be kept in the Office of Student Life and will be updated annually.

Missing Persons Procedure

Most missing person reports in the college environment result from a student changing routines without informing roommates and/or friends. Anyone who believes a student to be missing should report the concern to Campus Security or Student Services immediately. Every report made will be followed up with an immediate investigation. Students will be considered missing if it has been reported that there has been no contact for a 24 hour period. Depending on the circumstances presented to College officials, parents or guardians of a missing student will be notified. If no emergency contact information has been provided to the college by the missing student, law enforcement officials will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

NOISE/ LOUD MUSIC

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standard of quiet conducive to study or sleep is not permitted in the residence halls. The blasting of personal stereos is not allowed in any of the College's Residence Halls. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Equipment that is considered to be "DJ" equipment or large floor speakers is not allowed in the College's residence halls. Failure to be respectful of your neighbors may result in the confiscation of stereo equipment and college conduct sanctions.

Stereos

Placing stereo speakers in such a manner that allows sound to be carried out of windows or into halls demonstrates a serious disregard for members of the administration, faculty, staff and students. Such behavior violates the rights of others who wish to attend classes, study, sleep, or merely enjoy a quiet atmosphere. You have a right to enjoy your stereo, but not to impose your tastes and listening times on others. Please use headphones whenever possible. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space.

Sanctions:

Noise and general disorderliness – Students shall not be disorderly at any time. Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension or expulsion from housing. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

PARKING AND TRAFFIC REGULATIONS

All students who reside on campus must register the vehicle. Registration forms are available in the Department of Student Life. This office will issue a decal. **The decal must be affixed in the driver side front windshield. The transfer, exchange, misuse, or reproduction of the decal is unauthorized.**

All resident students having vehicles on campus must complete a registration form for the Department of Student Life. The campus speed limit is 10 miles per hour. The College assumes no responsibility for damage or theft of any vehicle parked on College property.

Parking is permitted only in designated sections in the following areas:

1. Aquinas Hall tier parking
2. Hubert Campus Center parking area
3. Athletic parking lot from 8:00am-2:00am (no parking allowed from 2am-8am)
4. In marked areas only at residence halls, Walsh Hall and Rosary Hall.

The following violations will be cause for issuance of a "NOTICE OF PARKING VIOLATIONS AND/OR TOWING"

1. Failure of a student to park in properly designated parking area.
2. Occupying two spaces.
3. Blocking entrance of building.
4. Obstructing traffic.
5. Parking in Rosary Circle.
6. Exceeding the campus speed limit.
7. Parking at yellow curbs or on yellow diagonal lines.
8. Parking within 10 feet of a hydrant.
9. Blocking an intersection or marked area.
10. Double parking.
11. Parking on grassy area.
12. Blocking a driveway or service area.
13. Creating a hazard to public safety.
14. Impeding construction or maintenance requirements.
15. Parking in a reserved area, fire lane or handicap space.

NOTE: In addition to a summons, violators may have their cars towed away at owner's risk and expense. The Goodrich Street entrance or the Winchester street entrance should be used for Aquinas Hall, Hubert Campus Center, Walsh Hall, and the ACT II Theatre traffic.

It is the student's responsibility to see that one's guests adhere to the parking regulations. There is limited parking at each residence hall, but parking is allowed on the streets unless posted otherwise. Students are permitted to park on city streets at their own risk. The responsibility of finding a legal parking space rests with the motor vehicle operator.

During a Snow Storm

During a snow storm cars parked around ALL residence halls must be moved to the Tier parking lot. Once residence hall parking lots have been plowed and snow has stopped, cars can be parked in the residence hall parking lots.

PETS

Students are not permitted to keep pets inside the College residence halls, College buildings, or on the College grounds with the exception of fish in an unheated tank less than 10 gallons. Violators will be fined.

PHOTO IDENTIFICATION CARDS

Each student is required to have a photo identification card certifying registration as a student at Albertus. An email is sent to all students at the beginning of each semester with designed times to receive an ID.

The ID card must be carried by each student at all times and must be produced when required by authorized personnel. The card is used for identification at the Library, Health Clinic, Hubert Campus Center, Athletic Center, Dining Hall and student elections.

Misuse of an ID card is a form of misconduct and is subject to disciplinary action by the College. Confiscated ID cards are sent to the Department of Student Life and are reclaimed there. An ID card confiscated because of improper use may be redeemed by the payment of \$25.00 (subject to refund if the charge is dropped).

A duplicate ID card will be issued only upon presentation of satisfactory evidence of the loss or destruction of the original. Arrangements for securing a duplicate card should be made in the Department of Student Life where a fee of \$15.00 is paid. The loss of an ID card should be reported promptly to the Department of Student Life. Any ID card that is found should be handed in to the Department of Student Life.

QUIET HOURS

AS AN EDUCATIONAL INSTITUTION, THE COLLEGE EXPECTS THE ENVIRONMENT IN THE RESIDENCE HALLS TO BE CONDUCIVE TO ACADEMIC PURSUITS. The guidelines concerning QUIET HOURS on weekday nights assure that study has priority. Those students who are inclined toward noisy recreation should go elsewhere. The same rationale underlies other rules pertaining to playing of loud stereos, noisy gatherings, and other acts that infringe on the privacy and rights of others.

Each residence hall will establish QUIET HOURS. While the college recognizes that individual habits vary, QUIET HOURS will be observed Sunday through Saturday. Radio, television and stereos should be played only when room doors are closed and consideration for others should prevail. Noise from your room is not to enter the hallways, as the College expects the environment in the residence halls to be conducive to academic pursuits. The Resident Assistant, along with the residents, are expected to help monitor this environment.

Student-sponsored events may not be scheduled in the residence halls during exam weeks of each semester or the nights of the reading days. All residence halls observe a 24 hour quiet zone during finals.

RACISM/SEXUAL HARASSMENT

Policy on Racism and Acts of Intolerance

1. Realizing the importance of diversity in society in general, and among a college community in particular, Albertus Magnus is fully committed to providing an atmosphere where diversity can flourish. In order to realize this objective, the College has put forth the following:

- a. Through the Residential Life Program, to organize educational programming in the residence halls that promotes pluralism and discourages racism, sexism, and intolerance.
 - b. The Student Government Association, and the Student Services Division promotes diversity on the entire campus through a series of educational, social, and informational programs throughout the academic year.
2. Albertus Magnus College admits men and women to all its programs without regard to race, religion, disability or nationality. This fiber of diversity is contiguous throughout all that the College does - in the classroom, in the residence halls, among employees, and in any other aspect of the community known as Albertus Magnus College. Any acts of racism or intolerance based on differences have no place within the College community and will be dealt with through the College's Standard Conduct Process and may carry with it penalties up to and including suspension or expulsion from the college.
3. The above statement regarding Acts of Intolerance within the Albertus Magnus College community is printed in all editions of the following College publications: the Student Handbook, the Faculty Handbook and the Employee Personnel Policy and Procedures manual. The Cooperative Council of Albertus Magnus College which has the power to legislate by establishing student social regulations in the following areas: 1) guests 2) alcohol and 3) drugs and the power to consult with respect to all other matters affecting the College community, and to make recommendations thereon to the group having primary responsibility for action thereon; will provide assistance in disseminating this information throughout the campus community. In addition, the Cooperative Council will serve in an advisory capacity in ensuring that the plan meets the need of the College community. In this role, the Council will review as needed, the goals and objectives of this policy.
4. This component of the plan will begin annually during the training of the Residential Life staff. Members of the Student Services staff as well as experts from outside the campus community will be used to provide the training. It is imperative that we start with this group since they are the liaison between the Student Services staff and the student body in dealing with sensitive issues on campus. The next phase of educating the campus community will be undertaken during the New Student Orientation Program. At this time the topic of campus diversity will be addressed during one of the sessions. Throughout the year this topic will be addressed through programming offered in a variety of venues including educational, social, cultural and spiritual.
5. The normal college conduct process for Albertus Magnus College will be used to hear and resolve all grievances related to the policy on racism and acts of intolerance. Albertus Magnus College will not tolerate any abuse of this policy and will act swiftly and fairly to resolve any such grievances. It is hoped that the educational plan outlined in the above steps will serve to alleviate any such abuses and will provide for a community in which all individuals can live in harmony.

Sexual Harassment

Sexual harassment is not tolerated at Albertus Magnus College. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, when accompanied by intimidating or coercive pressure to comply with the same. If you are a victim of sexual harassment, please contact the Dean for Student Services.

Sanctions:

Harassment and/or assault of any nature including physical, written (email included), or verbal annoyances, threats, pestering, or teasing that causes any reasonable individual fear, trouble, or concern.

Typical sanctions may include probation, a \$100 fine, assessment, community service, suspension or expulsion from housing, banning from specific areas of the campus, and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension or expulsion from the College. The Dean for

Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Any discriminatory and/or oppressive and/or uncivil behavior based upon race, color, sex, age, national and ethnic origin, religion, disability status, or sexual orientation that interferes with any and all functions of the College.

Typical sanctions may include suspension from the College, banning from specific areas of campus, community service, probation and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension or expulsion from housing and/or the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from housing and/or the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

Sexual harassment and/or assault – defined as unsolicited, unwelcome, and/or nonconsensual verbal comments, gestures, or physical contact of a sexual nature.

Typical sanctions may include probation, community service, assessment, letter(s) of apology to specific individual(s) and suspension or expulsion from housing and/or the College. The Dean for Student Services or designee has the right to revoke any or all privileges regarding participation in Room Draw.

REGISTRATION OF EVENTS ON CAMPUS

All campus events and floor programs must be approved by the Dean for Student Services or designee. A campus activities event is defined as any event registered and approved by the Office of Campus Activities. A floor/hall program is defined as a residential life program hosted by a Resident Assistant registered with and approved by the Assistant Dean for Student Life.

Reservation of Space

Space reservations may be secured by contacting the Assistant Dean of Campus Activities. College facilities are available for use by recognized student organizations at the College's discretion. Facilities reserved by a student organization are to be used only by the organization for which the facilities have been scheduled and for the purpose requested.

ROOM ASSIGNMENTS

New students and transfers are notified of room and roommate assignments in August by the Assistant Dean for Student Life. Upper class students select their room and roommates by participating in the annual Room Draw each spring. (No changes in rooms or roommates may occur without notification and permission of the Assistant Dean for Student Life. **(See Room Change Procedures)**)

Each resident student upon residency in his/her room shall immediately inspect all furnishings and physical conditions of the room. A room condition form must be completed in duplicate and signed by each occupant of the room and the Resident Assistant. Both forms are to be given to the Assistant Dean for Student Life/Resident Assistant within 1 day after residency has been established.

All residents assigned to rooms with rooftop access must adhere to the following guidelines:

- a. No resident is permitted to put personal items or trash on the roof for any reason
- b. No resident or their guest is allowed to be on the roof
- c. All rooftop access rooms are equipped with stop locks for the window(s). It is strongly suggested these locks be used to secure the window(s).

Any violation of the above restrictions may result in fines, suspension or expulsion from the residence hall.

Room Change Procedures

Students desiring a room change must complete and submit a Room Change Request Form. Room Change Request forms are available from the Resident Director's office in the campus center.

First Semester Room Changes

- No room changes will occur for the first three weeks of the semester beginning with the first day of classes. (Moratorium Period)
- Voluntary room changes may occur **ONLY** during a four week period immediately following the three week moratorium.

Second Semester Room Changes

- Room changes may occur **ONLY** during a two week period beginning from the first day of classes.

NOTE: Room Changes deemed necessary by the Dean for Student Services or designee may occur at any time during the academic year.

ROOM INSPECTIONS AND ROOM SEARCHES

Room inspections by authorized personnel of the College are made periodically to see that all local, state and federal laws and College regulations are observed. Staff members who are authorized by the Dean for Student Services and/or Director of Physical Plant may enter a student's room at any time for health or safety-related problems, to investigate incidents involving possible violations of Albertus Magnus College policies, and to make routine maintenance repairs and safety checks during vacation periods.

ROOM SECURITY

Campus security authorities across the nation unanimously agree that the primary problems in college residence halls center on personal safety and theft. These problems call for a high degree of awareness and the use of common sense. The following is recommended:

1. Lock your door upon leaving the room. This is the single most effective thing you can do to avoid theft.
2. Do not leave notes on your door indicating your absence from the room.
3. Salesmen or solicitors are not allowed in the residence halls. Questionable individuals should be reported to the residence life staff or Security immediately.
4. Never leave money or valuables in your room. Large amounts of cash should be transferred into bank accounts. Credit cards should be guarded carefully.
5. Access doors to Residence Halls should be closed and locked at all times.

Personal Valuables

The College is not responsible for the damage, loss or theft of personal property of the students and/or their guest(s). In case of loss, damage or theft, the student is encouraged to report the situation to the Dean for Student Services.

SECURITY

Security and loss prevention is everybody's job. Although Albertus Magnus does employ a professional security service, we cannot do the job alone. Every student must be the eyes and ears of the Security Department. By working together as a team, we can provide greater protection which will result in reducing our losses and creating a safer campus environment.

In the event of a security and/or safety incident immediately call the Security Office at 773-8509 or the Security Cell Phone at 507-5204. Give your name, location, address and a brief description of the incident. Wait at a safe location until Security and/or the police arrive. DO NOT take any action on your own that will endanger yourself and/or other students.

Alarms/Doors

All doors leading outside should be kept locked and keys should not be given to anyone. Fire doors should be kept closed at all times and there should be no obstruction to these doorways.

Students are allowed in the College buildings only during the hours the buildings are officially open. If it is necessary for a student to be in a classroom or laboratory or other college buildings at other times, the student must make arrangements with the faculty member so that the proper security measures can be taken.

Your complete cooperation in security matters is IMPORTANT. The best security measures are useless unless each member of the College community works at making the system effective.

Insurance-Property

The College does not carry fire, burglary, theft, or other kinds of insurance to cover the personal possessions of students (including vehicles parked on College property) and assumes no responsibility for their damage, loss, or theft.

P.A.L. (Personal Alarm Locator)

The College has installed the Personal Alarm Locator security system. The P.A.L. is a small key ring fob. The P.A.L. fob can be pressed to alert on-campus security guards to one's location in the event that emergency service is needed.

The P.A.L. signal is designed for use only on campus grounds and only outside of campus buildings. The campus security cell phone number is 507-5204. The P.A.L. is not intended to replace the use of the security cell phone number for routine events such as classroom and automobile lockouts, car battery jump starts, escort service, or inquiries for items lost or stolen. **The P.A.L. is to be used for emergency situations only. If you accidentally or intentionally initiated a P.A.L. alarm, you must make face-to-face contact with security to verify that you are safe.**

To activate individual P.A.L. key fobs, a photograph and personal descriptive information must be put into the administrative computer system.

The fee for the initial P.A.L. fob for resident students is included in their room and board charge. The cost for a P.A.L. fob for commuter students is \$100.00. The replacement fee for any P.A.L. fob that is lost or stolen is \$100.00.

Safety Precautions

To increase your personal safety and the safety of your possessions we ask that you follow the simple precautions outlined below:

1. Be sure that you close and lock doors when entering and leaving the residence halls.
2. Never prop open a door for someone who will be joining you later and who does not have a key to the building. A propped open door destroys the best security plans and is an open invitation to unwanted intruders.
3. When walking at night, walk where there are plenty of lights and traffic. NEVER WALK ALONE.
4. DO NOT hitchhike.
5. Be sure to close car windows and lock car doors. Do not leave any valuables visible in the car.
6. Report any suspicious person or incident immediately to the Dean for Student Services or to security.

7. Report all locks, windows, doors, and lights in need of repair to your Resident Assistant.
8. Use the "Buddy" system. Call Security if you see anyone in trouble.
9. If a car approaches you and you are threatened, run in the opposite direction and scream.
10. If you think someone is following you, cross the street. Criss-cross from side to side, if necessary. Do not be afraid to run to a lighted residence or flag down a passing car. SCREAM to attract attention.
11. If you arrive home by a taxi or private car, ask the driver to wait until you are in the house.
12. If you notice any open or broken windows, doors ajar etc. do not get out of your car. Notify Security and/or police.
13. Have your key ready so you can open the door immediately.
14. Do not lend your keys to anyone.
15. For protection of property:
 - a. Record serial numbers, model and brand names of valuable items in your room. Keep a duplicate copy of the list in a separate location from the original. Remember that stolen property cannot be lawfully reclaimed by you unless you can positively identify it.
 - b. Never leave a wallet, purse or cash on top of a desk or dresser. Keep them in a drawer or out of sight. Keep a record of credit card numbers.
 - c. Require identification of all service people.
 - d. Do not allow equipment to be taken out of the building unless you have been previously notified by proper authority.
 - e. When leaving rooms, close and lock all windows and doors. Be sure all small valuables are out of sight.
 - f. Do not put your name and address on key chains.
 - g. If you lose your keys, report immediately to the Dean for Student Services and/or Security.
 - h. Be sure to pull shades and close drapes in the evenings.
 - i. When leaving your room for an extended period of time, over vacations or summer, take your valuables with you.
 - j. Do not leave anything in your car.
16. When driving at night:
 - a. Keep windows and doors of your car locked at all times.
 - b. When stopped at a traffic light or stop sign, keep your car in gear. If your safety is threatened, hold down on the horn and drive away as soon as possible.
 - c. If you think you are being followed, pull into a gas station, fire department or police department where you can get help as soon as possible.
 - d. When parking your car at night, check for loiterers before leaving your car.
 - e. Never leave the keys in the ignition. Always lock the doors even if you are going to be gone for only a few minutes.
 - f. Check the interior of the car, especially the rear seats and the floor before entering it.

BE ALERT AND OBSERVANT: Report all crimes.

In case of emergency, immediately call Security; if the situation warrants, also call the police. Do not go outside the building to check noises - that is the job of the security guard and police.

SEXUAL ASSAULT PROCEDURE

GETTING ASSISTANCE:

• **Sexual Assault Crisis Services** – 24 hour, toll-free Crisis Hotline:

1-888-999-5545 – IN ENGLISH

1-888-568-8332 - EN ESPANOL

The Hotline will provide important advice on how to proceed immediately. They will also meet you at the hospital or the police departments to provide support during medical exams and statements. They will attend court hearings for support. They also provide bilingual counselors or sign language interpreters. They provide TTY access during weekday office hours.

After hours they use the CT Relay: 1-800-842-9710

All services are free and confidential. Location of the Center is 357 Whitney Avenue, New Haven, CT

• **Campus Security Services** – Available 24 hours everyday.

Cellular phone: (203) 507-5204. Office telephone: (203)773-8509

Security will notify the Director of Public Safety that the incident has occurred.

• **Local City Police** – The police will interview the victim and attempt to apprehend the assailant if the victim/survivor wants to press charges.

New Haven Police: (203) 946-6316 or dial **911**

Hamden Police: (203) 230-4000 or dial **911**

• **Dean of Students** – (203) 773-8542 The Dean of Students can provide information on the survivor's options, arrange for any contacts or care the survivor authorizes, facilitate any changes in residency or academic scheduling the survivor requires and offer assistance if the survivor chooses to file a complaint within the college's student conduct system. For college employees this process is handled by the Director of Human Resources.

• **Residence Life** – The Resident Assistants in each residence hall can provide information regarding the survivor's option, contact a sexual assault advocate, and/or call for transportation to a hospital. The RA is required to immediately contact the Assistant Dean for Student Life who resides on campus.

• **New Haven Area Hospitals** –

Yale-New Haven Hospital, 20 York Street, New Haven, CT,

Emergency Room telephone #: (203) 688-2222.

Hospital of Saint Raphael, 1450 Chapel Street, New Haven, CT,

Emergency Room telephone #: (203) 789-3464.

REPORTING THE INCIDENT:

Any member of the college community, whom the assault victim believes can address a complaint of sexual assault or rape, is required to report the incident to the Dean for Student Services for statistical purposes. The date and the time of day of the incident are reported. **The name of the victim and the alleged assailant are withheld** as well as incident details, unless the victim/survivor specifically authorizes the release of that information. The College recognizes the seriousness and complexity of a survivor's response to the trauma of sexual assault or rape. Our primary concern is the well being of the survivor and our services are intended to provide respectful and timely support. It is essential that the survivor understand available options and is encouraged to obtain assistance.

OTHER RESOURCES:

www.connsacs.org/

SMOKING

Albertus Magnus College is a smoke-free campus. Fire department regulations prohibit smoking in any campus building. (**Connecticut State Law prohibits smoking in all residence halls.**) Substantial fines will be levied for violation of this policy. Repeated violations may result in suspension or expulsion from the residence hall.

SOLICITATION

Solicitation for Charitable Purposes

The solicitation of funds, clothing or other merchandise is prohibited except by the written permission of the Dean for Student Services. Registered student organizations or individuals wishing to solicit funds or contributions must complete and file "an application for permission to solicit" with the Dean for Student Services at least three days prior to the requested date.

The following information is required:

1. Time and manner of solicitation.
2. Names and addresses of those responsible for the solicitation.
3. The intended recipient of the collected funds.
4. (If approved) a financial statement indicating the amount of funds collected and disbursement of those funds.

Solicitation for Profit

The solicitation for products or services for profit is prohibited in the residence halls. This includes any "display" parties intended to sell merchandise of any kind.

STORING FOOD

The storing of food in residence hall rooms is not encouraged. All food stored must be in airtight containers to prevent insects and small animals from entering the residence hall. Any violation will result in a fine and disciplinary action. No bottles or food may be stored on windowsills or outside ledges.

TELEPHONES

Phones are not provided in the residence hall rooms at Albertus Magnus College. Students wishing to have a landline phone in their room can contact AT&T to make such arrangements. It is the responsibility of the student to have the phone installed, make arrangements to have the phone uninstalled when moving out of the room, and to pay for all costs associated with having the account. AT&T can be reached by dialing 1-800-288-2020 or by visiting them on the web at www.att.com. Please use the following addresses when setting up new service:

Dominican Hall – 730 Prospect Street, New Haven, CT 06511

McAuliffe Hall – 780 Prospect Street, New Haven, CT 06511

Nilan Hall – 300 East Rock Road, New Haven, CT 06511

Sansbury Hall – 810 Prospect Street, New Haven, CT 06511

Mailing address is: Your name, 700 Prospect Street, your box #, New Haven, CT 06511

WINDOW AREAS

Do not leave anything on window sills that could fall and injure anyone passing below. The projection of objects from residence windows leads to disciplinary action. Do not drill or nail anything into the window casement. Air conditioners are not permitted in the residence halls. Any violations will result in a fine and disciplinary action.

ALBERTUS MAGNUS COLLEGE CONDUCT SYSTEM

The tradition of honor guides every aspect of college life at Albertus Magnus College. Each member of the College community is expected to assume personal responsibility for complying with federal, state and local laws as well as all rules and policies of the College. For acts of misconduct, members of the community, including student organizations, are subject to the Albertus Magnus College Conduct System, through which the Student Body, the Faculty, and the Administration jointly share responsibility for implementing rules of conduct and promoting cooperative campus living.¹

PUNISHABLE MISCONDUCT

Students are admitted to the College with the understanding that they will abide by the College's basic principles and rules of behavior. Violation of any policy or regulation promulgated by the College in a manual, handbook, bulletin, catalog, residential life contract, or other form, may result in appropriate penalties, including suspension or expulsion from the College.

Academic Misconduct: For rules and standards applicable to academic misconduct, see "Academics."

Non-Academic Misconduct:

Students and student organizations may be subject to the College Conduct System for any of the following acts of misconduct:

1. Any act of violence, or aiding, abetting, encouraging, or participating in behavior that threatens bodily harm, on College property or in the course of a College activity.
2. Violation of any College policy or Connecticut State law regarding alcoholic beverages, including underage drinking.
 - a. **Intoxication** in no way relieves an individual from full responsibility for the consequences of his/her actions.
 - b. A violation of college rules combined with violation of the alcohol policy may result in increased severity of disciplinary sanctions.
 - c. The parents of underage offenders will be notified of alcohol-related offenses and the sanctions imposed.
 - d. Alcohol and drug rules, including those that govern substance-free housing, apply to Albertus Magnus College students who visit from other halls, and all other guests, in the areas where the rules and policies apply.
 - e. "Drinking games" are forbidden in residence halls and other campus buildings regardless of the age of participants.
 - f. Any apparatus designed for the rapid consumption of alcohol (i.e. beer "bongs", funnels, "Beirut" tables, "Beer Pong" tables, ice luges, etc.) is expressly forbidden, and will be subject to confiscation and disciplinary sanctions.
3. Bias-related misconduct, including abuse, harassment or oppression of any person or group based upon race, color, sex, age, national or ethnic origin, religion, disability or sexual orientation.

¹ Albertus Magnus College expressly reserves the right, in the College's sole discretion, to act separately and independent of the College Conduct System in circumstances involving issues of safety to self or others, disabilities, and/or unlawful conduct, and in matters determined to be in conflict with the mission of the College.

4. Hazing – meaning any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission or membership in a student organization. Prohibited actions include requiring indecent exposure of the body, requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact, confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas, any assault upon the person, or requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual. Hazing is a crime in violation of Connecticut General Statute 53-23a as well as a violation of College policy.
5. Commission of any act on College premises or at a College-sponsored or supervised activity that is a violation of federal, state or local law, or conduct unbecoming a member of the Albertus Magnus College Community.
6. Complicity – meaning involvement with and responsibility for the misconduct of others. Students who are present during misconduct should intervene and stop the rule violation if it is safe and feasible to do so. If a student cannot do this, however, the student must LEAVE the area where the violation is taking place and contact College staff (an R.A., Security, AHD, or Assistant Dean for Student Life). **STUDENTS WHO DO NOT LEAVE THE AREA WHERE THE VIOLATION IS TAKING PLACE WILL BE CONSIDERED COMPLICIT IN THE VIOLATION AND THEREFORE SUBJECT TO PENALTIES FOR IT.**
7. Any misuse of computer systems, including:
 - a. Any unauthorized use of College computer facilities or computer system time.
 - b. Any unauthorized attempt to modify College computer equipment or peripherals or to modify software components, such as operating systems, compilers, utility routines, etc.
 - c. Any unauthorized use of another individual's identification or password, or use of an account, either College funded or externally funded, for a purpose other than for which funds have been authorized.
 - d. Any unauthorized reading or use of private files, including the College's administrative or academic files, or unauthorized changing or deleting files of any other user.
 - e. Any use of College computer facilities to violate property rights or copyrights.
 - f. Any use of College computer facilities to send abusive, offensive or obscene messages.
 - g. Any use of College computer facilities to interfere with the work of another student, faculty or staff member or College official, or in the commission or attempted commission of a crime.
 - h. Any use of College computer facilities to knowingly introduce or attempt to introduce a computer virus or otherwise to interfere with normal operation of the College computing system.
 - i. Any illegal downloading of files (music, video, software, etc.).
 - j. Any posting or publication on social networking web sites, blogs or the like that violate College policies and regulations.
8. Damage or destruction or theft of College property or property belonging to others on the College campus.
 - a. Failure to report accidental damage of College property or property belonging to others on the College campus.
 - b. Possession of property stolen from the College or from others.
9. Possession, use or sale of drugs or drug paraphernalia.
 - a. Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student's personal use by a

licensed physician.

b. Possession, use, storage or sale of drug paraphernalia.

10. Failure to respond to a reasonable request or order issued by a College official in the scope of his/her duties, or failure to produce student identification when requested by a College official or security personnel.
11. Falsely reporting a fire, bomb or other emergency through the use of telephone, pull stations, smoke detectors, e-mail or other means.
12. Any physical, spoken or written action taken with intent to harass, annoy or alarm another person, including physical contact and communications by telephone, telegraph, mail, facsimile, e-mail or computer network, in a manner likely to cause annoyance or alarm.
13. Any unauthorized entry into or presence in College classrooms, laboratories, offices, buildings, residence halls or other areas of College property.
14. Disrupting or interfering with teaching, classes, research or other educational services of the College, or any other College function.
15. Any theft, alteration, mutilation or concealment of library material.
16. Disrupting or interfering with others' enjoyment of the living environment of the College through excessive noise, general disorderliness, unreasonable disturbance, infringement on the rights of others, recklessness or any conduct that could be interpreted as lewd or indecent.
17. Occupying or obstructing access to any College building or any portion of College facilities, inciting or participating in unauthorized activities resulting in destruction or damage to property, hampering or preventing any College function, limiting freedom of anyone to go about in a lawful manner, or attempting to compel or prevent any activity related to the College.
18. Misappropriation or misuse of College property or services, or attempt to do so, by using such property or services in a manner inconsistent with their designated purpose.
19. Possession or use of a weapon or any other dangerous article or substance on College property with the potential to injure, threaten or alarm any person or cause damage to property or the community.
20. Providing false information to any College official in the scope of his/her duties, or to any College office or agency, or making a false statement in any College disciplinary proceeding.
21. Refusing to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having reason to order the areas to be vacated (for example, during a fire alarm, utilities problem, disturbance, security concern, etc.).
22. Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.
23. Fire Safety violations.
 - a. Unauthorized ignition of a fire in any College facility or anywhere on College property.
 - b. Tampering with, disturbing or rendering useless any form of fire safety equipment, including smoke detectors, fire alarm systems, hoses, fire extinguishers, sprinklers, exit signs and emergency lighting.
 - c. Creating a fire hazard or possessing hazardous materials in a College facility.
 - d. Blocking fire exits or the path or egress from a College building.
24. Sexual harassment – meaning unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature.

25. Misconduct of visitors: A student host is responsible for ensuring that the student's guest complies with the College's rules and regulations. The student may be brought up on charges and disciplined based upon any misconduct by the guest.
26. Possession or use of firearms, ammunition, explosives or any dangerous weapon on College premises.
27. Misconduct committed off College property that relates to the safety, security or property of persons and/or of the College and/or the College community, the integrity of the educational process, the good name of the College, or the general welfare of the College.

ROLE OF DEAN FOR STUDENT SERVICES AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IN CONDUCT SYSTEM

Imposition of Discipline:

The Dean for Student Services, the Vice President for Academic Affairs or their designated representatives may, in their discretion, determine and impose any appropriate disciplinary sanction under the College Conduct System upon students. These members of the Administration also take disciplinary action when a meeting of the College Conduct Board cannot be convened because of vacation periods, summer session, final examination periods or for other reasons. When such discipline is imposed in the first instance by the Administration, the affected student may appeal such discipline to the College Conduct Board.

In some cases the accused student voluntarily accepts responsibility and waives the right to a hearing by the College Conduct Board. In such cases the Dean for Student Services, the Vice President for Academic Affairs or their designated representatives determine and impose any appropriate disciplinary sanctions, from which there is no right of appeal.

In cases where the Dean for Student Services, the Vice President for Academic Affairs or their designated representatives do not exercise discretion to determine and impose disciplinary sanctions in the first instance, the College Conduct Board meets, considers the case, and determines and imposes any appropriate disciplinary sanction under the College Conduct System.

Appeals from decisions of the College Conduct Board are made to the President of the College.

Resolution of Complaints Without Formal Discipline:

The effectiveness of the Conduct System begins with individual members and a process that attempts to facilitate the settlement of conflicts at the lowest appropriate level of the Conduct System. When one member makes a complaint against another member, the complainant and the respondent each has a right to have the matter heard by the College Conduct Board. Before such a hearing, however, the Dean for Student Services, the Vice President for Academic Affairs or their designated representatives will make themselves available to facilitate one or more meetings between the complainant and respondent to attempt to resolve the conflict between them. An effort is made to choose a resource person who is appropriate for the matter given the nature of the alleged offense.

In situations where a person fails to abide by implicit or express College policies, efforts should be made to resolve the offense by developing a satisfactory resolution between conflicting parties. Such resolutions should be reported to the Vice President for Academic Affairs in the case of academic offenses and to the Dean for Student Services in the case of non-academic violations, with a copy to the offending party. In the case of academic offenses, the resolution must be approved and reported by a faculty member. In the case of non-academic offenses, the resolution must be approved and reported by relevant administrative and/or student services personnel. If the offending party has been involved in three academic violations during his/her term as a student at Albertus Magnus College, and none of them has been heard by the College

Conduct Board, the resolution of the third offense shall be rendered void, and there must be a meeting between the offender and the College Conduct Board concerning it.

COLLEGE CONDUCT SYSTEM

The College Conduct System is thus arranged in ascending levels as follows:

Faculty and Administration
College Conduct Board
President of the College

SANCTIONS AND PENALTIES

Sanctions may be imposed by an administrator or by the College Conduct Board upon students or student organizations found responsible for violating the College's policies and/or regulations. The sanctions listed below are the ones generally employed, but they serve only as guidelines and do not limit the administrator or the Conduct Board from imposing other sanctions as they deem appropriate. When imposing sanctions, an administrator or the Conduct Board may take into consideration the presence or absence of prior violations of similar or different types. Repeat violations generally result in the imposition of harsher sanctions. Within the sound discretion of the administrator or the Conduct Board, sanctions may be imposed in any combination and in any order.

The administrator or the Conduct Board generally imposes these sanctions:

- a. No action.
- b. Admonition: An oral statement to the offender.
- c. Warning: Written notice to the offender that continuation or repetition of the conduct found to be in violation of College policies and/or regulations may be the cause for more severe disciplinary action.
- d. Censure: Written reprimand for violation of the specific policy and/or regulation and required maintenance of exemplary conduct for a specific period of time. Censure includes the possibility of more severe disciplinary sanctions in the event that the offending party is found responsible for the violation of ANY College policy and/or regulation within a period of time stated in the letter of reprimand.
- e. Restitution: Reimbursement for damages to property or for the misappropriation of property. Reimbursement may take the form of appropriate service, repair or financial compensation.
- f. Monetary fine or commutation of a monetary fine to performance of services: Amount of money assigned to be paid on account of the violation of the College policy and/or regulation. Fines may be commuted to services as determined by the administrator or the Conduct Board.
- g. Probation: May include exclusion from participation in specified activities of the College including athletics, as well as the requirement that the student maintain exemplary conduct for a specific period of time as set forth in the notice of probation. Probation is designed to serve as a serious warning that further violations of the College's policies and/or regulations will result in more serious sanctions. The length of probation will be determined by the administrator or by the Conduct Board. If, during a student's period of probation, no further violations occur, then the student is returned to good standing. Probation may contain no restrictions or it may contain one or more restrictions. Restrictions during probation may include but are not limited to the following:
 - That the student may not hold a student leadership position or office within a student organization.
 - That the student may not participate in the intercollegiate sport program.
 - That the student may not participate in certain activities as determined by the board or by the administrator.
 - That the student may not use certain facilities and may be banned from being present in certain locations as determined by the board or by the administrator.

- That the student lose priority in or be eliminated from the housing selection process. (Room Draw).
- h. **Suspension:** Exclusion from living in the residence halls, attending classes and/or other activities of the College, including athletics, for a definite period of time as set forth in the notice of suspension. The notice will specify whether the suspension applies only to housing or also to other College resources and activities. Suspension from housing is defined as involuntary removal from housing for a specific period of time (usually not less than ten academic days). Expulsion from housing is an involuntary permanent removal from housing. When suspended or expelled from College housing, a student will not receive any financial refund of room charges that were pre-paid to the College. Students suspended or expelled from College housing are also banned from all residential areas. A suspended student will be subject to arrest for trespass if he or she enters any part of a banned area without special, written authorization from the College.
 - i. **Required Withdrawal:** Termination of student status with the privilege of applying for re-admission. Conditions for re-admission may be stated in the notice of required withdrawal.
 - j. **Expulsion:** Permanent termination of residential and/or student status. Suspension and expulsion are the only disciplinary sanctions that become part of a student's permanent academic record. Whereas suspension from the College is an involuntary removal from the College for a specific period of time, after which the student is eligible to return with the approval of the Dean for Student Services or the Vice President for Academic Affairs, expulsion (non-academic dismissal) is permanent involuntary separation of the student from the College.

INTERIM SUSPENSION FROM HOUSING OR THE COLLEGE

The Dean for Student Services and his/her designees can impose a temporary suspension from housing or from the College pending an administrative determination of discipline or a College Conduct Board hearing, including any appeal. The Dean for Student Services will base this decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any person, College property or any College function. A decision to impose a temporary suspension from housing or from the College will be communicated to the student in writing and will become effective immediately. Notice will be hand-delivered or sent by certified mail and e-mail. Failure or refusal to take receipt of such notice will not negate or postpone such action.

OTHER ACTIONS AND PENALTIES

Other actions that an administrator or the Conduct Board may take with respect to students accused of violating the conduct code include, but are not limited to:

- a. Required assessment and counseling, such as for anger management, substance abuse, and similar issues.
- b. Community Service.
- c. **Limitation or Ineligibility for Room Draw:** In every instance the Dean for Student Services has the right, within the Dean's discretion, to limit or revoke any and all privileges regarding residency on campus or participation in Room Draw.
- d. Privileges to use College resources may be suspended. For example, a student's privileges to use the computer area or computer system may be suspended, especially if the misconduct interfered with the proper functioning of the system, impinged on another user's rights, or involved an illegal act using any part of the College's computer systems and networks.

CONTEMPT

Contempt (Sanctions): Students or organizations that do not fulfill the terms and conditions of sanctions imposed by administrative disposition or the Conduct Board may be found in contempt. An additional sanction, deemed appropriate by the Dean for Student Services (or designee) or the Vice President for Academic Affairs (or designee) will be imposed. Students or organizations in contempt for this reason do not have a right to a further Conduct Board hearing. Thus such contempt sanctions cannot be appealed.

Contempt (Inappropriate Conduct): A person exhibiting contemptuous or disruptive behavior during a disciplinary meeting, either with a single administrator or with the Conduct Board, may be held in contempt, expelled from the meeting, or both. A contempt finding and the imposition of an appropriate penalty shall be made by the Chair of the College Conduct Board upon conferring with the members of the Conduct Board in private. During such conference the proceedings shall be recessed or suspended. In the discretion of the Chair, an individual who exhibited contemptuous behavior may be banned from the meeting when it resumes. The chair of the College Conduct Board at that hearing shall certify in writing the facts constituting the contempt action and the sanctions imposed. In the case of contemptuous conduct during an Administrative Disposition, the administrator will make the determination regarding the finding of contempt and the sanctions imposed.

POLICY ON REASONABLE ACCOMMODATION OF DISABILITIES

Albertus Magnus College is committed to assisting students with documented disabilities who are otherwise qualified for admission to the College, in compliance with Section 504 of the 1973 Federal Rehabilitation Act and Title III of the Americans with Disabilities Act (ADA). Students requesting accommodations must submit appropriate written documentation to the Vice President for Academic Affairs (with respect to academic matters) or to the Dean for Student Services (with respect to residence or disciplinary matters). Final determination for providing reasonable accommodations rests with the College based on the relevant documentation and diagnoses submitted by the student. Appeals of decisions made with respect to requests for reasonable accommodations must be submitted in writing to the Provost.

COLLEGE CONDUCT BOARD MEMBERSHIP

The College Conduct Board shall be composed of two regular members of the administration appointed by the President of the College or by his/her designee, two faculty members appointed by the Chair of the Faculty Assembly, and two students appointed by the Student Government Association. There shall also be one administrator appointed as an alternate by the President of the College or designee, one faculty member appointed as an alternate by the Chair of the Faculty Assembly, and one student appointed as an alternate by the Student Government Association. The student Conduct Board appointee may not be elected to serve as Chair of the College Conduct Board.

Both regular and alternate appointments are ordinarily made in September. Administrative and student appointments are made for a one-year term. Faculty appointments are made for a two year term. Those appointed to the College Conduct Board should possess qualities of integrity, wisdom, judiciousness, equanimity and confidentiality.

JURISDICTION

Original:

The College Conduct Board shall have original jurisdiction over violations of the regulations of the College.

Appellate:

The College Conduct Board shall hear and decide appeals from decisions made and sanctions imposed by the Dean for Student Services or the Vice President for Academic Affairs or their designees.

PROCEDURES***Meetings:***

The College Conduct Board will convene on an "as needed" basis. The Dean for Student Services or his/her designee will serve as Chair for non-academic offenses. The Vice President for Academic Affairs or his/her designee will serve as Chair for academic offenses.

When the College Conduct Board is convened for an appeal on a decision or sanction made by the Dean for Student Services or the Vice President for Academic Affairs, an ad hoc Chair shall be selected from the membership of the Conduct Board.

The Chair of the College Conduct Board is responsible for compiling the summaries of the meetings, transmitting reports to the Registrar's Office, and posting the decisions in the appropriate venues.

Filing of Complaint and Appeals:

Any member of the College community, or the College itself, may file a complaint with the College Conduct Board alleging a violation of a College rule, policy or regulation. Upon receiving a formal complaint, the Chair of the College Conduct Board will, within ten (10) College business days, notify the complainant and the respondent in writing. The Chair of the Conduct Board will be the Dean for Student Services or his/her designee in cases pertaining to non-academic matters, the Vice President for Academic Affairs or his/her designee in cases pertaining to academic matters, or the President of the College in cases pertaining to the administrative staff and the faculty. The respondent must sign the accusation upon its presentation as acknowledgment of its receipt. Both the respondent and the Chair will retain a copy of the complaint.

Any member of the College community who is aggrieved by a disciplinary decision or sanction of the Dean for Student Services or the Vice President for Academic Affairs may file an appeal with the College Conduct Board by filing it with the College Registrar within five (5) College business days from when the decision or sanction appealed from was given. In the case of an appeal of a decision or sanction by the Dean for Student Services or the Vice President for Academic Affairs, the ad hoc Chair will, within ten (10) College business days, notify the appellant and the administrator whose decision has been appealed, in writing. The administrator will sign the appeal upon its presentation as acknowledgment of its receipt. Both the administrator and the Chair will retain a copy of the appeal.

Complaints:

The Chair of the College Conduct Board or his/her designee shall meet in private conference with the complainant and the respondent individually to review the background of the complaint and determine if the matter can be settled by administrative disposition without College Conduct Board procedures being initiated.

If the matter is to be handled by the College Conduct Board, the Chair should schedule a meeting as early as reasonably possible.

To insure confidentiality for all involved and to guarantee a fair and unbiased procedure, the matter should not be discussed by the parties or by the members of the Conduct Board outside the meeting. Both the complainant and the respondent may, however, consult with and address concerns to the Chair of the Conduct Board.

Once the matter is referred to the College Conduct Board, the Chair shall inform the complainant and the respondent of the meeting procedures. The Chair shall inform the parties of their right to be accompanied

by a legal advisor or any member of the College community. The legal advisor or the member of the college community may consult with and advise the complainant or respondent, but shall not address the Conduct Board, raise objections or otherwise participate in the meeting.

College Conduct Board Meetings on Complaints:

In order for a meeting to take place, all members of the College Conduct Board or their respective alternates must be present. In the event that the Chair of the Board is unable to attend a meeting, another member of the Board shall assume the duties of the Chair and the Chair's alternate will serve in the place of the substitute Chair.

- College Conduct Board meetings are closed to spectators.
- The Chair of the Board invites the complainant and the respondent respectively to present their information, with or without witnesses.
- Following the individual presentations, the College Conduct Board members may pose questions for clarification purposes.
- The Chair invites closing statements from both the complainant and the respondent.
- The College Conduct Board convenes for discussion without the presence of the complainant or the respondent.
- The Chair votes only in the event of a tie vote.
- Matters are decided by a majority vote.
- The College Conduct Board makes recommendations and sets sanctions.

Specific minutes of all meetings are to be filed by the Chair. Files shall be kept in the Registrar's Office. General summaries of the matters heard by the Conduct Board involving a student in non-academic matters are filed with the Dean for Student Services, with the Vice President for Academic Affairs in cases involving faculty and/or academic matters, and with the President of the College in matters involving the faculty or administrative staff.

Appeals:

In cases appealed to the College Conduct Board from a decision or sanction determined by the Dean for Student Services or the Vice President for Academic Affairs, the penalty may be affirmed, reduced, removed or increased. A written request for the appeal must be submitted to the College Registrar within five (5) College business days of when the decision that is being appealed was given.

CONSTITUTION OF THE ALBERTUS MAGNUS COOPERATIVE COUNCIL

The administration, faculty, and students of Albertus Magnus College hereby establish the ALBERTUS MAGNUS COOPERATIVE COUNCIL, with the authority and organization set out below.

ARTICLE I: ORGANIZATION

- A. The Council shall be composed of equal numbers of representatives to be designated by the administration, faculty and students in the following manner:
1. Administration representatives shall be designed by the President of the College or his/her representative from among the administrative officers and staff, or, at the discretion of the President, from the faculty or other parts of the College community.
 2. Faculty representatives shall be designated by the faculty from among the members of the faculty.
 3. Student representatives shall be designated by the Student Government Association in accordance with its constitution and bylaws.
 4. A representative shall serve for a term of 12 months, unless a shorter term is prescribed by the group that designated him/her for membership or s/he is recalled by his/her group pursuant to procedures prescribed by it prior to his/her term of office.
 5. Vacancies in the membership arising from resignation, recall, withdrawal from the College community, death or other cause shall be filled by the administration, faculty, or student body, as the case may be, in the same manner as an original appointment.
- A. The Council shall consist of 9 members: 3 each to be named by administration, faculty, and student body, which includes the alternates. In the event of an increase, the additional members shall be named, in equal numbers, by administration, faculty, and student body, subjected to the rules set out in Section A of the Article. Any such increases may be rescinded by a two-thirds vote of the entire membership of the Council, but the number shall not be decreased to less than 9 members, which includes alternates.
- B. The officers of the Council shall be a Chair and a Vice-Chair and, in the discretion of the Council, such other officers as it may deem desirable. Officers may be selected by the Council from within its membership (in which event the officer shall retain their power to vote) or from other parts of the College community (in which the officers shall have no power to vote).
- C. Meetings of the council shall be held as needed or meetings shall be held (on at least 48 hours notice) when called by the Chair or by the written request of one-third of the membership submitted to the Chair.
- D. If a member is unable to attend a meeting of the Council, the group by which s/he was designated (administration, faculty, or student body, as the case may be) may designate a substitute with power to vote in place of the absent member. The substitute may be any person designated by the President from the College community.
- E. The Council may adopt such by-laws as it may deem desirable for the conduct of its meetings and discharge of its responsibilities.

ARTICLE II: AUTHORITY AND JURISDICTION

The Council's authority should be legislative, consultative, and judicial as follows:

A. The Council shall have the power to legislate by establishing student social regulations in the following areas: 1. guests; 2. alcohol; 3. drugs. Areas may be changed on the basis of recommendations made by a simple majority of the Council, subject to the approval of the President.

B. The Council shall have the power to consult (on its own initiative, or upon request by the administration, faculty, or student body) with respect to all other matters affecting the College Community, and to make recommendations thereon to the group (administration, faculty or student body) having primary responsibility for action thereon.

C. The Cooperative Council Judicial Board is composed of 6 permanent members: two students appointed by the Student Government Association; two members of the faculty appointed by the Chair of the Faculty Assembly; two representatives of the administrative staff, and one alternate from each group.

The Judicial Board shall have original jurisdiction over areas designated by the Council. The Judicial Board shall have referral and appellate jurisdiction in all cases with power to affirm, reduce, or increase the penalty ordered by the Dean for Student Services. The Council shall have the power to establish standards of fairness and procedural due process.

ARTICLE III: AMENDMENTS

This constitution may be amended by a two-thirds vote of the entire membership of the Council at any meeting, provided that written notice of the proposed amendment shall have been given to all members in the call of the prior meeting, and provided further that no amendment altering the tripartite equality of the representation of the administration, faculty, and students, or altering the authority of the Council or terminating the Council shall be effective unless ratified by the administration, the faculty, and by the student body, each acting separately (and in the case of the faculty and student body, by a two-thirds vote at a meeting specially called for this purpose).

The tradition of honor guides every aspect of college life at Albertus Magnus College. This tradition requires that each member of the College community assume personal responsibility for upholding the policies of the College. To facilitate this and to appropriately address infractions by any member of the College community, the College, through the authority of the Cooperative Council, has established the Albertus Magnus College Conduct System. The Student Body, the Faculty, and the Administration share joint responsibility for implementing the college conduct system and for promoting cooperative campus living.

In a spirit of honor and integrity, any person cognizant of failure to abide by a College policy should take appropriate action as outlined in this conduct system. As a guiding principle, every effort should be made to resolve the case to the mutual agreement of the parties concerned. Whenever possible, claims should be settled at the level at which the offense occurs.

NOTIFICATION of RIGHTS under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); the National Student Loan Clearinghouse; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

REHABILITATION ACT GRIEVANCE PROCEDURE

In compliance with Section 504 of the Rehabilitation Act, as amended, Albertus Magnus College has a policy of non-discrimination on the basis of disability in the operation of its programs and activities which receive or benefit from federal financial assistance and in employment therein.

The following grievance procedure is established for grievances concerning alleged discrimination on the basis of disability and may be used by any member of the College community.

Grievance Procedure

1. Informal Procedures

The grievant will first attempt to resolve the difficulty by a conference with the immediate supervisor(s) in question. If the matter cannot be resolved, the grievant may then confer with the appropriate administrative officer; Vice-President for Academic Affairs, Dean for Student Services or Treasurer.

2. Written Complaint

When informal procedures have failed to resolve a conflict, the grievant will indicate in writing the nature of the complaint, the evidence on which it is based, and the redress sought. Written complaints should be submitted to either the Dean for Student Services, Vice-President for Academic Affairs or the Treasurer.

Albertus Magnus College

This report is written in accordance with Connecticut General Statute, Title 10-a Chapter 185, Sec. 10a-55a and Title II known as Crime Awareness and Campus Security Act of 1990. Each institution of higher education within the State of Connecticut is required to prepare a Uniform Campus Crime Report (UCCR) that follows the prescribed guidelines outlined in the FBI's Uniform Crime Reporting System (UCR). This report must reflect statistics at any building or property that is owned by the institution.

On-Campus	2008	2009	2010
Murder/non-negligent Homicide	0	0	0
Negligent Manslaughter	0	0	0
Sexual Assault (Forcible)	0	0	1a
Sexual Assault (Non-Forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny-Theft	11	5	4
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Disciplinary Referrals (Number of people)	76d	70d	57d
Drug Violation Arrests	0	0	0
Drug Violation Disciplinary Referrals (Number of people)	1d	13d	4d
Weapons Possession Arrests	0	0	0
Weapons Possession Disciplinary Referrals	0	0	0

Footnote explanations are listed below

Student Residence	2008	2009	2010
Murder/non-negligent Homicide	0	0	0
Negligent Manslaughter	0	0	0
Sexual Assault (Forcible)	0	0	1a
Sexual Assault (Non-Forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny-Theft	0	1	4
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Disciplinary Referrals (Number of people)	76d	70d	57d
Drug Violation Arrests	0	0	0
Drug Violation Disciplinary Referrals	1d	13d	4d
Weapons Possession Arrests	0	0	0
Weapons Possession Disciplinary Referrals	0	0	0

a-acquaintance assault **b**-involves theft from a person **c**-involves theft from a location: building or office **d**-referred for internal disciplinary review-requirement is to report number of persons and the number of incidents

The number of incidents (2008): liquor law- twenty-one (21); drug- one (1)

The number of incidents (2009): liquor law-twenty-two (22); drug-five (5)

The number of incidents (2010): liquor law-twenty (20); drug-three (3)

Public Property	2008	2009	2010
Murder/non-negligent Homicide	0	0	0
Negligent Manslaughter	0	0	0
Sexual Assault (Forcible)	0	0	0
Sexual Assault (Non-Forcible)	0	0	0
Robbery	3	0	1
Aggravated Assault	0	0	0
Burglary	6c	8c	6c
Larceny-Theft	10	16	8
Motor Vehicle Theft	5	3	0
Arson	0	0	0

Definitions

On-Campus: Total number of crimes that occurred in buildings or property owned or controlled by the College that are within the same reasonably contiguous area of the College

Non-Campus: Buildings or property owned or controlled by the College that are not connected to the main campus. **Albertus Magnus College has no Non-Campus property.**

Student Residence: A subset of On-Campus Statistics. *(Numbers are also counted in the On-Campus section)*

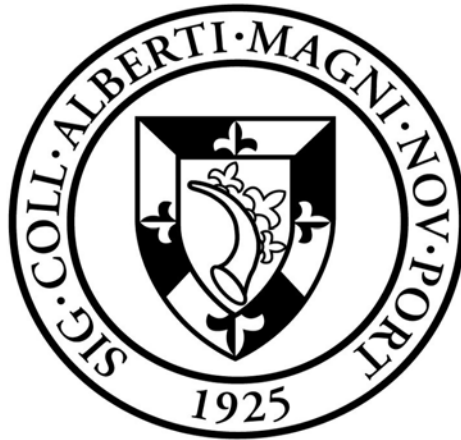
Public Property: Statistics for all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

No hate Crimes were reported 2008-2010

The 2008 definition of hate crimes has been expanded to include larceny/theft, intimidation and vandalism.

This is a statistical report of crime on the Albertus Magnus College campus for January 1 through December 31, for the years 2008-2010, the student FTE: 1830.5. The total # employees: 330. There were 213 students (annualized) lived in campus housing.

EXPLANATION OF THE SEAL OF ALBERTUS MAGNUS COLLEGE



The seal of Albertus Magnus College is the coat of arms of the House of Bollstadt, to which St. Albert is said to have belonged, superimposed upon the seal of the Dominican Order. The original meaning of the horn has been lost, but it may be interpreted as a horn of plenty filled with the treasures of knowledge which are distributed by the College. The full meaning is, therefore, that knowledge coupled with love, fostered in the Order of Preachers, is poured out upon the students of Albertus Magnus College.

COLLEGE COLORS

Blue and White

CLASS COLORS

2012 Green and White
2013 Purple and White
2014 Red and White
2015 Yellow and White

ALMA MATER

Alma Mater, Alma Mater,
Thee in song our voices praise.
Marshall of our faith and courage,
Comrade of our carefree days,
Guardian of our endless questing,
Teacher whom we learned to bless,
Alma Mater, Alma Mater,
Mother of our Happiness.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus,
Fearless, endless Truth.

Alma Mater, Alma Mater,
Magic is your ageless power.
Constantly your fostering spirit
Moves beside us every hour.
When the present is an echo
In the hearts that from you came,
Songs of youth and friendship's embers
Will rekindle at your name.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus
Fearless, endless Truth.

EMERGENCY PROCEDURES

In The Case Of an Emergency:

The Dean for Student Services, Assistant Dean for Student Life, Resident Director and Assistant Hall Directors (AHD) are to be notified immediately in the event of an emergency! If other College officials must be contacted the Resident Director or Dean for Student Services will make the necessary calls. S/he can be contacted in the following manner:

Weekdays 8:30 am to 4:30 p.m. Dean for Student Services: 203-773-8542\8550

2. Weeknights and Weekends through Assistant Hall Directors: cell # 203-675-5407

3. The following situations are considered emergencies:

- a. FIRE ALARM
- b. BOMB SCARE
- c. PHYSICAL ASSAULT
- d. MEDICAL EMERGENCIES
- e. ATTEMPTS TO COMMIT SUICIDE
- f. IF THERE IS ANY QUESTION IN YOUR MIND, CALL FOR ASSISTANCE.

Important Telephone Numbers:

Emergency Only - Police, Fire, and Ambulance: 911

Assistant Hall Director: Cell Number 203-675-5407

Security: cell phone 203-507-5204 office 203-773-8509

Dean for Student Services: 203-773-8542

Assistant Dean for Student Life: 203-773-8577

Resident Director: 203-752-8793

Assistant Dean of Campus Activities: 203-773-8541

Director of Physical Plant: 203-773-8506