

POST PRIDE STUDENT HANDBOOK



**2011 – 2012
DIVISION OF STUDENT AFFAIRS**



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ALMA MATER

LIU Post is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Member of, the College Board, the Association for Continuing Higher Education, Inc., and Middle Atlantic Association of Colleges of Business Administration. The Student Handbook is prepared by the Student Affairs Office. Please call (516) 299-2255 regarding any revisions or corrections.

LIU Post Administration reserves the right to change any of the terms of this Handbook in any section at any time.

WELCOME FROM THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at LIU Post welcomes new and continuing students to a new academic year!

Responsible for most of the programs, services and activities outside of your academic program, the educators, and staff in our division pledge to give you our very best so that you, in turn, have the greatest chance to become and achieve your very best.

OUR best involves proactive, collaborative and purposeful interactions with you. It means helping you polish your study skills and habits; make meaningful connections with faculty and staff; and build or refine your skills as a leader. It means helping you resolve problems; join a few of our numerous student organizations; and participate in or support our athletic, recreational and other sports activities as well as the countless educational, cultural and social events taking place at LIU Post in the evenings and on the weekends. We also encourage you to get to know yourself better and to value the rich diversity on campus. And our best involves inviting you to explore your faith and the faiths of others; develop habits that are healthy, balanced, ethical and compassionate; and appreciate the interrelationship between your pursuit of excellence in the classroom and excellence in your character as a person.

YOUR best involves placing your studies first and taking us up on our invitation to round out and enrich your LIU Post education in some of the ways mentioned above. It means taking the initiative to seek help in resolving problems you may face, contributing to the quality of our educational community, sharing your gifts with the greater community, striving toward the highest standards of scholarship, and having fun. The Ethos Statement calls for each student to demonstrate responsibility, respect and personal integrity as members of our special learning community.

Student Affairs wishes you a wonderful academic year, which, with our best and your best, will be a year of discovery, action, success and celebration. To get started, take a few minutes to get acquainted with this Student Handbook. Use it as a guide in your journey at LIU Post. Rely on it to learn about the types of assistance, the scope of opportunities available to you, and the expectations of your citizenship as a LIU Post student. Consult it as a resource when you need some help or when you want to give some help. Then go one step further: meet the Student Affairs team and get involved!

Amy L. Urquhart
Assistant Provost for Student Affairs

DIVISION OF STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs provides those services, programs and activities that complement the academic program and both enhance and integrate the intellectual, personal, social, physical and spiritual development of students. Student Affairs staff and educators hold students at the center of our institutional universe and strive to model conduct that reflects principled leadership, an appreciation for diversity, and concern for the dignity and welfare of each student. We help create and sustain a learning community characterized by respect, responsibility and a sense of personal honor, and actively encourage students to excel in the classroom as well as in their character.

LONG ISLAND UNIVERSITY MISSION STATEMENT

THE VISION AND MISSION OF LONG ISLAND UNIVERSITY

VISION: Toward a More Peaceful and Humane World

Long Island University envisions a learning community dedicated to empowering and transforming the lives of its students to effect a more peaceful and humane world that respects differences and cherishes cultural diversity; improving health and the overall quality of life; advancing social justice and protecting human rights; reducing poverty; celebrating creativity and artistic expression; rewarding innovation and entrepreneurship; honoring education and public service; and managing natural resources in an environmentally-responsible, sustainable fashion. It aspires to move toward this vision through an institutional culture that is open to all, cherishing and nurturing the expansion of knowledge; intellectual inquiry and critical thought; artistic and creative expression; teaching and learning; and community service as its core values. This vision sustains the University and provides the foundation upon which its mission rests.

MISSION: Excellence and Access

The mission of Long Island University is to provide excellence and access in private higher education to people from all backgrounds who seek to expand their knowledge and prepare themselves for meaningful, educated lives and for service to their communities and the world.

LIU POST MISSION STATEMENT

At its core a liberal arts institution, LIU Post is dedicated to meeting the needs and expanding the horizons of all our students, whether in the arts and sciences, or professional schools or through life-long learning. We at LIU Post are committed to providing highly individualized educational experiences in every department and program from the freshman year through advanced doctoral research in selected areas. The emphasis on the student learner is evident; in our faculty's devotion to excellence in teaching, our intensive advisement system, and our encouragement of experiential learning through cooperative education, internships, practica, community service, study abroad, research projects, and artistic performance. Our students benefit as well from the campus' participation in one of the nation's largest private university systems, and from our ability to draw on the unparalleled cultural and professional resources of New York City and Long Island. Graduates of LIU Post will have developed strong critical and expressive abilities, civic responsibility, and a mature understanding of the ideas, events and forces shaping the modern world.

HOW IT ALL BEGAN

Long Island University

Long Island University was chartered in 1926 in Brooklyn, New York, as a non-sectarian, co-educational, private university. Designed to provide education for "all walks of life," Long Island University today is the seventh largest private university in America, with six campuses, 31,000 students, and more than 560 degree and certificate programs. Dr. David J. Steinberg, a Harvard-educated scholar, is president of the university which today bears the motto "Urbi et Orbi," Latin for "Of the City and Of The World," a descriptive phrase about the impact and location of Long Island University.

LIU Post

After World War II, the face of Long Island changed rapidly with new housing developments sprouting up on the sites of old potato fields. Riding the crest of the newly created GI Bill of Rights, the administration at Long Island University sought to develop a suburban campus on Long Island to address the needs of the returning veterans. The chance came in 1947 when Marjorie Merriweather Post, heir to the Post Cereal fortune, put her 178-acre estate up for sale. Mrs. Post's 59-room Tudor mansion, guest houses and rolling green lawns were, as one early student put it, "something out of an F. Scott Fitzgerald novel." The Long Island University administration petitioned the zoning board of the Town of Oyster Bay for clearance to purchase the Post estate for \$200,000 in an area that is now part of Brookville. This seemingly simple legal procedure touched off immediate opposition from a small group of estate owners in the vicinity who were worried about the influx of students. Unable to foresee the cultural and educational benefits of a neighborhood college, the landowners took their case to court. The conflict became known as the "Battle of Oyster Bay." After years of hearings and appeals, the U.S. Court of Appeals granted the authorization for Long Island University to establish its campus, and LIU Post was formed in 1954.

By the fall of 1955, LIU Post had 14 faculty members and 219 students, appropriately nicknamed "the Pioneers." As the administration struggled to raise money for new construction, classes were held in Mrs. Post's magnificent mansion, converted stables, and garages.

The Pioneers, meanwhile, set out to establish traditions for their newly formed campus. They selected the school colors (green and gold) based on its location on the famed "Gold Coast" and surrounded by expansive green lawns, and chose the ocelot, an American bobcat, as the school mascot.

The campus grew over the years to its present size of 307.9 acres by acquiring other Gold Coast estates, including the estates of financial wizard E.F. Hutton and his cousin, William E. Hutton II. Major construction in the 1960s and 1970s created the library, Humanities Hall, residence halls and Hillwood Commons.

Today, LIU Post enrolls more than 9,000 students, is home to 323 full-time faculty members, and is the alma mater of more than 100,000 alumni. The expanded campus still retains its original flavor – that of hard work, adventurous spirit and, of course, Post Pride.

For more details about the history of LIU Post, visit our history web page at www.liu.edu/cwpost/about/history.aspx.

WHAT YOU CAN EXPECT FROM LIU POST

LIU Post is the seventh largest private university in the country. The campus offers undergraduate, graduate, and doctoral degrees which are registered with the New York State Education Department and are fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Secondary Schools. With special accreditation from over 10 different professional and academic organizations, you are assured of a quality education with top-notch faculty, small classes and extensive student services.

Statement of Educational Philosophy

As an educational community, LIU Post is dedicated to the pursuit of academic excellence. The faculty and administration are committed to creating an environment where students are encouraged and supported in their intellectual endeavors. As members of this educational community, students are expected to maximize their academic potentials. The student is responsible for his/her academic growth. Attendance, class participation, completion of course work, and a resolve to push his/her intellectual capabilities to the fullest potential are the student's primary responsibilities.

Extracurricular and co-curricular activities are vital parts of the fabric of the university and play an important role in a student's educational experience. While important, these activities must complement and not take the place of academic pursuits.

GETTING THINGS DONE

All non-academic departments at LIU Post report to an Assistant or Associate Provost who, in turn, reports to the Provost. To access a specific administrator, please consult the following list.



Dr. Paul Forestell

Provost, LIU Post
Winnick House, Room 100
(516) 299-2701
E-mail: paul.forestell@liu.edu

- CEO of LIU Post
- Bursar
- Continuing Education/Hutton House Lectures
- Facilities
- Financial Assistance
- Intercollegiate Athletics
- Public Safety
- Registrar



Ms. Beth Carson

Registrar
Kumble Hall
(516) 299-2589
E-mail: beth.carson@liu.edu



Ms. Joanne Graziano

Assistant Provost & Executive Director of Admissions and Recruitment
Mullarkey Hall
(516) 299-2999
E-mail: joanne.graziano@liu.edu
Admissions – Undergraduate and Graduate
ACE/SCALE
International Admissions
Non-Traditional Student Programs
Summer and Adult Programs



Dr. William Gustafson

Associate Provost for Student Success Services
Winnick House, Room 201
(516) 299-2255

E-mail: william.gustafson@liu.edu

- Academic & Career Planning
- Career Services/Cooperative Education
- College 101
- Higher Education Opportunity Program, Martin Luther King, Jr. Scholarship Program and Educational Achievement Program
- Institutional Effectiveness
- Learning Support Center



Dr. Jessica Hayes

Assistant Provost for International Student Services
Post Hall, lower level - Room C6
(516) 299-2480

E-mail: jessica.hayes@liu.edu

- English Language Institute
- F-1 Immigration Compliance



Ms. Rita Langdon

Associate Provost/Director of Public Relations
Winnick House, Room 211
(516) 299-2333

E-mail: rita.langdon@liu.edu

- Advertising
- Community Relations
- Crisis Management
- Electronic PR
- Internal and External Communications
- Marketing and Promotions
- Media Relations
- Publicity Relations
- Web Development



Ms. Amy L. Urquhart

Assistant Provost for Student Affairs

Winnick House, Room 201

(516) 299-2255

E-mail: amy.urquhart@liu.edu

- Recreational Sports & Pratt Recreation Center
- Religious Life
- Residence Life
- Student Conduct and Community Education
- Student Health and Counseling Center
- Student Life and Leadership Development



Ms. Dana Weiss

Senior Assistant Provost for Budget Management & Auxiliary Services

Hillwood Commons, Room 139

(516) 299-2350

E-mail: dana.weiss@liu.edu

Bookstore

Conference Services

Dining Services

Technical Support Services

University Au Pair

All academic departments at LIU Post report to a Dean, who, in turn, reports to the Long Island University Vice President for Academic Affairs. The Deans are each in charge of one of the seven academic areas.



Mr. Francis Bonsignore

Dean, College of Management

Roth Hall, Room 309

(516) 299-3017

E-mail: francis.bonsignore@liu.edu

- School of Professional Accountancy
- School of Business: Finance, Management, Management Information Systems, Marketing
- School of Public Service: Criminal Justice, Health Care/Public Administration, Social Work



Dr. Noel Zahler

Dean, School of Visual and Performing Arts
Humanities, Room 102

(516) 299-2395

E-mail: noel.zahler@liu.edu

- Art
- Arts Management
- Media Arts
- Music
- Theatre, Film and Dance



Dr. Mary Ann Clark

Dean, School of Health Professions and Nursing
Winnick House, Room

(516) 299-2485

E-mail: maryann.clark@liu.edu

- Biomedical Sciences
- Health Information Management
- Nursing
- Nutrition/Dietetic Internship
- Radiologic Technology
- Social Work



Dr. Katherine Hill-Miller

Dean, College of Liberal Arts and Sciences
Winnick House, Room 122

(516) 299-2233

E-mail: katherine.hill-miller@liu.edu

- Biology
- Chemistry
- Earth & Environmental Science
- Economics
- English
- Environmental Studies
- Foreign Languages
- History
- Honors
- Interdisciplinary Studies (IDS)
- International Studies
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology

- Psy.D. (doctoral)
- Sociology/Anthropology



Dr. Robert Hannafin

Dean, College of Education and Information Sciences
Library, Room 310
(516) 299-2210

E-mail: robert.hannafin@liu.edu

- Communication Sciences and Disorders
- Counseling and Development
- Curriculum and Instruction
- Educational Leadership and Administration
- Educational Technology
- Health, Physical Education, and Movement Science
- Interdisciplinary Educational Studies
- Special Education and Literacy
- Palmer School of Library and Information Science: Archives and Records Management, Information Studies (Ph.D.), Library and Information Science
- Information Management and Technology
- Computer Science/Management Engineering/Information Systems



Ms. Valeda Frances Dent

Dean, University Libraries
Director, B. Davis Schwartz Memorial Library
Library, Room 214
(516) 299-2307

E-mail: valeda.dent@liu.edu

- Acquisitions
- Cataloging
- Center for Business Research
- Circulation/Reserve
- Government Information
- Instructional Media Center
- Inter-library Loan
- Library School Library
- Periodicals
- Reference
- Special Collections

The following departments play a key role in your life as a student. They affect nearly every part of your life as a LIU Post student and they rely on your involvement. These offices are briefly described below.

STUDENT AFFAIRS OFFICES

The **Office of the Assistant Provost for Student Affairs** is responsible for the Division of Student Affairs and provides oversight to 6 departments. This office also serves as an advocate for the needs of LIU Post students. In addition, the office administers the Student Code of Conduct. We encourage students to stop by with concerns, problems and comments. (516) 299-2255, Winnick House, Room 201, www.liu.edu/cwpost/about/administration/provost/studentaffairs.aspx.

The **Department of Recreational Sports** coordinates a diverse range of programs for the University community, including Intramural Sports; leagues and tournaments (softball, basketball, volleyball, flag football, indoor soccer, swimming and tennis), Club Sports (Crew, Equestrian, and Ice Hockey), Informal Open Recreation, and Special Events (Bowling and Roller-skating Nights and the annual Pratt After Dark).

The athletic facilities at LIU Post are perfect for fitness enthusiasts, and were expanded with the completion of a state-of-the-art recreation center. The Pratt Recreation Center includes an 8-lane swimming pool, three full-size basketball courts, an indoor jogging track, racquetball courts, weight and aerobic rooms and a stadium-style arena. Outdoor facilities include Hickox Field, which features a 5,200-seat stadium, surrounded by a 400-meter track, 70 acres of playing fields and trails that wind through the woods and fields across LIU Post's 307 acres.

Contact Recreational Sports at (516) 299-3605 for further information or visit www.liu.edu/cwpost/studentlife/activities/sports.aspx - Everyone is welcome.

Religious Life takes an active role in serving your spiritual needs while LIU Post's faculty educates your mind. Created to foster a sense of community and a greater spiritual dimension of campus life, the Office of Religious Life includes religious representatives of several faiths. Religious leaders who are Jewish, Protestant and Catholic are available on campus to assist students, faculty and staff of any faith. LIU Post maintains a strong relationship with religious communities of other faiths which do not have religious workers on campus, including Islamic, Buddhist and Hindu. The on-site religious workers can help any student find a local religious community. They also regularly sponsor lectures, workshops seminars and community service projects in addition to regular worship services. The chaplains are always willing to meet with students for pastoral counseling. With main offices in the Interfaith Center, you can contact each of the campus religious leaders by phone or visit the Religious Life web page at www.liu.edu/post/studentlife/services/religious-life.aspx.

Residence Life is the key office for all resident students and is responsible for anything pertaining to on-campus living, from your room assignment to programs and special events. Residence Life is located in the lower level of Post Hall or at (516) 299-2326. For detailed information, visit the Residence Life web page at www.liu.edu/cwpost/studentlife/reslife.aspx.

The **Student Conduct & Community Education** office provides for the adjudication of all student conduct matters relating to alleged violations of the principles of the Ethos Statement and the established policies as outlined in the Code of Conduct. All students – undergraduate, graduate, and doctoral (commuter and residents) are provided a judicious and educational adjudication process. The goal is to promote a better understanding of ethical behavior, to encourage personal development, and to develop a sense of importance to becoming a contributing member of the community. Sanctions for the Code of Conduct violations are geared toward educating the individual involved and protecting the safety and well-being of the LIU Post community. The Office of Student Conduct & Community Education maintains conduct records, serves as the repository for academic conduct case files and also, provides background investigatory support for both on-campus and off-campus requests. For more information regarding the Office of Student Conduct & Community Education, please visit www.liu.edu/cwpost/studentlife/services/student-conduct.aspx.

Student Health and Counseling offers a wide range of services to ensure your total well-being during your time here as a student. During the Fall and Spring semesters, Health Services is staffed by registered nurses from 8 a.m. to 8 p.m. Monday through Friday, a physician and gynecologist are available by appointment. The office also offers counseling services at no cost to students by a staff of professional counselors including social workers, mental health counselors, nutritionists and a psychiatrist. Confidential counseling for a wide range of problems, including drug and alcohol abuse, family and relationship problems, anxiety, depression and weight problems, are handled by a caring, discreet, and friendly staff. Student Health and Counseling is located in the Life Science Building, Room 154, or at (516) 299-2345. Visit the Student Health and Counseling web page at <http://www.liu.edu/cwpost/studentlife/services/shcc.aspx>.

Student Life and Leadership Development works closely with all student clubs and organizations to provide advising, budgetary support and leadership training. In addition, it coordinates the New Student Orientation Program and Homecoming/Family Weekend activities. If you are interested in joining a club or even starting a new one, contact Student Life and Leadership Development in Hillwood Commons Room 102, (516) 299-2800, or you can contact us via e-mail at studentlife@post.liu.edu. www.liu.edu/cwpost/studentlife/activities/SLLD.aspx.

GET INVOLVED IN STUDENT LIFE!

Student Life and Leadership Development encourages you to get involved during your college years. There are more than 70 registered clubs and organizations at LIU Post. These clubs and organizations are funded through your student activity fee to provide programs for the student body.

The following list of all registered student organizations will tell you the purpose of each group and the type of membership it offers. If you are interested in forming a new organization or wish to find out about any listed organization, please contact Student Life and Leadership Development at (516) 299-2800, or visit us in Hillwood Commons. New organizations are formed every semester, and the office makes every effort to provide the type of organizations that fit *your* interests. Be sure to ask about our new clubs, or to inquire about starting a new one!

Student Life and Leadership Development provides professional programming advice and services. The office sponsors special university-wide programs, schedules meeting space and van usage for student organizations, and coordinates the New Student Orientation Program. Student Life and Leadership Development also oversees the operation of Hillwood Commons, LIU Post's student center. Make the most of your college career by participating in one of these exciting clubs and organizations. Be a part of "POST PRIDE" and get in on the FUN!

THE ARTS

Ballroom Dance Club – From Salsa to Tango to Fox Trot, Feel free to twinkle your toes with our ballroom dance club. Our ballroom dance club is open to everyone.

Emerging Student Theatre Artists (ESTA)-ESTA's purpose us to unite students who have a passion for theatre while cultivating and promoting theatre art outside of the classroom. This club strives to produce challenging and unpredictable new theatre and foster the creative work of innovative young minds on campus.

Pioneerettes (Kickline) Club – LIU Post is proud to present their recently founded competitive Kickline Team. Kickline encompasses all styles of dance, from jazz and hip-hop, to pom and sequences of high-kick. The Pioneerettes embody the true spirit of Post pride. Kickline is open to all levels, from novice to the most experienced.

Post Television Station (PTV- Channel 96) PTV is the on-campus television station that provides a medium of entertainment and information for the campus. This student-run station educates those who are interested in broadcasting and entertains the community by airing daily movies and student-created shows.

Radio Active Productions ([WCWP 88.1 FM/WLIU 88.3 FM](#), Channel 98, online)-In conjunction with WCWP (the LIU Post radio station), the radio airwaves, internet, and cable network are used to broadcast music, programming and information for the LIU Post community. Their ultimate goal is to benefit students interested in all areas of radio broadcasting and to help advertise for student related activities and events.

The Runway - Coordinators, Models, and LIU Post's most fashionable students come together as a club to prepare for the cat walk at the annual spring Fashion Show. While Runway members diligently work to put on a memorable show, they remember to put their hearts and souls into their efforts since proceeds are given to a charity of choice.

Say Anything Improv - Say What?! Say Anything Improv is an organization based on the show "Who's Line Is It Anyway?" as it gives students an opportunity to have fun and laugh. Club Meetings usually include playing improvisational games and performing skits. Even if you aren't interested in performing, audiences are always welcome to watch and give suggestions!

Student Art League - The Student Art League consists of members wishing to provide an artistic environment for those interested in creating and displaying the talents of our students!

Student Dance Association - Embrace the art of dance through the Student Dance Association's demonstrations and entertaining performances! The SDA gives students an opportunity to experience and explore various types of dance including jazz, tap, and interpretive dance.

Teknique - Teknique is a hip-hop dance organization focused on modern moves and music. They routinely entertain the LIU Post community by performing at Homecoming and other Student Life & Leadership Development-related events!

X-Factor Step Team - X-Factor Step team will have you stomping your feet as they present their rhythmic sound and motion at several performances and competitions throughout the year.

CAMPUS LIFE ORGANIZATIONS

Association for Campus Programming (ACP) - ACP, the campus programming board, creates diverse activities and events for LIU Post students. Through their understanding of common interests among students, ACP plans both large and small events to enhance college life outside of the classroom.

Commuter Student Association (CSA) - The CSA caters to the commuters on campus looking to get involved and form lasting friendships with those a part of the LIU Post community. Through CSA sponsored events, commuters are able to mingle with resident and commuter students, enriching their overall college experience. They also work closely with other student groups as well as the administration to voice commuter concerns on campus.

Inter-Residence Council (IRC) - IRC focuses on bringing resident students and the Residence Life staff together by increasing campus awareness, supporting students socially and academically, and acting as a vehicle of addressing resident student concerns.

Student Government Association (SGA) - As the main organization on campus, which all other clubs and organizations are recognized by; the Student Government Association serves as an outlet for student voices to be heard as its members work cooperatively with the Administration to enhance the overall needs of students. While each member presents his/her own opinion, all members share the common goal of bettering the campus community.

Veteran and Students United (VSU) - Veterans and Students United is an organization that provides a social and educational environment for student veterans, students, and LIU Post community members. The organization will work closely with other student organizations, LIU Post offices and departments – both academic and support components – to further the knowledge of veterans, and veteran needs.

CULTURAL ORGANIZATIONS

Anointed Voices Gospel Choir - Anointed Voices Gospel Choir seeks to examine the historical origins of gospel music, study the way that contemporary gospel music is formed, and to teach and sing its techniques.

Black Students United (BSU) - At weekly meetings, BSU's members interact to discuss topics concerning the community. BSU sponsors several events throughout the year, and diligently works to promote diversity and cultural programs (such as their annual Kwanzaa Ball and Pajama Jam) for the LIU Post community.

Brothers and Sisters In Christ (B.A.S.I.C.) - B.A.S.I.C. gathers to educate students about the Gospel of Jesus Christ and provides a spiritual, supportive, and social environment for all students.

Chinese Student Scholar Association (CSSA) - Through the Chinese Student Scholar Association's meetings, events, and activities they are able to come together to enhance mutual understanding, strengthen friendships, and provide assistance to one another. The Chinese Student Scholars build confidence, openness, tolerance and teamwork. In connecting international students with local students, they enable a better understanding of one another's culture.

Dumbledore's Army - Calling all Harry Potter fans! Dumbledore's Army is a club for those fascinated with J.K. Rowling's Harry Potter series. Through film and book analysis, events, and meetings, this group enlightens students who share affection for this phenomenon.

Latin American Women's Society (L.A.W.S.) - L.A.W.S. establishes a society that empowers Latinas and the universal woman to succeed in life, while promoting cultural awareness to the LIU Post community through charitable, educational, and social programs.

Hillel (Jewish Community) - Hillel is the Jewish Community on campus which supports a diverse array of programs and connects Jewish students to meaningful and exciting opportunities for learning and socializing. Hillel is a place for holiday celebrations, Shabbat services, community service programs, social activism, and all sorts of fun and educational events.

Indo-American Club – The Indo-American Club offers students a chance to learn more about the South Asian immigrant culture. Through programming, friendship, and by nurturing a sense of community, the Indo-American Club helps foster appreciation for the culture and heritage.

International Student Union (ISU) – The ISU is a multi-cultural organization that fosters growth and inclusion of the entire international student population. Open to all, ISU offers every student the opportunity to learn and explore the diversity of the LIU Post community.

Korean Student Association (KSA) - The Korean Student Association's mission is to build a strong sense of community between Korean, International and all students at LIU Post, along with encouraging students to express appreciation for Korean culture.

National Association for the Advancement of Colored People (NAACP) LIU Post's chapter of NAACP's Youth and College Division confronts issues affecting people of all races, religions and backgrounds. They proactively strive to be the leaders and trendsetters of today's generation.

Newman Club Catholic Community - The Newman Club is the Catholic organization on campus that welcomes all students to participate. Students who want to get involved with community service, grow spiritually and intellectually, and socialize with other students should join the Newman Club. Through Newman's trips, retreats, service projects, and parties, members are able to serve God and experience His presence in daily life.

PAGANS - Learn the history and the foundations of Wicca, Asatru, Druidry, and Discordianism through interactive programming and community service.

Taiwanese Student Association - The Taiwan Student Association is intended for international students and local students to collaborate in their efforts and to enjoy Taiwanese customs as a campus community.

Protestant Campus Fellowship - The Protestant Ministry on campus serves many Protestant denominations and offers a safe haven for students during the hustle and bustle of everyday life. Aside from worship, the Protestant Fellowship invites all students to get to know and appreciate one another by participating in their programs and events.

Muslim Student Association - The Muslim Student Association meets on a weekly basis to pray, celebrate Eid parties (Islamic festival), and come together in Muslim tradition.

Rainbow Alliance - The Rainbow Alliance is an open-minded group of students who provide acceptance and support for those of all sexual orientations. The club's mission is to educate and unite LIU Post by opening the lines of communication among students for tolerance and love in today's world.

Sigma Delta Phi Epsilon - Sigma Delta Phi Epsilon is a service organization that promotes multiculturalism and strives to deteriorate stereotypes within cultures and genders. By emphasizing respect, family individuality, culture, education, leadership, community service and co-education, the group works to raise self-awareness and wisdom that will demolish racism and ethnocentrism.

Students Networking to Advocate a Positive Poetic Society (S.N.A.P.S.) - The S.N.A.P.S. organization on campus brings spoken word to the community and advocates for creative writers to openly share their literary

creativity for criticism and support. They are active through programs and events which include writing circles, open mic nights, spoken word events, and literary publications.

GREEK LIFE

Fraternities & Sororities

Greek membership offers students the opportunity to develop valuable leadership skills, resources for academic achievement, community service involvement, social activities and lifelong friendships. Affiliations with national organizations provide a network for career opportunities and the potential to build relationships with members from other universities and alumni. For more information, please contact the Greek Advisor at (516) 299-2818.

Greek Councils

Inter-Fraternity/Sorority Council (IFSC)
Cultural Greek Council (CGC)
National Panhellenic Conference (NPC)

Fraternities

Alpha Phi Alpha
Kappa Alpha Psi
Lambda Sigma Upsilon
Lambda Upsilon Lambda
Phi Iota Alpha
Kappa Sigma

Sororities

Alpha Epsilon Phi
Alpha Xi Delta
Alpha Kappa Alpha
Delta Phi Epsilon
Delta Sigma Theta
Omega Phi Beta
Sigma Iota Alpha
Zeta Phi Beta
Phi Sigma Sigma
Lambda Pi Chi

HONOR SOCIETIES

Membership in an honor society is determined by your grade point average within your major. For more information on how to become a member of the honor society in your major, please contact your department chair.

Alpha Kappa Delta	Sociology
Alpha Sigma Lambda	Adult Student Honor Society
Alpha Phi Sigma	Criminal Justice
Beta Alpha Psi	Accounting
Beta Beta Beta	Biology
Beta Gamma Sigma	Business Administration
Beta Kappa Chi	Natural Sciences and Mathematics
Kappa Mu Epsilon	Mathematics
Kappa Theta Epsilon	Co-op/Professional Experience & Career Planning
Omicron Delta Epsilon	Economics
Phi Alpha Alpha	Public Affairs and Public Administration
Phi Alpha Theta	History
Phi Epsilon Kappa	Physical Education
Phi Eta Honor Society	Senior Honors
Phi Eta Sigma	Freshman Honors
Phi Sigma Alpha	Political Science
Phi Sigma Tau	Philosophy
Pi Gamma Mu	Social Sciences
Psi Chi	Psychology
Sigma Delta Pi	Spanish
Sigma Phi Omega	Gerontology
Sigma Tau Delta	English
Theta Xi	Earth Science

Honor Society/Merit Fellows
National Order of the Omega (Greek)

MEDICAL, SCIENCE AND HEALTH ORGANIZATIONS

LIU Post Counseling Students Association - The Counseling Students Association is designed to teach students how to listen, speak, and advise as a counselor. This club is intended for students who are curious about the field or who are interested in seeking a career in the subject matter.

Forensic Science Club - Similar to the television phenomenon CSI, LIU Post's Forensic Science Club attempts to advance their skills as problem solvers. match clues to Their signature Murder Mystery Dinner is just

Health and Physical Education Majors Club - The purpose of the Health and Physical Education Majors Club is to encourage, advance, and contribute to the professional growth and development of men and women in the field of health and physical education. Members encourage outside-the-classroom involvement by sponsoring various activities and exposing trends and issues in the field.

Medical Imaging Society - Don't play *Operation* without directions! The Medical Imaging Society's goal is to provide information for students who are pursuing a career in radiology technology and to develop a network between students and health professionals in the field of diagnostic medical imaging.

National Student Speech, Language, Hearing Association (NSSLHA) - The purpose LIU Post Chapter of NSSLHA is to create a fuller appreciation and awareness of the issues regarding speech-language pathology and audiology.

Nutrition Club - In a world of fast-food and quick fixes, the Nutrition Club seeks to educate students so that they can make smart and healthy choices.

ORGANIZATIONS OF INTEREST

Earth and Environmental Science Club (EESC) - The EESC's main goal is to provide fun and educational opportunities for all students by learning about the world around us.

Men Respecting All Women and Women Appreciating Real Men (MRAW & WARM) - MRAW & WARM is a unique club that focuses on respecting women by fighting the negative stereotypes of disrespectful men. The club members strive to show others how to become better gentlemen in everyday life by attempting to empower women through informing students of issues such as domestic violence, rape, and human trafficking.

Post Anime and Gaming Entertainment Society (P.A.G.E.S.) - This fun-filled organization entertains LIU Post students by hosting events centered around video games and board games. In this society, students show their competitive nature and come together in tournaments and leisure activities.

Protecting Every Aspect Concerning the Environment (P.E.A.C.E.) - Focusing on social activism and social responsibility, P.E.A.C.E. is an organization committed to the betterment of our environment by informing students of the world around us. Campus clean-ups, animal rights speakers, and other important issues are addressed by this active organization.

The Recycling Program – Encourages campus-wide involvement with recycling and sustainability.

PROFESSIONAL AND ACADEMIC ORGANIZATIONS

Accounting Society - Serves as a link between the college student and the accounting profession. Besides crunching numbers, the Accounting Society also serves the LIU Post community by sharing information and assisting non-majors so that they may better understand the field through their social activities promotes scholarship

American Marketing Association (AMA) - AMA is a club meant to ease the transition from college into the real world by bringing together students with not only interest in marketing, but in all areas of business.

Debate Team - LIU Post's Debate Team is arguably the greatest Debate Team ever! As members of the Debate Team go back and forth deliberating several issues facing our society today, they also host events and service projects for our community.

Masters of Social Work - Masters of Social Work is a club geared toward graduate students interested in advancing their skills in the field of social work. In their service to LIU Post and the surrounding communities, the Masters of Social Work Club designs projects and events to educate and assist others around them.

Mathematics Club – You plus the Mathematics Club, multiplied by fun and learning, equals one great club. If you are a math major, like playing Sudoku, or are just interested in numbers, the Mathematics Club is right for you.

Masters of Business Administration Association (MBA) – If you are in the process of getting your MBA, than you already know how important it is to network and build your resume. The MBA Association offers students a chance to prepare for the business world beyond the walls of LIU Post.

Music Educators National Conference (MENC) - Music Educators National Conference-collegiate Chapter is a organization of future music teachers and collegians that are in training to enter the profession. The activities of the chapter include professional conferences - County, State, Divisional, and National. Workshops, clinics, and lectures on current topics are presented by nationally prominent clinicians and job bank opportunities are also available.

Philosophy Club - "Lovers of wisdom." Philosophy Club Members meet to examine, interpret and question thoughts that are brought to the philosophical mind. Their discussions and events include topics such as social, political, scientific, and cultural issues and current events.

Political Science Association - The Political Science Association's goal is to assemble students who are interested in both Political Science and International Studies and expose them to various aspects of the discipline. Events and forums are created to discuss and learn material associated with Political Science, Law and History.

Pre-Law Association - "Order in the Court!" Pre-Law Association prepares students considering careers in law and criminal justice. As a group, they create "game plans" for their futures as lawyers and activists and participate in discussions, debates, and events related to the field.

Psychology Club - The Psychology Club involves students who are interested in the study of the mind. Through mutual intellectual interest, students gather for educational and social activities.

Social Work Club- The Social Work Club's mission is to enhance the education and professional network of social work students and provide them, and all Post students, with opportunities for volunteer and community service related to the field.

PUBLICATIONS

Loomings - *Loomings* is an avenue for the creative minds as this once-a-semester student art and literature magazine is published for the LIU Post community. Whether you submit your own work, or enjoy compiling and applying the lay-out, *Loomings* is a great outlet for the imaginative mind!

The Opticon (Yearbook) - Somewhere between the late night studying and partying, an academic year full of events goes by. A year-in-review of our students, campus events, clubs and organizations is artistically organized in digital and print form to keep the memories of LIU Post college days alive when you're old and grey.

The Pioneer - The Pioneer is LIU Post's weekly newspaper that keeps you up-to-date with campus, local and world-wide happenings. All students are welcome to join! Write a review, report, or editorial and inform others through photography and the written word.

SERVICE ORGANIZATIONS

Circle K – The purpose of Circle-K shall be to incorporate a branch of Kiwanis International on the LIU Post campus. This organization, like its parent organization, is dedicated to community service work and active citizenship showing Service, Leadership and Fellowship. Circle-K will provide opportunities for members, and the LIU Post community, to participate in volunteer work.

SASA (Autism Awareness) - To unite the students of LIU Post whose lives have been touched by Autism Spectrum Disorders, and to share experiences, ideas, and strategies to gain a better understanding of how to affectively help individuals with Autism Spectrum Disorder.

SPORTS AND RECREATION\CLUB SPORTS

Crew/Rowing Club

LIU Post Crew is a competitive, co-educational team and a member of the Sagamore Rowing Association and US Rowing and represents the university in the sport of collegiate rowing. Never rowed before? That's OK, we'll teach you everything! The LIU Post Crew Team welcomes all undergraduate and graduate students. This is a NO EXPERIENCE NECESSARY team. Beginners and experienced rowers are all encouraged to join.

Equestrian Club

The LIU Post Equestrian Team provides an opportunity for students to ride horses competitively or for recreation. The team welcomes all levels of riders from beginner walk-trot to seasoned hunter-jumper competitors and dressage riders. The team is open to any undergraduate or graduate student. Undergraduate (full-time) riders of all levels may participate in 10 Intercollegiate Horse Show Association (IHSA) regulated horse shows, culminating with Nationals in May. Graduate students and alumnae/i are eligible to compete in the IHSA only if they were members of the IHSA in their undergraduate years. This is a NO EXPERIENCE NECESSARY team. Beginners and experienced riders are all encouraged to join.

Ice Hockey Club

The LIU Post Ice Hockey Club is a co-educational team and a division II member of the American Collegiate Hockey Association (ACHA). This team provides an opportunity for members to participate in ice hockey at the college level and compete in this exciting and exhilarating sport. The LIU Post Ice Hockey Team welcomes all levels of skaters from novice to advanced. The Club is open to any undergraduate or graduate student.

Please feel free to stop by Recreational Sports located in the Pratt Recreation Center with any questions you may have. A staff member will be happy to assist you. For more information, please contact Recreational Sports at (516) 299-3605.

STUDENT LEADERSHIP OPPORTUNITIES

Pioneer Leadership Development Program - In accordance with the academic and co-curricular mission of LIU Post, the Pioneer Leadership Development Program exists to provide students at LIU Post with the necessary tools and skills to be successful during the collegiate and professional experiences. For more information, please call (516) 299-2800.

Hillwood Commons & Student Life & Leadership Development Staff - Hillwood Commons and the Student Life & Leadership Development Office hire students to work as student assistants, van drivers and building managers. For more information about job opportunities, please call (516) 299-2800.

It Takes A Village - It Takes A Village is a student initiative where students help other students and the LIU Post Community by focusing on recruitment, retention, and fundraising. For more information please contact (516) 299-2800.

Escort Service - Student Escorts serve in pairs to aid the campus community in the evening hours and offer a "safe walk" for students or faculty who need to be escorted to campus residence halls or parking lots. Please contact the Escort Office at the Department of Public Safety (516) 299-2200 for more information.

Orientation Leader (OL) - OL's serve as mentors to new students by introducing them to the campus and helping to ease their transition to LIU Post. Being a leader is the ultimate leadership experience, an excellent summer job, and an exciting and challenging leadership opportunity. Please contact Student Life & Leadership Development for more information, at (516) 299-2800.

Peer Mentor - Peer Mentors serve as personal guides for New Students and assist in the transition to college life through College 101 classes. The Peer Mentor program is open to upper class students only. Please contact (516) 299-3057 for more information.

Post P.A.L.S. - Experienced LIU Post students buddy-up with freshmen or transfer students to better acquaint them with "the ropes" of the campus. Coffee-talk, a night out, or just keeping your PAL company are all experiences this group hopes to bring about. Please call the Student Affairs Office at (516) 299-2255 for more information.

Resident Assistant - A Resident Assistant is the liaison between the Residence Life staff and the resident students. As an R.A. you are responsible for working with all students to promote an environment in your hall and on your floor, which is conducive to academic achievement, social and personal growth, and the assumption of personal and group responsibilities. Please call Residence Life at (516) 299-2326 for more information

WHAT TO DO AND SEE AT LIU POST

International Student Services (ISS) attends to the specialized needs of international students. These needs include communication of relevant information and services to both students and staff; quality advising in all appropriate areas of international education, including U.S. immigration regulations, policies and procedures; and social, cultural, community service and educational programs. In addition, International Student Services serves as a liaison between students and various U.S. government offices. International Student Services is located in the lower level of Post Hall room C10 and the ISS web site is at www.liu.edu/ISS. You may contact the ISS by phone at (516) 299-1451 or by email at iss@cwpost.liu.edu.

Student Life and Leadership Development has information on campus-wide events for students. They have the latest news on student-run events and attractions. Call (516) 299-2800 for details.

Long Island University students may purchase tickets to most events at the **Tilles Center for the Performing Arts** for \$12, up to four tickets per student with a current, valid, full-time LIU student ID. The opportunity to attend world-class performance here on campus shouldn't be missed. In 2009-10 you can see incredible performances such as Yamato: The Drummers of Japan, Monterey Jazz Festival, the Pink Floyd Experience, the national tours of *Hairspray* and *Avenue Q*, the New York Philharmonic, the Parsons Dance Company with members of the East Village Opera Company, and so many, many more. Students with a valid LIU ID may also attend pre-performance events in the Performance PLUS! series at no cost. Student tickets will be available for purchase at Tilles Center's Box Office in late September. Call the Box Office at (516) 299-3100 or visit tillescenter.org for more information.

The **Association for Campus Programming (ACP)** is the student-run organization that sponsors most of the student attractions on campus, including discounted movies, field trips, contests and lectures. Call (516) 299-2828 for further information.

The Pioneer, the official student-run newspaper of LIU Post, is the best pick for news, activities, and on-campus events. Issued weekly, The Pioneer is available in bins located in every academic building and residence hall, as well as Hillwood Commons. Pick up an issue each week or go online at postpioneer.wordpress.com to get involved in the happenings at Post! Call (516) 299-2618 to speak with The Pioneer staff to list an event of your own.

LIU Post's Web Page lists many on-campus events and activities for you to enjoy. Access the LIU Post Calendar of Events at www.liu.edu/cwpostnews, and click the calendar of events button. To add events to the calendar contact the LIU Post Public Relations Office at (516) 299-2333.

With 15 varsity sports at LIU Post, there is always a game to see. The latest statistics and a schedule of games both home and away, can be accessed through the **Athletic Department's** web page at: www.postpioneers.com. Choose a sport and join the loyal legion of Pioneer fans! Or, for more information, contact the Athletic Department at (516) 299-2288, or the Sports Information Office at (516) 299-4156.

The **Office of Alumni Relations** hosts events for alumni throughout the year. The Alumni Association Board of Directors and a number of alumni chapters work hard to plan events where you, as a present student, can mingle, network and meet some of our most successful alumni. Whether it's for Homecoming or a meet-and-mingle party, check with the Office of Alumni Relations at (516) 299-2263 for details about fun events with our 100,000 alums. And, don't forget to sign up for the alumni mailing list before you graduate!

Campus Movies, run by the Association for Campus Programming (ACP), are held weekly during the school semester in the Hillwood Cinema. Students can enjoy recent films, film festivals, and special theme nights. Times and movie titles are available through the ACP at (516) 299-2828, or on the Hillwood Cinema marquee. Twice yearly the ACP runs free movies in Riggs Park where students can bring their blankets, chairs and couches to enjoy popular new releases with popcorn and other snacks on the lawn. In addition, movies are shown on Post TV - Channel 96 during weeknights and all day on weekends. Schedules are available on line at cwptv.com

Keep your eyes open for the bulletin boards, signs and fliers on campus which announce upcoming events. To post a flier about your event, take your materials to Student Life and Leadership Development, located in Hillwood Commons, Room 102 to have it approved for posting.

GALLERIES, MUSEUMS AND EXHIBITS

Hillwood Art Museum, located on the second floor in Hillwood Commons, serves as a venue for changing exhibits of contemporary and culturally diverse art supported by interpretive materials, workshops and lectures. The museum is also home to Long Island University's Permanent Collection of contemporary and ancient art. For more information about hours, exhibitions and other programs, call the Museum at (516) 299-4073 or e-mail at museum@cwpost.liu.edu.

The **Student Art League Gallery**, located in the main lobby of Hillwood Commons, displays the artwork of undergraduate and graduate art students at LIU Post. Exhibits range from one-person shows to small group exhibits, and include displays of ceramics, paintings, mixed media, computer graphics and others. Hours vary, but admission is free. For more information, contact the Art Department at (516) 299-2464 or via e-mail at artdept@cwpost.liu.edu.

The **Hutchins Gallery**, located in the lower level of the Library, is a magnificent exhibit hall which features the sculpture and painting of local artists, faculty and students. Hours for the Hutchins Gallery are Tuesday through Saturday, 2 to 5 p.m. Call the Post Library Association at (516) 299-2892 for exhibit details.

The **B. Davis Schwartz Memorial Library** hosts exhibits on historical events, innovations in technology, and other topics of local interest. The exhibits are usually on display in the Library Lobby during normal library hours and are free of charge. For information on hours and exhibits, contact the Instructional Media Center at (516) 299-2868 or scan the exhibit web page at www.post.liu.edu/cwis/cwp/library/libhome2.htm#exhib.

COMPETITION AND RECREATION

Recreational sports abound at LIU Post, with a recreational program that includes softball, basketball, volleyball, flag football, indoor soccer, swimming and tennis. Contact Recreational Sports at (516) 299-3605 for further information or visit <http://www.liu.edu/cwpost/studentlife/activities/sports.aspx>. Everyone is welcome.

The athletic facilities at LIU Post are perfect for fitness enthusiasts, and were expanded in 2002 with the completion of a state-of-the-art recreation center. The Pratt Recreation Center includes an 8-lane swimming pool, three full-size basketball courts, an indoor jogging track, racquetball courts, weight training and aerobic rooms as well as a stadium-style arena. In addition, the Field House is fully equipped with new weight and locker rooms. Outdoor facilities include Hickox Field, which features a 5,200-seat stadium surrounded by a 400-meter track and 70 acres of playing fields and trails that wind through the woods and fields across LIU Post's 307 acres.

WRITING

The Pioneer, the official student-run newspaper of LIU Post, welcomes student submissions and letters to the editor. Each year, openings are posted for positions on the staff. Call *The Pioneer* at (516) 299- 2618 for details or e-mail pioneer@liu.edu.

The Opticon, LIU Post's yearbook, covers the full-range of Campus activities for each year. Students with all interests and abilities are welcome to be part of this history-making team each year. Contact Student Life and Leadership Development at (516) 299-2800 for details.

Inquire in the English Department in room 316 of Humanities Hall for opportunities to contribute to literary periodicals published at LIU Post, including *Loomings*, a literary magazine, and *Confrontation*, a scholarly journal with open submissions. Contact the English Department at (516) 299-2391 for further information.

RADIO AND TELEVISION

WCWP 88.1 FM and **Web Radio WCWP** are located in the Benjamin and Elizabeth Abrams Communication Center, just south of Hillwood Commons. Web Radio WCWP is a student-operated carrier current station that can be heard on campus cable channel 72 or via the Web Radio WCWP web page at www.liu.edu/cwpost/offices/w/radio-station. Students in the Media Arts program and majoring in other disciplines receive professional training in the state-of-the-art digital studio facility. The station operates daily from 9 a.m. to 11 p.m., airing a morning show, alternative, classic rock, Top 40, specialty, metal and urban music, as well as talk/interview shows and news and sports updates. WCWP 88.1 FM is part of the Long Island University Public Radio Network. With its sister station, WLIU 88.3 FM (located at the former Southampton College Campus), WCWP broadcasts programming of the Long Island University National Public Radio news and information from 1 a.m. to 10 p.m. weekdays and all day Saturday and Sunday. Student-hosted alternative, metal, urban and ethnic specialty music is heard on WCWP 88.1 FM from 10 p.m. to 1 a.m. weekdays and 24 hours a day on WCWP Web Radio. For information about programming and program schedules call WCWP at (516) 299-2683 or visit the WCWP web site at www.liu.edu/wcwp-fm.aspx.

The Post Television Station, **PTV**, exists as a venue for students of the Media Arts Department to learn, perform, and fine tune their craft. The TV studio is located in Humanities Hall room 214 from which it regularly broadcasts student produced, original programming to the campus via a closed-circuit cable system on Channel 96. The original programming works as a public service by providing diversified and relevant material for the campus community. Students who are involved in the program not only watch television, they make television.

EARNING POWER

FINANCIAL ASSISTANCE OFFICE

LIU Post's Financial Assistance Office, located on the first floor of Kumble Hall, provides assistance for students who need loans, grants and work study to pay for tuition and other college expenses. It also provides one-on-one financial aid counseling and information about obtaining scholarships and other financial assistance.

To apply for financial aid, you must annually file a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. New York State residents should also file the Tuition Assistance Program (TAP) Application which can be accessed at the completion of the online FAFSA application or by going to www.hesc.com.

Financial aid decisions can only be made after all of your forms are received by the campus, and all decisions are made on a rolling, funds-available basis. It is important to apply early! The FAFSA should be filed no later than March 1 each year in order to maximize all available student financial aid resources. Once the Financial Assistance Office has evaluated your forms, a financial aid award letter is sent directly to you, listing the amount of aid for which you are eligible. You must respond online through your My LIU account to accept or decline loans and work study.

After your freshman year, you must file a renewal FAFSA online no later than March 1 each year in order to receive financial aid.

Students can view their financial aid online by going to their My LIU account. For more information about specific aid programs, scholarships, grants, work study and loans, stop by the Financial Assistance Office or pick up a copy of the yearly Guide to Scholarships and Financial Aid, or you can make an appointment to speak with a counselor for one-on-one assistance. Also, keep your eyes open for notices about special financial aid events — like seminars on FAFSA form completion — which are run periodically on campus. For more information and specific filing instructions, call the Financial Assistance Office at (516) 299-2338 or visit the Financial Assistance webpage at www.liu.edu/cwpost/financial-assistance/basics.aspx.

Financial Aid Timeline:

January-March 1: Complete your FAFSA online using the LIU school code 002751.

By May 1: Apply for TAP online at www.hesc.com using school code 0403.

March-August: The Financial Assistance Office mails out financial aid award letters. Students must accept or decline their loans and work study online at my.liu.edu. Through the summer, the staff of the Financial Assistance Office is available to discuss your financial aid, loans as well as payment options.

JOBS AND CAREERS

JobNet

All students should register on Career Services & Cooperative Education's online job bank and career information database, JobNet. The link to JobNet is www.liu.edu/cwpost/studentlife/careersrv/jobnet.aspx. Students will be able to apply directly to jobs listed in the system by uploading their resumes and checking job postings.

JobNet's Career Events section hosts announcements about on and off-campus career fairs, co-op/internship fairs, on-campus interviews and career workshops. We will notify you about special resume collections that pertain to your degree. You can continue to update your resume until you graduate, and keep your profile as an alumnus.

On-Campus Jobs

Do you need a job to pay for your college education? Log in to JOBNET to see available on-campus budget and Work-Study jobs.

Students who are eligible for Federal Work-Study jobs (check with the Financial Assistance Office) should report to Cooperative Education and Internships as soon as school begins to be placed in a work-study job. Bring your Work-Study Approval letter with you to Cooperative Education and Internships.

Cooperative Education Internships

If you are looking to enhance your educational experience with an internship or co-op experience, Cooperative Education and Internships is the best place to start. First, register for the Experience Enriched Education (EEE) course. A four-week, non-credit course, EEE trains you to write your resume, learn interview strategies while learning about the co-op program. After that, make an appointment with a Career Development Counselor. Designated by major (undeclared students are eligible as well) counselors can help you find a co-op/internship in your field of study. Co-op/internships are highly regarded by employers and give you practical work experience while you are still in school. Many co-op/internship opportunities are available with companies and organizations throughout Long Island and New York City and work schedules may be arranged to fit in with your classes or can be done over the summer.

Career Counseling

Still trying to figure out which major or career is right for you? Call or drop in to Academic & Career Planning and make an appointment with one of our Academic & Career Counselors. With the help of an experienced counselor, you can explore your best options for a major and career. Career assessments are available to help you through the process.

Getting close to graduation?

Be sure to meet with your Academic & Career Counselor for essential career and job search preparation. Academic & Career Counselors can critique your resume and help you with your job search. And, with Career Services' recruitment program, you might be able to get a job without even leaving campus! Be sure to register for JobNet, LIU Post's online job database and career information system, to find listings of career fairs and recruitment events. For more information about Career Services, EEE, mock interviews, or co-op/ internships, please contact Cooperative Education and Internships at (516) 299-2251. Visit Career Services at www.liu.edu/cwpost/studentlife/careersrv.aspx or e-mail us at careerservices@cwpost.liu.edu.

Plan for your career EVERY year:

Freshmen: Register for EEE-1. Hone your computer skill. Meet with an Academic & Career Counselor about choosing a major or how to prepare NOW for your career after graduation. Seek a summer co-op/internship to

build your resume. Attend the Summer Job & Co-op/Internship Fair in the spring. Register on JobNet, LIU Post online job bank and career information system.

Sophomores: Be sure to update your information in JobNet. Take a variety of courses to identify your interests. Become involved in student activities or work. Update your resume and have it critiqued by your Career Development Counselor or Academic and Career Counselor. Visit the career services' website (www.liu.edu/cwpost/studentlife/careersrv.aspx) and check out careers on "What Can I Do with a Major in...?" in the Student section. Gather information about co-ops and study abroad experiences. Attend the Co-op/Internship Fair in the fall and/or the Summer Job & Co-op/Internship Fair in the spring. Meet with an Academic & Career Counselor for assistance in choosing a major by the end of the academic year.

Juniors: Be sure to update your information in JobNet. Concentrate on maintaining a competitive GPA. Update your resume and have it critiqued by your Career Development Counselor or Academic and Career Counselor. Talk to your counselor about your career goals. Build practical experience through internships, co-ops and volunteer work. Become a leader or officer in any organizations or activities in which you are involved. Become familiar with graduate school admissions procedures. Speak to professionals in your field through networking events. Check with your Academic & Career Counselor to make sure you have completed course requirements for your major and about preparing for your career after graduation.

Seniors: Be sure to update your information in JobNet. Complete your course requirements. Access JobNet for information about career fairs and recruiting events. Go to Career Development Workshops and brush up on resume and interview skills. Speak to professionals in your field through the Career Advisor Network. Meet with your Academic & Career Counselor to start your job search. Collect letters of recommendation.

A DAY IN THE LIFE....

Whether you are a commuter or a resident, an undergraduate, graduate, or non-traditional student, everyone at LIU Post strives to make your daily life as convenient as possible. For study or recreation, the following is a handy list of resources to assist you as a student at LIU Post.

BANKING

Students at LIU Post may join the **Nassau Educators Federal Credit Union**. The NEFCU offers a full line of checking, savings, and loan and investment services. Because it is a credit union, rates are often better than at local banks. NEFCU operates a branch right on campus, on the second floor of Hillwood Commons. Regular banking hours are Monday through Friday, 9 a.m. to 4 p.m.; call the branch office directly at (516) 299-2766. For information about NEFCU and the services it provides, access the NEFCU Web site at www.nassaued.com. You can also use the no-fee ATM machine run by NEFCU, located in the main lobby of Hillwood Commons, to the left of the information desk.

BOOKSTORE

The LIU Post Bookstore sells a variety of textbooks, greeting cards, health and beauty aids, computer software, snacks, magazines and postage stamps. In addition, the Bookstore carries a full line of imprinted LIU Post clothing, glassware, stickers and personal items. The Bookstore accepts cash, personal checks, travelers' checks, and credit cards (American Express, MasterCard and Visa). Starter or business checks are not accepted, and all checks require two forms of ID. The bookstore is located on Scholar Court across from Winnick House Administration Building.

CENTER FOR STUDENT INFORMATION (CSI)

The CSI is located across from the Information Desk in Hillwood Commons. There, you can find out information about your student account, called My LIU. The Center's staff members will assist you with activating your account and all other information contained on My LIU such as your class schedule, financial aid and bursar accounts, university e-mail, transcripts, grades, and tuition account holds for things like parking tickets or vaccination certification. The Center can help you resolve any questions you may have about your personal

student records or can direct you to the appropriate offices or resources to resolve any problems or concerns. The Center for Student Information can be reached at (516) 299-3967.

COMPUTER LABS

The computer labs which dot the campus provide places for students to do homework, explore the Internet, or connect electronically with friends. The Information Technology Office and Labs, located in the east wing of the library, gives students free access to IBM and Macintosh computers, printers, scanners and several major software and data base systems, as well as the Internet. Information Technology Labs are open during all of the normal library hours, seven days a week. In addition, there are computer labs located in Hillwood Commons (second floor), as well as other discipline-specific labs located throughout Life Science, Pell Hall and Humanities. Of particular note, the Hillwood Commons computer lab is staffed by students who are trained to answer questions about Microsoft Word, Excel and PowerPoint, as well as Adobe Creative Suite.

If you live in the residence halls, you can connect for free to the University's network using your own computer. Terminal connections are located on the wall, in the phone/cable connection outlet. Wireless communication allows students the flexibility to work in many locations on campus including the Library Lobby, Hillwood Commons cafeteria, the Commuter Student Lounge, the lobby of Lorber Hall, most classrooms, Winnick Student Center main cafeteria and the beautiful Great Lawn where students can also enjoy the beauty of the great outdoors. Some dorms have selected wi-fi locations. Call Information Technology, (516) 299-2281, for specific computer lab locations and hours.

The Gaming Lounge located on the 2nd floor of Hillwood Commons is a hang-out complete with a Wii, PSP and Xbox systems. Popular games are always available at no charge, and student tournaments are open to anyone interested in a gaming challenge.

COPIERS

Copiers for student use are located just off the main lobby of the Library, the Periodicals room and Center for Business Research in the Library, and in the Student Tech Center, Hillwood Commons on the first floor. Copies are 10¢ each; copy cards are available in the card catalog room in the Library. Using your LIU card, you can make copies on campus copiers without the hassle of finding exact change. For more information, contact the Circulation Desk at the Library, (516) 299-2303.

E-MAIL & INTERNET ACCESS

All LIU Post students get a free e-mail account, with 4 GB of web-based storage. E-mail is an important mode of communication at LIU Post; you can communicate with professors, other students, and even your family, and you will receive campus-wide informational updates. Your My LIU account is how we will reach you with respect to communications from the Registrar, Bursar, Financial Assistance and Advising. Free wi-fi access is available almost everywhere. There are approximately 500 computers on campus for student use. There are computer labs in Hillwood Commons as well as many major-specific computer labs. The Information Technology Center (located in the Library) provides numerous Macs and PCs for you to use for e-mailing, accessing the Internet and working on projects.

EMERGENCY SERVICES

Emergency Telephones (with blue lights) are located throughout the campus and on the front of each residence hall. Public Safety is immediately notified when you press the call button on any of these phones. Use the phones to request help whenever you need it. If you are on campus, you can also call (516) 299-2222 for emergencies.

ESCORT SERVICES

The Department of Public Safety operates an Escort Service on campus. Student Escorts serve in pairs to aid the campus community in the evening hours and offer a "safe walk" for students, faculty or visitors who may need to be escorted to campus residence halls or parking lots. During the academic year, the Escort Service operates Monday through Thursday, 6 p.m. to 11 p.m. By calling (516) 299-2200 or by pressing the button on an emergency phone pole, you can summon a trained student escort to walk you to your car or residence hall. There

is no charge for use of the Escort Service. In the event an escort is needed outside the hours of operation or for more information contact the Department of Public Safety at (516) 299-2214. For further information please contact Lieutenant James Contarino at (516) 299-2216.

FOOD OPTIONS

Food Services, our on-campus dining team, operates several eateries on the campus. All items are subject to change.

Arnold S. Winnick Student Center

- *Located in the Residence Hall Quad
- *All-you-care-to-eat residential dining facility featuring hot international and traditional home-style favorites, soup & salad bar, grill, deli, pizza and pasta

Humanities Grab & Go

- *Located in Humanities Hall, main lobby
- *Coffee, cold drinks, pre-packaged salads, sandwiches, salads

Bookmark Cafe

- *Located in the Library main floor
- *Coffee, cold drinks, soups, pre-packaged sandwiches, baked goods, salty and sweet snacks

The Ocelot

- *Located in Pell Hall/Life Science, lower level
- *Snacks, pre-packaged foods, light lunch fare

Winnick Express

- *Located in Hillwood Commons 1st floor
- * Accepts meal plan swipes and offers a variety of Hot entrees, pizza, sandwiches, salads, soups and much more.

The Hillwood Cafe

- *Located in Hillwood Commons, main level
- *Hot traditional home-style favorites, individually wrapped sandwiches, prepared wraps, deli, soup & salad bar, grill, pre-packaged foods

Starbucks

- *Located in Hillwood Commons, main level
- *Gourmet coffee, fresh baked foods, specialty snacks, baked goods

Pratt Concession

- *Located on the main floor of the Pratt Recreation Center
- *Cold drinks, soups, pre-packaged salads, Sushi, sandwiches, baked goods, salty and sweet snacks

Subway

- *Located in Hillwood Commons, main level
- *Sandwich and salad options

Little Shop at Winnick

- *Cold drinks, pre-packaged sushi, sandwiches salads and desserts, baked goods, salty and sweet snacks

For details on meal plans and hours of operation, access the Dining Programs Web page at <http://www.campusdish.com/en-US/CSE/LIUPost/>.

Schedules of hours for each location may be obtained from the Dining Services staff at that location.

LIU CARD - YOUR KEY TO LIU POST

Every student at LIU Post is issued a photo ID card (the LIU Card). The LIU Card serves many functions. It is used for purchasing food in the dining areas. At the Bursar or through machines located in the Winnick Student Center and Hillwood Commons, you can add money to your LIU Card for food purchases. Any food purchased with your LIU card is tax-free.

In addition, your LIU Card serves as your library card. To use any of the library facilities, including the book stacks and computer labs, you will need to present your card; you will also need it to take out books from the library.

If you live on campus, your LIU Card also serves as the key to the main entry of your residence hall. If you are visiting a resident student you will need your card to be granted access from the front desk. Most of all, your LIU

Card serves as your official identification as a student of LIU Post; you are required to show it whenever asked by any member of the LIU Post community.

LIU Cards are not transferable! This means that your friends and relatives cannot use the card to make purchases, take out books, or get into buildings. If someone else uses your card and is caught, you will be subject to campus disciplinary action. There is a \$10 charge to replace your card.

To obtain your LIU Card, go to Public Safety located in the Facilities Services building at the northeast corner of the campus. If you lose your LIU Card, you must act immediately! Residents: Call Residence Life at (516) 299-2326 and Public Safety at (516) 299-2222. They will cancel your card, stop the use of it, and reassign the funds left on your meal plan. (If you do not notify Residence Life, your card could be used by someone else to get into your building, buy food, or take books out of the library.) Non-residents: Call Public Safety at (516) 299-2222. Then, go to Public Safety for a replacement. There is a \$10 fee for a new card.

INFORMATION DESK

For quick information, a good place to call is the Hillwood Information Desk. Staffed by students, the Information Desk can provide quick answers about campus events, times of operation of Hillwood Commons businesses and contact information for student groups on campus. Stop by the Hillwood Information Desk in the main lobby of Hillwood Commons, call (516) 299-2611 for answers or access the Hillwood Commons Web site at www.liu.edu/cwpost/studentlife/activities/hillwood-commons.aspx.

LAUNDRY

Washers and dryers are located on the lower levels of each residence hall. Vending cards are available at the Residence Life Office and Hillwood Commons for a fee. If the washer or dryer fails to work properly, notify a Residence Life staff member immediately.

LIBRARY

The B. Davis Schwartz Memorial Library is recognized as one of the best resources on Long Island and is a great place to find information on any topic. Its highly qualified staff is famous, even at other universities, for exceptional service. The library is part of a 2.8 million volume University-wide system, and accommodates several special collections. The library is also home to the Center for Business Research, one of the region's most respected business libraries. The library is open Monday through Thursday, 8 a.m. to 11 p.m.; Friday and Saturday, 8 a.m. to 5 p.m.; and Sunday, 12 p.m. to 8 p.m. The library extends its hours during finals. Call (516) 299-2303 for exact hours and detailed information, or access the library's Web page at www.liu.edu/cwis/cwp/library/libhome.htm.

LOCAL SHOPPING

For off-campus shopping, see the Off-campus Fun Notes in the What to See and Do at LIU Post section of this book. The nearest shopping center to LIU Post is Wheatley Plaza, two miles west on Northern Boulevard (Route 25A) in Greenvale; it consists of a Pathmark supermarket, banking, restaurants, hair salon, and several clothing stores. The campus shuttle travels to Waldbaum's in Hicksville, the Broadway Mall and the Hicksville train station. A shuttle van to area malls, shops and the Hicksville Train Station is sponsored by the Student Government Association (SGA). Call the Hillwood Information Desk (516) 299-2611 for schedules.

MAIL

LIU Post's Mail Room, located in King's Hall, is opened Monday – Friday from 8 am – 5 pm and has regularly scheduled mail deliveries. To mail a package or letter, be sure to affix proper postage and place your mail in the slot marked "Stamped Outgoing Mail." The Mail Room does not sell stamps. For stamp purchase, go to the LIU Post Bookstore.

All resident students will be assigned an on-campus mailbox. The resident student mailroom is located on the lower level of Kings Hall. Resident students are provided with the box number and combination upon check-in to

the residence halls. Students are responsible for their own combinations. To receive mail on campus, tell your friends and family to send mail to:

Your Name
Kings Hall Box No. ____
LIU Post
720 Northern Boulevard
Brookville, New York 11548-1300

SHUTTLE SERVICES

LIU Post operates an on-campus shuttle service for students. The shuttle buses circulate the campus regularly, taking students around the perimeter of the campus and up to the south campus area. Shuttle bus information is available at the Information Desk in Hillwood Commons. One bus which can accommodate one wheelchair is assigned to the campus and makes scheduled tours of the campus during the day and evening class hours.

The SGA provides an off-campus shuttle service, Ocelot, to the Hicksville Railroad Station, Broadway Mall and Waldbaum's. A schedule is available at the Hillwood Commons Information desk. There is no charge for this service, but you must present your LIU Post ID card.

SNOW/EMERGENCY CLOSING INFORMATION

In the event of inclement weather, power outages and other emergencies, commuter students should call (516) 299-2000 for information about class cancellations; resident students should call (516) 299-3637 (EMER). You can also visit www.weatherclosings.com or www.liu.edu/post/about/offices/public-safety/emergency-mgmt/school-closings.aspx for closing information.

Radio stations which are notified of cancellations include:

On Long Island:
WALK (97.5 FM), WBAB (102.3 FM),
WBLI (106.1 FM), WHLI (1100 AM),
WKJY (98.3 FM), WRCN (103.9 FM),
WLIE(540 AM)

In New York City:
WCBS (88.8 AM), WINS (1010 AM)

The television channel notified of cancellations is NEWS 12.

STUDY LOUNGES

If you're looking for a quiet place to study, you won't need to look far. Resident students can study in any of the quiet lounges located on each floor. Both resident and commuter students can use the other study lounges on campus in Hillwood Commons (on the second floor), in the lobby of the library, or in the library book stacks. In the book stacks, separate cubicles line the walls and make for a quiet, private study spot. There are also tables for studying in the Reference department, Periodicals, Instructional Media Center, Center for Business Research, and MLS Library rooms. During finals, the Interfaith Center offers study sessions in the chapel that run all night so you can study without disturbing others.

TELEPHONE SERVICES

On-campus phones for student use are located in various buildings throughout the campus.

Each resident student has a telephone jack in his/her room. All calls to on-campus extensions are free of charge; simply pick up the phone and dial the extension number only to reach any department or residence hall room. There is no off-campus calling available from these phones.

If you have problems with your phone system or voicemail service, please call the LIU Post Information Technology office at (516) 299-2281, a helpdesk technician will place a log call for you, and deliver it to the field technicians.

All phones in the residence halls are equipped with a voice-mail answering system. To access your voice-mail, dial 1000 from any campus phone. Follow the prompts to get your messages. For more detailed information, consult *How to Use Your Voicemail System*, a pamphlet that is available to all residential students. It details the voice-mail procedures, including account set-up, mailbox features, forwarding, message pick-up, and voice prompt set-up.

SOLVING A PROBLEM

TO SETTLE A DISPUTE OF ANY KIND, remember to always follow the chain of command, whether academic or non-academic. Remember also to utilize different methods of resolving a dispute: written, face-to-face, and over the phone. No matter how you do it, remember to keep your cool. You are much more likely to get results if you are calm, collected and mature rather than if you are frazzled. See the Campus Policies section of the Student Handbook for official policies in regard to such matters.

ACADEMIC DISPUTES

If you are involved in an academic dispute, always attempt to resolve it with your professor, first. Often, the professor may not be aware of the problem and can help you solve it. If that fails, try to contact the department chair for that subject area. If you still feel that you must pursue the matter further, contact the dean for that area. He or she can help you or suggest another method for resolving your problem. If you are concerned with program requirements, graduation requirements, academic standing, or academic suspension, the best person to see first is your academic counselor. He or she can outline your program of study and make sure you are fulfilling your requirements.

NON-ACADEMIC DISPUTES

The procedure for resolving a non-academic dispute is similar to the above process. First, talk to the person with whom you have the problem or with a representative of that area. If that does not provide the result you want, try to speak to the director of that department. If that fails, report the problem to the associate or assistant provost who oversees that area. Often, he or she can help you to solve your problem.

WHAT IF I HAVE A PROBLEM THAT IS PERSONAL IN NATURE?

Unfortunately, some problems cannot be solved easily, especially if the problem is a personal one. But being part of the LIU Post community means that you always have someone to turn to, including friends, faculty, staff and clergy, who understand what you're going through and are willing to help. If you have a problem and don't know where to turn, speak to your academic counselor, one of the campus religious leaders, your residence assistant or residence hall director, a faculty member with whom you are comfortable, a counselor at Student Health and Counseling, or the Assistant Provost for Student Affairs. If you think the matter must be kept confidential, verify this with the person you speak to; sometimes, it cannot be guaranteed, except by the Student Health and Counseling Center, where everything is always confidential unless it threatens your safety or the safety of someone else.

UNDERSTANDING CAMPUS POLICIES

LIU Post has developed policies to ensure that all members of the campus community are provided with an environment that is conducive to active learning and participation in the activities of the campus, as well as providing one which is safe and orderly. As a member of the campus community, you are responsible for understanding and abiding by these policies. If you have questions about them, contact the office which administers the policy or the Office of Student Affairs.

Be advised that these policies apply to all undergraduate, graduate, doctoral and students involved in special programs. These policies include but are not limited to those communicated elsewhere in this Handbook, in other University or campus publications, verbal directives by campus officials or as posted by any department.

STUDENT CONDUCT

ETHOS STATEMENT

Division of Student Affairs – LIU Post

The LIU Post is committed to the advancement of learning and service to society. Its educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement of contemporary issues.

The Division of Student Affairs complements the campus' mission by sponsoring programs, services, and activities that encourage students to develop academically, socially, physically, spiritually, and personally. In partnership with students, faculty, and staff, Student Affairs helps to create an educational climate consistent with the principles set forth in the LIU Post Mission Statement.

These principles challenge students to strive for excellence, to become men and women in service to others, to integrate curricular and co-curricular learning, to develop talents through discovery and reflection, and to be concerned for the welfare of each person. To achieve these ideals, all students are expected to contribute, through their words, actions, and commitments, to the development and sustenance of a community characterized by respect, caring, responsibility, and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty, and administrators help foster an atmosphere that furthers the mission of the campus. Students are expected to adhere to the campus ethos. This expectation calls for behavior which demonstrates the five principles of the LIU Post Student Code of Conduct: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

CODE OF CONDUCT

LIU Post can make its maximum contribution as an institution of higher learning only if the highest standards are maintained by every member of the campus community. Such is the spirit in which the rules and regulations set forth in the Code of Conduct have been formulated. Students have participated in their formulation. The Code expresses our commitment to the values of responsible freedom and interdependence. It expresses our concern for the right to privacy and safety, as well as personal responsibilities, and responsibilities to one another. It is designed to assure respect and equitable treatment of all individuals. It is designed to ensure that student life at LIU Post can develop in an atmosphere conducive to learning and personal growth. The LIU Post Student Code of Conduct is founded on the principles of student conduct set forth in the Division of Student Affairs' Ethos Statement: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

Until evidence to the contrary is observed, the campus presumes that students are motivated by the desire to improve their capabilities and to help others to do so, that they possess a sense of honor and are trustworthy, and that they are mature men and women, capable of behaving accordingly. Students who violate the rules and regulations of the campus must expect that appropriate disciplinary action will be taken.

LIU Post students are expected to escort their guests at all times on campus, and are therefore responsible for the actions of their guests. As such, LIU Post will take disciplinary action against students for violations committed by their guests.

LIU Post reserves the right to change the policy. The campus may suspend or expel a student under this policy. LIU Post recognizes that campus disciplinary jurisdiction rarely extends to off-campus activities. In general, no action will be initiated in cases of alleged off-campus infractions except in cases where individuals are acting on behalf of the campus or where alleged actions give cause for concern for the safety or welfare of the campus community.

Students are accountable for adhering to all regulations in the LIU Post Student Handbook. An updated version can be accessed at www.liu.edu by clicking on LIU Post and then Student Life and Services.

LIU Post students taking classes at other campuses of Long Island University and students from other campuses of Long Island University who are taking classes at LIU Post who are involved in disciplinary matters may be subject to disciplinary sanctions on both campuses. The offices of the Assistant Provost for Student Affairs at the LIU Post and the Associate Provost and/or Dean of Students at the appropriate campus shall confer in such instances and determine the appropriate course of action.

Action involving non-academic conduct is the responsibility of the Office for Student Affairs through the Assistant Provost for Student Affairs. Examples of violations of the Code of Conduct are listed below, framed by the principles of the Ethos Statement. (For additional information and for specific listings, please refer to the referenced section contained within this Handbook or other University or campus publications.)

RESPECT FOR ONESELF

In accordance with our Ethos Statement, LIU Post students are expected to demonstrate actions that honor themselves by complying with the principal of **respect for oneself**. Examples of conduct inconsistent with this principal and which will require campus action are:

- A. Violence or Threat of Violence
Behavior which jeopardizes the safety or well-being of oneself; this includes but is not limited to causing or subjecting oneself to physical injury
- B. Alcohol and Drugs
 1. Violation of Alcohol and Substance Abuse Policy. (See Campus Policy section of this Handbook)
 2. The sale, purchase, possession, presence of, or use of any illegal drug(s) and/or drug paraphernalia
- C. Conduct Unbecoming a Student
 1. Behavioral characteristics or actions demonstrated by a student, which are contrary to the Division of Student Affairs' Ethos Statement
 2. Public Lewdness
- D. Violation of the Cyber Community Policy (see Campus Policy section of this Handbook)

RESPECT FOR OTHERS

In accordance with LIU Post Ethos Statement, LIU Post students are expected to demonstrate actions that reflect consideration and civility by complying with the principal of **respect for others**. Examples of conduct inconsistent with this principal and which will require Campus action are:

- E. Stalking and/or Aggravated Stalking
A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested
- F. Verbal or Physical Harassment
 1. Inappropriate physical, verbal or written actions against members of the campus community or their guests, or against visitors to the campus, which interfere with an individual's personal freedom or privacy, including but not limited to speech of an offensive nature when it targets a particular individual or group (ex. "hate speech"). This includes harassment or an attempt to harass via electronic e-mails, text messages and/or instant messages
 2. Violation of Harassment Policy (See Campus Policy section of this Handbook)
 3. Violation of Discrimination Policy (See Campus Policy section of this Handbook)
 4. Violation of the Profanity in Student Media Policy (see Campus Policy section of this Handbook)
 5. Violation of the Roommate Bill of Rights (see Campus Policy section of this Handbook-Residence Life Policies)
 6. Violation of the Cyber Community Policy (see Campus Policy section of this Handbook)
- G. Weapons and Dangerous Items
Possession and/or use of weapons and dangerous items, including but not limited to firearms, knives, firecrackers, CO₂ weapons, BB weapons, paint ball weapons and equipment, prop, replica, toy or play weapons, simulated weapons or devices, handcuffs, swords, martial arts equipment, pepper gas or spray, and propane
- H. Violence or Threat of Violence

1. Behavior which jeopardizes the safety and well-being of other persons; this includes, but is not limited to, physical injury or behavior such as physical assault, threats or intimidation or extortion, and either physical, verbal, or written abuse
 2. Sexual Assault or Sexual Abuse. Acts of sexual violence or intimidation, including "date" or "acquaintance" rape
 3. Behavior or actions which may indicate domestic violence of any kind
 4. Violation of Bias Crime Policy (See Campus Policy section of this Handbook)
- I. Theft and/or Possession of Stolen Property
1. Theft or other misuse of property
 2. Possession of stolen goods
 - a. Unauthorized possession of university owned furniture or equipment, including but not limited to items from residence, academic, or recreational facilities, in a student room
 3. Theft of services
- J. Hazing
1. The participation in or encouragement of any action or situation which endangers the mental or physical health, safety or welfare of another, or involves the forced or coerced consumption of alcohol, a solid substance or drugs for the purpose of initiation into or affiliation with any organization.
 2. Violation of Student Life and Leadership Development Hazing/Pledging policy. (see Policy section of the Greek Organization Handbook available from the Office of Student Life and Leadership Development, Hillwood Commons, Room 102)
 3. Violation of New York State Law on Hazing (see Campus Policy section of this Handbook)
- K. Fire Safety
1. Intentionally creating smoke or fire
 2. Filing a false fire alarm
 3. Activating a smoke detector
 4. Activating a sprinkler system
 5. Tampering with fire equipment
 - a. Inappropriate use or tampering with fire extinguishers, fire hoses, or any other safety apparatus
 - b. Obstructing a door so as to prohibit or encourage direct entrance to and/or exit from a room or building
 - c. Covering overhead lights, doorways, smoke detectors, sprinkler system, air conditioning units, walls sockets, etc
 - d. Wall covering of any kind exceeding 5'x7' and/or hanging any item from the ceiling.
 - e. Possessing water filled or lofted beds
 6. Failure to evacuate during a fire alarm
 7. Possession of prohibited items, including but not limited to candles (lit or unlit), incense and incense holder, electric appliances, air conditioning units not approved by the Office of Residence Life and the Student Health and Counseling Center, portable heaters, combustible liquids, barbecues, decorative lights, extension cords or any other item deemed unsafe by University Official(s) or New York State Fire Safety Officer(s)
- L. Disruption of Campus Community
- Behavioral or verbal actions that disrupt the campus community
- a. Campus Courtesy Hours
 1. Disruption of the Residence Life community, including making excessive noise in residential areas, including but not limited to the Quad, Riggs Park, alcoves and building front steps, parking areas, roadways and other grounds in, adjacent to or around the residence halls
 2. Disruption of academic areas, including the internal and external areas of all academic facilities
 - b. Skateboarding or use of skateboarding equipment is prohibited
 - c. Use or storage of bicycles, bicycle equipment or other items that may obstruct common areas of the residence halls, including hallways, lobby areas, and stairwells, etc., an in the exterior areas, including areas in which egress is jeopardized, is prohibited at all times

RESPECT FOR PROPERTY

In accordance with LIU Post Ethos Statement, LIU Post students are expected to demonstrate actions that reflect the responsible use of campus property, environment and equipment by complying with the principal

of **respect for property**. Examples of conduct inconsistent with this principal and which will require campus action are:

M. Vandalism

1. Destroying campus property
 - a. Chalking or defacing of property with various materials
2. Destroying the property of another person
3. Littering on campus
 - a. Improper disposal of any solid or liquid object(s) in any area not identified or authorized for disposal

N. Computers

1. The use of computers or electronic equipment for the violation of personal privacy or for the committing of crimes
 - a. Unauthorized use of computers and/or peripheral systems
 - b. Unauthorized access/alteration to computer programs or files
 - c. Unauthorized duplicating or use of computer programs files
 - d. Making unauthorized changes to a computer account, or other deliberate action which disrupts the operation of computer systems serving other students or the University community

RESPECT FOR AUTHORITY

In accordance with LIU Post Ethos Statement LIU Post students are expected to demonstrate actions that are respectful to campus officials and support campus regulations by complying with the principal of **respect for authority**. Examples of conduct inconsistent with this principal and which will require campus action are:

O. Illegal Possession of Keys, Unlawful Entry, Exit or Presence

1. Illegal possession, duplication, or unauthorized use of keys, access cards, or access codes
2. Forcible or unauthorized entry/exit of any campus room or facility
 - a. Entering or exiting through a window
 - b. Entering anytime or exiting through a residence hall through a side door between 5:00 PM and 7:00 AM
 - c. Using or allowing another person to use a bathroom or shower facility designated for use of the opposite sex
3. Failure to properly sign in to any campus room, event or facility
4. Failure to properly sign guest(s) in to any campus room, event or facility
5. Failure to escort guest(s) at all times on campus
6. Presence in any campus room, event or facility after the student has been suspended from that room, event or facility
7. Failure to abide by the Residence Life Visitation Policy (see Campus Policy Section of this Handbook – Residence Life Policies)

P. Smoking

Violation of Smoking Policy (See Campus Policy section of this Handbook)

Q. Traffic Regulations

1. Violation of campus traffic regulations
2. Flagrant and/or frequent traffic offenses

R. Solicitation/Commercial Activities

Soliciting and/or commercial activities by a student or an on-campus or off-campus organization, vendor or business, initiated by either a student or visitor. Those activities which support charitable organizations and do not violate campus contractual obligations may be permitted with the written approval of the Office of Student Affairs

- a. Distribution and/or posting of unauthorized handbills or other materials
- b. Chalking or defacing of property with various materials to solicit off-campus events
- c. Selling services or products, seeking funds, signatures, merchandise or supplies
- d. Receiving unauthorized business offers or goods in the residence halls for business purposes of any nature

S. Gambling

Illegal gambling anywhere on the premises or at any campus sponsored function or any of its student groups, organizations or affiliates

T. Failure to Cooperate

1. Providing false or misleading information to campus officials, including but not limited to Public Safety Officers and Residence Assistants

2. Failure to cooperate in an investigation
 3. Failure to cooperate with a campus official acting within the scope of his/her duties, including but not limited to failure to provide identification when requested to do so
 4. Disrespectful conduct towards a campus official acting within the scope of his/her duties
 5. Failure to comply with a student conduct sanction, directive or mandate
 6. Participation in an organization and/or demonstration which has not been approved
 7. Failure to comply with the written or verbal directives of campus officials or other authorized individuals, including but not limited to Public Safety officers, Residence Hall Directors and Resident Assistants
- U. Violation of University or campus policies
This includes all policies communicated elsewhere in this Handbook, University or campus publications, verbal directives by campus officials or as posted by any department

HONESTY

In accordance with LIU Post Ethos Statement, LIU Post students are expected to demonstrate actions that are honorable and ethical by complying with the principal of **honesty**. Examples of conduct inconsistent with this principal and which will require campus action are:

- V. Honesty & Integrity
Dishonest behavior or actions displayed that are contrary to the Division of Student Affairs' Ethos statement, including but not limited to plagiarism (the use of another person's words or ideas represented as ones' own work) and the reporting of inaccurate information to members of the campus community

Cases of academic plagiarism are adjudicated under the Academic Conduct Policy. The policy section on academic conduct is currently under review and may be available on line by the Spring 2008 semester. Any questions regarding academic conduct should be referred to the Department Chair or Dean.

- W. Forgery and Falsification of Records
Falsification, forgery, modification or unauthorized use of any official campus document, record or property, including but not limited to identification cards, transcripts, examinations, registration forms, payroll sheets, parking decals and other any other official University or campus document

DISCIPLINARY ACTIONS AND SANCTIONS FOR VIOLATIONS

The purpose of disciplinary action is to achieve appropriate student behavior with regard to campus community norms, standards and policies. When imposing sanction(s), the student's past disciplinary record will be taken into consideration to determine the appropriate level of action/sanctioning. The Director of Student Conduct & Community Education or designee reserves the right to provide to the student a written directive(s) in lieu of a formal sanction when a preponderance of evidence is not found to find a student responsible for the alleged violation of the LIU Post Code of Conduct, if the complete adjudication process is unnecessary to compel compliance/clarify concern, or in instances where the safety and welfare of the student(s) involved in the incident require additional directives to be completed or followed by the student(s) involved in the incident.

The following sanctions or directives may be imposed at the discretion of the Director of Student Conduct and Community Education or designee:

A. Verbal Warning

A verbal warning may be given to a student indicating that his or her action was in violation of a specific rule. The warning will include an explanation of the rule and possible punishments following a second violation of that rule. Such warnings will be noted in the student's file.

B. Written Warning

A written warning is a written notification from a campus official to a student containing a warning that repeated infractions of rules and regulations may result in more severe disciplinary actions, such as suspension. A record of the action is kept by the official writing the letter and in the campus disciplinary files. Examples of violations which would warrant a written warning or a more serious

sanction include but are not limited to: failure to cooperate, soliciting/commercial activities, ignoring courtesy hours.

C. Disciplinary Probation

Disciplinary probation is a trial period during which a student who has been in difficulty has an opportunity to demonstrate that she or he can act as a responsible member of the campus community. The terms of the probation may be varied to fit the individual circumstances.

1. The terms of probation may include a recommendation for substance abuse/psychological counseling or satisfactory attendance at a substance abuse education workshop, program, group or the completion of other projects and service to the campus or its related bodies
2. Students found responsible for violations of the Code of Conduct and placed on disciplinary probation may not hold student leadership positions; e.g., Resident Assistant, Orientation Leader, Peer Mentor, club officer or other student leadership positions on the LIU Post for the duration of the probationary period
3. Students placed on disciplinary probation may be restricted from participating in certain specified events and activities and may be prohibited from entering certain facilities and offices. This may include participation in intercollegiate sports
4. Students on disciplinary probation may also be prohibited from living and/or working on campus during the summer
5. Probation follow-up may include the scheduling of periodic meetings with the Director of Student Conduct and Community Education or designee and/or disciplinary status reports from other campus officials
6. Violation of any campus regulations during the period of probation will result in further disciplinary action up to and including suspension or expulsion from the residence halls and/or campus. Examples of violations which would warrant Disciplinary Probation or a more serious sanction include but are not limited to those involving: alcohol and/or substance abuse, fire safety, vandalism and on-going repeated violations

D. Restrictions

Denial of the use of certain facilities or the right to participate in certain activities or privileges for a specified period of time may be imposed.

E. Fines

Fines will be assessed for some policy violations, including but not limited to: solicitation, unauthorized entry/exit, alcohol and drugs, smoking and fire safety.

F. Residence Halls – Room Re-Assignment

One or more students may be required to move to a different space in the residence halls. The student shall be required to move to the new assignment within a specified period of time or be subject to immediate suspension from the residence halls.

G. Residence Halls – Suspension

Suspension from the residence hall for a stated period of time. Examples of violations which would warrant Residence Hall Suspension or a more serious sanction include but are not limited to: drugs, hazing, bias incidents, violence, theft, and repeated infractions of any type.

H. Residence Halls – Expulsion

Permanent dismissal from the residence halls.

I. Suspension from the Campus

A student who is suspended from the campus for a definite period of time must sever academic and non-academic connections completely with the campus. His/her presence on campus is not permitted nor may s/he take part in the academic or social activities of the campus or those sponsored by campus organizations off campus. At the end of this period of suspension the student may apply for readmission. Readmission may be contingent upon certain requirements being met.

Examples of violations which would warrant suspension include, but are not limited to: repeated alcohol and/or substance abuse, extreme acts of vandalism and certain fire safety violations.

J. Expulsion from the Campus

Expulsion results in permanent dismissal from the campus. Upon expulsion from the campus, a person loses all the rights and privileges of a student. Examples of violations which would warrant expulsion from the campus includes but are not limited to: sale of illegal substances, sexual assault, actions jeopardizing the safety and welfare of the community and physical assault.

K. Additional Sanctions

Additional sanctions such as educational classes, mandatory referrals to the Student Health and Counseling Center, community service projects, negative service indicator or disciplinary block on the student's account, payment of damages and campus restrictions may be imposed.

EMERGENCY INTERIM ADMINISTRATIVE ACTION

The Assistant Provost for Student Affairs or designee shall have the authority to immediately suspend a student from the campus or a residence hall, relocate an individual within the residence halls, and restrict activities of the individual on campus, pending disciplinary procedures, when it is believed that the presence of the student would seriously disrupt the campus or constitute a danger to the health, safety, or welfare of the campus, to property, to others, or to the student. Suspension is for a specified time period and is a complete removal from the campus premises and off premises events. The student will be notified in writing of the emergency administrative action. Parents, academic deans, Public Safety, or other personnel may also be notified of the action. The student must then schedule a hearing and he/she will receive written notification of the charges. Unless otherwise approved, the emergency administrative action will remain in effect on an interim basis pending completion of the student conduct process.

JUDICIAL PROCESS

A. INCIDENT OCCURS

This results in a written report by Public Safety, Residence Life, or any member of the campus community.

B. INVESTIGATION

The object of the investigation is to ascertain facts and determine whether or not charges should be filed against one or more students. It is conducted by the Department of Public Safety and the Director of Student Conduct and Community Education or designee.

C. FILING OF CHARGES

Depending upon what is discovered in the investigation; a student may or may not be charged with a violation of the Code of Conduct. A charge does not automatically mean responsibility; students who are charged will receive a letter requiring an administrative hearing.

D. PROCESS AND TIMELINE FOR HEARING and DECISION

If a violation of the Code of Conduct is alleged, an administrative hearing is held with the Director of Student Conduct and Community Education. The first phase of the administrative hearing will include a discussion of the process and a review of the student's rights. During the second phase the Director discusses the evidence with the student, and if possible, makes a determination of responsible or not responsible, and determines an appropriate sanction if necessary. Note: The student has a right to proceed immediately from the first to the second phase or to schedule the second phase at a later date.

The judicial process occurs over a period of several days. To facilitate an expedient and consistent system, guidelines have been established according to a timeline of events as follows:

1. The student will receive a letter from the Director of Student Conduct and Community Education notifying him/her of the alleged charges and requiring the scheduling of an administrative hearing
2. The student has three (3) business days from the receipt of the letter to schedule an appointment with the Student Conduct officer specified in the letter
3. The administrative hearing is convened in two phases, as described above
4. The outcome of the administrative hearing, in conjunction with other evidence, will be communicated within three (3) to five (5) business days after the hearing through a letter that will be either delivered or mailed to the student

5. If the student wishes to request an appeal to the outcome of his/her case, the student must complete and return the Appeal Request Form, available in the Office of Student Affairs, within three (3) days of the receipt of the outcome letter
6. The student will be notified within three (3) business days as to whether or not an appeal hearing is granted
7. If an appeal hearing is granted, the student will be required to schedule an appointment with the appeal officer within three (3) business days
8. The outcome of the appeal hearing will be communicated within five (5) to seven (7) days after the hearing through a letter that will be either delivered or mailed to the student (Refer to "Appeals Procedure," below, for further details)

Important notes:

- The judicial process timeline is approximate and may require adjustment due to continuing investigations by the Department of Public Safety, the Director of Student Conduct and Community Education, or designee and/or other campus officials. The timeline may also require adjustment because of the availability of the student and/or Director of Student Conduct and Community Education.
- Every student has the right to remain silent or not attend a hearing. If a student chooses to exercise this right, a hearing will still be conducted and evidence in support of the charge will still be presented and considered. A decision will be made based on the evidence and without the student's input. The student will be notified of the decision by the Director of Student Conduct and Communication in writing following the hearing.
- The appeal hearing is not automatic. It must be requested on the basis of the criteria detailed in the section below, "Appeals Procedure."

SANCTIONS

If the student is found responsible for the violation(s), a sanction will be determined by the Director of Student Conduct and Community Education. The sanction is the action which will be taken against the student. A listing of sanctions utilized by the Director of Student Conduct and Community Education and/or designee is provided under the Code of Conduct – Disciplinary Actions and Sanctions for Violations section.

Notification of the decision and the sanction(s) will be sent to the student in writing following the hearing by the Director of Student Conduct and Community Education.

Important Notes

- Notification and all correspondences from the Office of Student Affairs and the Office of Student Conduct and Community Education regarding the judicial process require a signature for receipt.
- The university reserves the right after 45 days to render a decision when deemed appropriate by the Assistant Provost for Student Affairs or designee if every reasonable effort has been made to contact the student involved in the judicial process.

The sanction(s) goes into effect immediately. If the student requests an appeal, the sanction(s) may be temporarily suspended or modified at the discretion of the Assistant Provost for Student Affairs or designee.

APPEALS PROCEDURE

If a student wishes to appeal the sanction of a discipline letter, s/he may request an appeal to the Assistant Provost for Student Affairs or designee. A request for an appeal must be made to the Assistant Provost for Student Affairs or designee in writing within three (3) business days of receipt of the decision. Requests for appeals will be granted only if they meet certain criteria. Grounds for an appeal include:

1. Significant procedural rules were not adhered to, to the detriment of the party requesting the appeal.
2. Sanction, only if found to be arbitrary or capricious and not in keeping with the gravity of the violation.
3. New and credible evidence, with these stipulations:
 - a) evidence was not knowable at the time of the hearing, and

b) evidence reasonably has a material effect on the decision.

Decisions as to whether or not at least one of the above criteria has been met and if an appeal hearing will be held are made by the Assistant Provost for Student Affairs or designee.

The Appeal Request Form may be obtained from the Office for Student Affairs for cases adjudicated by the Director of Student Conduct & Community Education.

The Appeal Request Form for cases which are adjudicated by a Residence Hall Director Hearing Officer may be obtained at the Office of Residence Life.

The Assistant Provost or designee hears the appeal and reviews all written materials or statements. A written decision will be sent to the student who made the appeal in a timely manner. The decision of the Assistant Provost or designee is final, and no further appeals are permitted.

After a period of one semester has elapsed from the sanction date, a student may submit a written document which requests an Administrative Review for possible modification of his/her sanction. This request shall be addressed to the Assistant Provost for Student Affairs and will only be entertained if the student has not been involved in any disciplinary incidents and has demonstrated significant personal progress. The Assistant Provost for Student Affairs shall consult with the Director of Student Conduct and Community Education in all Administrative Review cases to determine the appropriateness of a student request for sanction modification.

STUDENT CONDUCT RECORDS RETENTION POLICY

The existence of all student conduct records and the contents of such records are kept and maintained by the Director of Student Conduct and Community Education in accordance with the federal Family Educational Rights and Privacy Act of 1974, as amended. Access to disciplinary records is also provided in accordance with the federal Family Educational Rights and Privacy Act of 1974, as amended.

Student conduct records are retained by the Office of Student Affairs in accordance with the policies and procedures outlined by Long Island University.

STUDENT RIGHTS IN THE CONDUCT SYSTEM

Students have the following rights in the conduct system:

1. To request in writing prior to the Administrative Hearing that any person conducting an Administrative Hearing be disqualified on the grounds of conflict of interest
2. To be considered innocent of the charges until proven responsible by a preponderance (51%) of evidence
3. To have prior knowledge of the charges and have the charges explained clearly and fully at every level of the conduct process
4. To be advised by a person of their choice. Advisors must be members of the campus community. Advisors may not speak during the proceedings and advisors may not be attorneys
5. To hear testimony and/or see all written statements concerning the charges
6. To refute oral and written statements made by witnesses
7. To remain silent and not testify against themselves, understanding that if silence is maintained, the case will be determined on the evidence presented
8. To be advised of the appropriate appeal process
9. If a student is determined to be the victim of violence or threat of violence as defined by the Family Educational Rights and Privacy Act, that student may request written notification of the final sanctions assessed to the student responsible for misconduct

ACADEMIC CONDUCT

Ethos Statement

LIU Post is committed to the advancement of learning and service to society. Its educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement of contemporary issues. Working together as a community, students, faculty, and administrators help foster a campus atmosphere that advances the mission of the campus.

The principles of the Post mission statement challenge students to strive for excellence, to become men and women in service to others, to integrate curricular and co-curricular learning, to develop talents through discovery and reflection, and to be concerned for the welfare of each person. To achieve these ideals, all students are expected to contribute, through their words, actions, and commitments, to the development and sustenance of an academic community characterized by respect, honesty, originality, and fairness. These characteristics are essential to ensure the rights and privileges of all students and faculty to preserve the academic integrity of our educational community.

The following standards of academic conduct are designed to foster the highest ideals of academic integrity. These standards, or set of responsibilities, are intended to clarify expectations for students and instructors. Listed after each one is a description of activities that violate that standard. Adherence to these standards by all members of the campus community promotes excellence in teaching and learning.¹

Academic Respect for the Work of Others²

A. Plagiarism: representing in any academic activity the words or ideas of another as one's own (whether knowingly or in ignorance) without proper acknowledgement. This principle applies to texts published in print or on-line, to manuscripts, to your own work, and to the work of other students. Acts of plagiarism include but are not limited to:

1. paraphrasing ideas, data, or writing (for instance, from web or online databases, books, periodicals, monographs, maps, charts, pamphlets, and other electronic sources), even if it constitutes only some of your written assignment, without properly acknowledging the source; or
2. using someone's words or phrases and embedding them in your own writing without using quotation marks and citing the source; or
3. quoting material directly from a source, citing the source on the bibliography page, but failing to mark properly the author's text or materials with quotation marks and a citation; or
4. submitting as your own part of or an entire work produced by someone else;
5. transferring and using another person's computer file as your own; or
6. obtaining papers, tests, and other assessment material from organizations or individuals who make a practice of collecting papers for resubmission; or
7. using visual images, dance performances, musical compositions, theatrical performances, and other digital resources (PowerPoint presentations, etc.) as your own without proper acknowledgement.

Academic Self-Respect

B. Facilitating Academic Dishonesty: assisting another to cheat, fabricate, or plagiarize, including but not limited to:

1. allowing another student to copy from you; or
2. providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other sections of the same course); or
3. taking a quiz, exam, or similar evaluation in place of another person; or
4. signing on the attendance sheet the name of a student who is not present.

Academic Honesty

C. Cheating: Improper application of unauthorized materials, information, or study aids, including but not limited to:

1. obtaining unauthorized prior knowledge of an examination or part of an examination; or
2. using resources or instruments on academic tasks not explicitly permitted by the supervising instructor (e.g., textbook, notes, formula list, calculator, etc.); or
3. using any electronic device in an academic exercise or examination that is not explicitly authorized by the supervising faculty. This includes but is not limited to the Internet, cell phones, beepers, iPods, headphones, PDAs, and other wireless handheld devices; or
4. altering an exam or paper after it has been graded and requesting a grade change; or
5. collaborating by sharing information or requesting assistance, when such collaboration has been explicitly prohibited by the instructor; or
6. making use of another person's data or work without proper citation in an assignment; or
7. allowing another person to take a quiz, exam, or similar evaluation for you; or
8. submitting work with identical or similar content in concurrent courses without permission of the instructors; or

9. resubmitting a work that has already received credit with identical or substantially similar content in another course without consent of the present instructor.

Academic Originality

D. Fabrication: falsification or invention of any information or citation in an academic activity, including but not limited to:

1. crediting source material that was not used for research; or
2. presenting results from research that was not performed; or
3. altering data to support research; or
4. presenting fabricated excuses for missed assignments, tests, or classes; or
5. falsifying documents or records related to credit, grades, status, or other academic matters.

Academic Fairness

E. Sabotage: this is understood as stealing, concealing, destroying or inappropriately modifying classroom or other instructional material of another, such as posted exams, library materials, laboratory supplies, or computer programs.

DISCIPLINARY PROCESS

Once a student of the academic community of LIU Post is accused of violating any of the Ethos principles above, the following disciplinary processes will be followed.

Level One

If an instructor suspects a student of academic misconduct, the following steps shall be taken:

1. The instructor shall meet with the student to explain the nature of the alleged violation and to determine the student's awareness of the violation as well as his or her motivation or intent.
2. The instructor should consider such matters as whether the violation was a result of ignorance, carelessness, or dishonesty before deciding whether:
 - (a) a penalty is warranted. A penalty includes a failing or lowered grade for an assignment or for the course.
 - (b) at the instructor's discretion, he or she may seek a solution with the student. That solution might take the form of supplying documentation in the correct form, rewriting the paper correctly, retaking an examination, or failure for the assignment and/or the course.
 - (c) if a penalty is assigned in the form of a failing or lowered grade, the student has the right to appeal this decision. (See "Appeals Process" below.)
3. The instructor may also require the student to take a workshop co-sponsored by the Writing Center and the Library.

Appeals Process

A student accused of any academic violation has the right to an appeal. However, the student must be aware that at this level only the grade can be appealed. An appeal will automatically create a first offense even if the instructor had decided that no institutional awareness of this incident was necessary.

1. If the student disputes the instructor's decision, s/he can seek a solution from the chair of the department involved.
2. If still not satisfied, student meets with appropriate dean or the dean's designee for a solution. The student will be notified in writing of the dean's decision within seven (7) business days.
3. If the student wishes to request an appeal to the outcome of his or her case, the student must submit an Appeal Request form, available in the dean's office, to the Chair of the Faculty Student Appeals Board within three (3) business days after receiving the dean's letter.
4. The Faculty Student Appeals Board shall convene a meeting, in a timely fashion, to consider the appeal. Statements from both the student and the professor will be heard. The decision of this committee is final.
5. The outcome of the decision will be communicated to the student, the instructor, the appropriate chair and dean, and (if applicable) the Registrar within seven (7) business days.
6. A copy of the decision of the Faculty Student Appeals Board shall be forwarded to the Office of Student Conduct and Community Education.

Level Two

If (**and only if**) an instructor believes that the case warrants further institutional **awareness** or **action** beyond the assignment of a grade, the following process shall be followed:

1. The instructor fills out an Academic Misconduct Form and sends it to his or her chair (or program director).
2. The chair notifies the student in writing that an Academic Misconduct Form has been filed. The student has seven (7) business days to contact the chair and to arrange (if the student so desires) a meeting with the chair to discuss the situation.
3. The chair then considers the case. (The chair may choose to consult other members of his or her department informally or as part of a departmental meeting. Such procedures shall be determined by individual departments.) If the chair believes that the instructor's case has merit, the chair then forwards a report of the case to his or her dean.
4. The dean reviews the case and if s/he believes that the case has merit, s/he . . .
 - (a) forwards the report to the Director of Student Conduct and Community Education, which shall serve as the repository of reports of academic misconduct. **And, if the case requires further action,**
 - (b) contacts the chair of the Committee on Academic Misconduct to inform him or her of the case.
5. The chair of the Committee on Academic Misconduct shall then . . .
 - (a) convene a meeting of the Committee in a timely fashion, and
 - (b) inform the student that his or her case will be heard by the Committee.
6. The Committee on Academic Misconduct will then hold a hearing to review the case against the student for merit and will, if appropriate, impose a sanction. Statements from both the student and the instructor will be heard. The Committee will consider such matters as whether the violation was a result of ignorance, carelessness, or dishonesty before deciding whether a sanction is warranted. Sanctions may include suspension or dismissal from LIU Post.
7. Notification of the decision and the sanction will be sent to the student, the appropriate chair and dean, and (if applicable) the Registrar within seven (7) business days. The student will be made aware of how s/he may appeal the decision.
8. The sanction goes into effect immediately. If the student requests an appeal, s/he will be allowed to continue attending class until the appeal is heard and a decision is rendered.
9. A copy of the decision of the Committee on Academic Misconduct shall be forwarded to the Office of Student Conduct and Community Education, which shall serve as the repository for these reports.

Appeals Process

A student has the right to appeal the decision of the Committee on Academic Misconduct.

1. The student submits an Appeal Request Form, available in the dean's office, to the chair of the Faculty Student Appeals Board within three (3) business days after receiving the decision of the Committee on Academic Misconduct.
2. The chair of the Faculty Student Appeals Board shall convene a meeting, in a timely fashion, to consider the appeal. The recommendation of this committee is final.
3. The outcome of the recommendation will be communicated to the student, the appropriate chair and dean, and (if applicable) the Registrar within seven (7) business days.
4. A copy of the recommendation of the Faculty Student Appeals Board shall be forwarded to the Office of Student Conduct and Community Education.

Student Rights

Students have the following rights:

1. To be notified in writing of any alleged violations prior to the hearing.
2. To have the violation(s) explained at every level of the sanctioning and the appeals process by the dean or the dean's designee.
3. To have the right to request information about the composition of the Board and to request the replacement of any member of the Board who may be biased. The Faculty Student Appeals Board will review the request for merit and their decision shall be final.
4. To be advised by a person of their choice. Advisors **must** be members of the campus community. Advisors may not speak during any proceedings.
5. Students also have the right to consult with an attorney but that right does not extend to active participation by the attorney at the proceeding.

6. To see all written statements concerning the charges.
7. To refute oral and written statements made against them.
8. To be advised of the appropriate appeal process.

Student Conduct Records

Family Educational Rights and Privacy Act of 1974 as amended guidelines will govern all communication and maintenance of all student conduct records.

Notes

1. Students are accountable for adhering to all regulations in the LIU Post Student Handbook. An updated version of the Student Handbook can be found on our website at www.liu.edu – click on LIU Post. The most current version of the Code of Conduct can be found at www.liu.edu/post/studentlife/services/student-conduct/code-of-conduct.aspx.
2. Definitions and descriptions are adapted from the UCLA Statement of Academic Integrity in the Department of Student Affairs.

POLICIES AND PROCEDURES

Alcohol and Substance Abuse
Bias Crime Policy and Procedure
Campus Fire Safety Procedures
Campus Visitors
Cyber Community Policy
Giving Notice of Planned Assembly, Demonstration, Picketing
Missing Person Policy
New York State Law on Hazing
Non-discrimination Policy
Policy Regarding Use of Profanity in Student Media
Policy for Students with Special Needs
Residence Life Policies
Rights under the Family Education Rights and Privacy Act (FERPA)
Sexual Assault Policy, Procedures, and Information
Sexual Harassment Policy
Smoking Policy
Vehicle Regulations

ALCOHOL AND SUBSTANCE ABUSE POLICY

LIU Post recognizes that students are adults and expects them to obey the law and Campus Regulations. Students must take personal responsibility for their behavior. Campus administrators/staff will neither police the personal lives of students on campus nor invade their privacy by spying or conducting intrusive searches.

Students will be disciplined or referred for appropriate counseling if their use of alcohol or other illegal substances becomes a danger to themselves or others, or if problems arise such as disorderly conduct, public disturbances, or property damage. Violation of the Campus Policy on Alcohol and Substance Abuse will result in disciplinary action, up to and including expulsion and/or criminal charges.

- 1) The consumption of alcoholic beverages is not permitted on campus property except in areas or functions approved by the Assistant Provost for Student Affairs or her designee.
- 2) No open containers of alcoholic beverages are permitted in public areas except at approved locations or functions.
- 3) No person under 21 may acquire, possess, consume or be in the presence of any alcoholic beverage on the campus.
- 4) Persons over 21 may possess alcoholic beverages in moderate amounts (see "c" below) in their individual residence hall rooms or suites with the following limitations which also apply to all members of the community in all areas of the campus:
 - (a) No person shall sell, deliver or give away any alcoholic beverages to:
 - 1) any person under the age of twenty-one (21) years.
 - 2) any intoxicated person or any person who appears to be under the influence of alcohol.
 - (b) Intoxication and/or disorderly conduct resulting from the misuse of alcohol are unacceptable and violations of campus policy hence will result in disciplinary action up to and including expulsion from the University.
 - (c) "Moderate amount" shall be defined as an amount that no more than one or two people can reasonably and responsibly consume during a specified period of time.
- 5) Parties at which alcohol is served will not be permitted in the residence halls unless express permission is granted by the Assistant Provost for Student Affairs or her designee. Parties are permitted in other areas of the campus in accordance with established procedures. Regulations for parties may be obtained from the office of Residence Life and the office of Student Life and Leadership Development.
- 6) No person under the age of 21 will be admitted to any event (area) at which alcoholic beverages are served; exceptions must be approved by the Assistant Provost for Student Affairs or her designee.
- 7) Alcoholic beverages will not be served at any student function except with approval of the Assistant Provost for Student Affairs or her designee.
- 8) Outside organizations or groups utilizing campus facilities must secure permission and abide by policies in order to serve alcoholic beverages from the Office of Conference Services.

- 9) Students who abuse alcohol will be referred to appropriate counseling services.
- 10) Disruptive or inappropriate behavior will not be tolerated. Violators are subject to removal from immediate premises and to subsequent disciplinary action, including arrest.
- 11) Solicitation and publication of alcohol-related advertisements in student publications and media or anywhere on the campus are prohibited.
- 12) All residence hall room/lounge parties should be registered with the Residence Hall Director. No alcohol will be allowed at these parties.
- 13) Kegs of beer and/or bulk alcohol are not permitted on the LIU Post campus without appropriate approval. Bulk alcohol is defined as: alcohol in amounts not considered moderate (i.e., more alcohol than could reasonably and responsibly be consumed by one or two people during a specified period of time).
- 14) The campus supports Federal, State, and Local laws regarding illegal drugs, narcotics and other controlled substances. Possession or sale of such substances is a violation of campus policy.
- 15) Applies to any student or guest of a student in a room, suite, or campus facility, in which one person is twenty-one and the other(s) is/are underage.
- 16) Engaging in games designed to promote consumption of alcohol, including, but not limited to, activities such as "beer or liquor pong," is prohibited.
- 17) Possessing items designed to promote consumption of alcohol, including, but not limited to, bars, funnels, and beer/liquor pong table(s), is prohibited.
- 18) Drug paraphernalia includes but is not limited to any device designed or utilized for drug(s) use, hookahs, bongos, or smoking devices.
- 19) No person may acquire, possess, consume or be in the presence of any caffeinated alcohol energy beverage(s) on the campus
- 20) No person may acquire, possess, consume or be in the presence of any illegal drug(s), narcotics and other controlled substances including inhalants and other prescription drugs used in non-prescribed methods on the campus.
- 21) No person may acquire, possess, consume or be in the presence of any item(s) available for purchase over the counter that are utilized in any manner not prescribed, directed, or as originally intended

ENFORCEMENT OF ALCOHOL AND SUBSTANCE ABUSE POLICY

The Office of Student Affairs is responsible for administration and enforcement of the Alcohol and Substance Abuse Policy. However, all members of the campus community are bound by the regulations set forth in these policies and consequently are responsible for becoming familiar with the provisions of the policy. The Office of Student Affairs is responsible for the dissemination of the policy and will offer information and advice concerning the policy to students, faculty, staff or alumni.

1. Individuals – Individuals who fail to comply with any provisions of the Alcohol and Substance Abuse Policy or who violate any laws or ordinances pertaining to such matters will be charged with a violation of the LIU Post Code of Conduct or Residence Life Policies, Rules and Regulations, and referred to the Student Conduct System. Individuals who violate these policies will be subject to appropriate disciplinary action, up to and including expulsion from the campus. Other requirements may include attendance at a Substance Abuse-Related Workshop, enrollment in an on-going Alcohol/Drug Prevention Program and/or enrollment in a testing or treatment program.
2. Groups – Sponsoring student organizations may also be held responsible for violations of the Alcohol and Substance Abuse Policy. Recognized student organizations may have funding revoked or other penalties imposed. Non-recognized student organizations may be barred from future official SGA recognition. Individuals within the organization may also be held personally responsible. Individuals and organizations sponsoring events at which alcohol is served must follow established procedures to ensure that persons under age 21 are not admitted.
3. Violations by persons or organizations not members of the LIU Post community may result in their being barred from the campus and/or being subject to arrest for criminal trespass.
4. The campus official in charge of the facility being utilized or responsible for the event (program) will be responsible for determining whether a violation of the policy has occurred. In the event of violations or other circumstances which constitute a threat to the safety of persons or property, campus officials may order an event terminated at any time.
5. Alcohol/illegal substances will be confiscated and will not be returned.

APPLICABLE LOCAL, STATE AND FEDERAL SANCTIONS FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND/OR ALCOHOL

1. Drugs – This category of crime, according to New York State Penal Law, ranges from Class “A” Misdemeanor to Class “C” Felony. The severity of penalties depends upon many factors, such as type of drug, amount, use of, sale of, location, and so forth. Persons convicted of Article 220 (drug violations) are subject to imprisonment depending upon the seriousness of the crime. A recent Federal law requires suspension of aid eligibility for students convicted under Federal or State law of sale or possession of drugs. If you have a conviction or convictions for these offenses call 1-(800) 4 FED-AID (1-800-433-3243) to find out how or if this law applies to you. You may regain eligibility early by successfully completing an approved drug rehabilitation program.
2. Alcohol – There is a range of sanctions for violations of the laws pertaining to alcohol; these include fines, community service and imprisonment.

Examples of sanctions for alcohol violations as per the New York Alcoholic Beverage Control Law are as follows:

- For procuring alcohol for someone under the age of 21: up to \$200 fine and/or up to five days imprisonment.
- Purchasing of alcoholic beverage by person under the age of 21 through fraudulent means: fine up to \$100 and/or community service up to 30 hours; possible revocation of driver’s license for up to 90 days.
- For unlawful possession of alcoholic beverage by person under the age of 21 with intent to consume: peace officer and/or police officer may seize the beverage and may destroy it. The person(s) in possession may be summoned before the court having jurisdiction and may be fined up to \$50.

PHYSICAL AND PSYCHOLOGICAL HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Alcohol abuse and the use of illicit drugs involve a variety of psychological and physical health risks, and may result in behavioral changes that are problematic. Psychological effects include: depression (and possible suicide); poor judgment; disorientation; exaggerated emotions such as fear, anger, etc.; loss of inhibitions, impaired thinking processes; and poor concentration. Additionally, frequent drinking to intoxication and/or illicit drug use can result in personality disorders, increased tension, social conflicts with family and friends, and isolation.

Behavioral problems may include: sudden changes of mood; abrupt changes in school or work attendance and performance or work output and grades; withdrawal from responsibilities; general changes in overall attitude; deterioration of physical appearance and grooming; stealing or unusual borrowing of money; and secretive behavior.

Physical health risks include:

Illicit Drugs: Lethargy and fatigue; poor muscle control, possibly combined with flaccid or rigid muscles; increased heart rate and possibility of heart attack no matter how old you are; distorted senses (e.g., light is too bright, sensitivity to sounds); excessive perspiration; clammy skin; bad breath; memory loss; chronic cold or sinus problems including runny nose or nasal irritation; scars or “tracks”; and unconsciousness or coma.

Alcohol: Damage to the liver, kidneys and/or brain; cancer of the mouth, stomach or esophagus; heart disease – including heart and congestive heart failure; malnutrition; ulcers and gastritis; unconsciousness or coma; birth defects, including Fetal Alcohol Syndrome.

Alcohol Facts

- Prolonged or excessive drinking can shorten life-span by 10 to 12 years.
- Alcohol-related car crashes are the number one cause of death for people between the ages of 15 and 24.
- 30% of suicides, 65% of all murders; 40% of all assaults and 55% of all police arrests are linked to the use of alcohol.
- 35% of all rapes and 30% of all other sex crimes are associated with alcohol.
- 55% of all fights in the home or spousal abuse and 60% of all cases of child abuse are linked to alcohol use.

TREATMENT AND COUNSELING SERVICES AVAILABLE

Education and initial confidential treatment services for problems related to alcohol abuse are available on campus at the Student Health and Counseling Center (516 299-2345) free of charge. Off campus services are available through: the Nassau County Department of Drug and Alcohol Addiction (for information and referral call 516 572-5555), Alcoholics Anonymous 24 Hour Hotline (516 292-3040), or AL-ANON (for friends and family of alcoholics; call 516 334-0140).

Confidential services for problems related to substance abuse are available on campus at the Student Health and Counseling Center (516 299-2345) free of charge. Off campus services are available through: the Nassau County Department of Drug and Alcohol Addiction (for information and referral at 516 572-5555), Narcotics Anonymous 24 Hour Help-Line (516 937-6262) or DAEHRS (Drug Abuse Evaluation Health and Referral Service), North Shore/Long Island Jewish Health System, at 718-470-8950. The LIU Post Student Health and Counseling Center is located on the ground floor of the Pell Hall/Life Sciences Building - Room 154.

NEW YORK STATE PENAL LAW

Articles 220 and 221 of the Penal Law are directly aimed at traffic in mind-affecting drugs. They are compatible with the Public Health Law and the provisions of the latter are often cross-referenced in the Penal Law Sections that deal with the different drugs.

Articles 220 and 221 set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depends upon the individual drug and amount held or sold.

Marijuana has been placed in Article 221 and separately dealt with in the Penal Law, as a result of the Marijuana Reform Act of 1977. This statute made the penalties upon conviction of use of small amounts of marijuana less severe than formerly.

Specific sections of interest in Article 220 not included in the table follow:

Section 220.44 – Makes a sale of a controlled substance on or near school grounds, to a person less than 19 years of age, a Class B felony.

Section 220.45 – Makes criminal possession of a hypodermic instrument a Class A misdemeanor.

Section 220.46 – Makes criminal injection of another person with a narcotic drug, with consent of that person, a Class E felony.

Section 220.50 – Bans possession or sale of drug paraphernalia; deals with things that dilute drugs, like dextrose or mannite, and gelatin capsules, plastic envelopes, etc., considered commercial preparation materials (Class A misdemeanor).

Section 220.60 – Makes criminal possession of certain "precursors" of controlled substances used in their preparation or manufacture, but not the drugs themselves, a Class E felony (for example, ergot or dissimulate).

It is important to be aware that under the Penal Law, a gift of drugs including marijuana is treated as a sale.

New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but no more than one year. A felony is a crime punishable by imprisonment for more than one year.

New York State Law: Illegal Sale or Possession of Alcohol

Unlawful Dealing with a Child: It is unlawful to give or sell alcohol (or cause it to be given or sold) to a person under the age of 21. This is a Class A misdemeanor.

DWI: Driving While Intoxicated (by drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and/or a fine of not less than \$300, and not more than \$500.

DWAI: Driving While Ability Impaired by Alcohol is a violation punishable by up to 15 days imprisonment and a fine of up to \$350.

Liability of One Serving a Person Under Age 21: Anyone who furnishes or assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.

Dram Shop Liability: Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcohol beverages is liable for any damages caused by that person while under the influence.

Fraudulent Documents: It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. Possessing such false evidence may also be criminal possession of a forged instrument within the meaning of the penal law. The penalty for using fraudulent means to obtain alcoholic beverages may include probation up to a year and a fine of up to \$100.

BIAS CRIME POLICY AND PROCEDURE

According to Title Y, Hate Crimes Act of 2000, Article 485 of the New York State Penal Law, the New York State legislature has defined a hate crime as one in which the victim is intentionally selected, in whole or in part, because of "race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation."

The campus recognizes the seriousness of bias crimes and is committed to providing an educational atmosphere free of such incidents. Policies and procedures have been established to inform students about the topic, promote discussion, encourage reporting of incidents of bias related crime, and facilitate prevention of such incidents. Students are advised and updated about security procedures periodically throughout the year through campus e-mails, informational programs, campus correspondence, and publication of related materials in *The Pioneer*.

If you are the victim of a bias related crime, or you are aware of bias related incident(s), you should:

1. Report the incident immediately.
2. Seek medical attention at once if injuries have been sustained.
3. Make every effort to preserve all evidence. Be sure to document the incident. If possible, take photographs of the scene, obtain identification of witnesses and/or write down incident details. If you are the victim of harassing phone calls, log each call and save any pertinent voice mail messages or correspondence (notes, e-mails, letters) you might receive.

If you feel you are the victim of a bias crime on campus, report the incident so that trained campus staff members can provide prompt and supportive assistance. Public Safety personnel will keep all calls confidential and will:

- Meet with you and treat you and your complaint with courtesy, sensitivity, dignity, understanding and professionalism.
- Ensure that immediate notifications are made and that appropriate investigations are conducted.
- Coordinate and assist with any investigations with local law enforcement agencies and/or any other agencies or university body.

Free and confidential counseling and other support services are provided to victims of bias crime by the Student Health and Counseling Center. Students can access such services by calling (516) 299-2345.

Procedures are in place for on-campus disciplinary action in cases of alleged bias crime. Any individual found responsible for a bias crime following a Administrative Hearing is subject to sanctions up to and including expulsion from the campus.

BIAS CRIME PREVENTION

Bias crime prevention is facilitated through educational and awareness programs provided by members of the Division of Student Affairs and the Department of Public Safety. Additionally, specialized training in diversity, hate crimes, domestic violence and Special Needs Awareness is provided for all Public Safety Officers, Residence Life staff, and Student Health and Counseling personnel.

NYS LAWS AND PENALTIES REGARDING BIAS CRIMES

NYS Penal Law:

Definition of a Hate Crime:

1. A person commits a hate crime when he or she commits a specified offense and either:

- a) intentionally selects the person against whom the offense is committed or intended to be committed;
- or
- b) intentionally commits the act or acts constituting the offense;

in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Specified Offenses and Penalties

OFFENSES	CLASS	CLASS AS A BIAS CRIME
Aggravated Assault on a person less than 11 years old	E Felony	D Felony
Aggravated Harassment second degree	A Misdemeanor	E Felony
Aggravated Sexual Abuse first degree	B Felony	B Felony*
Aggravated Sexual Abuse second degree	C Felony	B Felony*
Arson first degree	A-1 Felony	A-1 Felony
Arson second degree	B Felony	B Felony*
Arson third degree	C Felony	B Felony*
Arson Fourth degree	E Felony	D Felony
Assault first degree	C Felony	B Felony*
Assault second degree	D Felony	C Felony
Assault third degree	A Misdemeanor	E Felony
Burglary first degree	B Felony	B Felony*
Burglary second degree	C Felony	B Felony*
Burglary third degree	D Felony	C Felony
Coercion first degree	D Felony	C Felony
Coercion second degree	A Misdemeanor	E Felony
Criminal Mischief first degree	B Felony	B Felony*
Criminal Mischief second degree	D Felony	C Felony
Criminal Mischief third degree	E Felony	D Felony
Criminal Mischief fourth degree	A Misdemeanor	E Felony
Criminal Trespass first degree	D Felony	C Felony
Criminal Trespass second degree	A Misdemeanor	E Felony
Criminal Trespass third degree	B Misdemeanor	A Misdemeanor
Grand Larceny first degree	B Felony	B Felony*
Grand Larceny second degree	C Felony	B Felony
Harassment first degree	B Misdemeanor	A Misdemeanor
Kidnapping first degree	A-1 Felony	A-1 Felony
Kidnapping second degree	B Felony	B Felony*
Manslaughter first degree	B Felony	B Felony*
Manslaughter second degree	C Felony	B Felony
Menacing first degree	E Felony	D Felony
Menacing second degree	A Misdemeanor	E Felony
Menacing third degree	B Misdemeanor	A Misdemeanor

Murder first degree	A-1 Felony	A-1 Felony
Murder second degree	A-1 Felony	A-1 Felony
Petit Larceny	A Misdemeanor	E Felony
Rape first degree	B Felony	B Felony*
Reckless Endangerment first degree	D Felony	C Felony
Reckless Endangerment second degree	A Misdemeanor	E Felony
Robbery first degree	B Felony	B Felony*
Robbery second degree	C Felony	B Felony
Robbery third degree	D Felony	C Felony
Sex Abuse first degree	D Felony	C Felony
Criminal Sexual Act first degree	B Felony	B Felony*
Stalking first degree	D Felony	C Felony
Stalking second degree	E Felony	D Felony
Stalking third degree	A Misdemeanor	E Felony
Stalking fourth degree	B Misdemeanor	A Misdemeanor
Unlawful Imprisonment first degree	E Felony	D Felony
Unlawful Imprisonment second degree	A Misdemeanor	E Felony

* When the crime committed is an A or B felony, the class of the crime is not stepped up in the event that it is bias-motivated, but rather the penalty is enhanced which may mean a longer sentence for the perpetrator.

Class	Maximum Penalty
B Misdemeanor	6 Months
A Misdemeanor	1 Year
E Felony	4 Years
D Felony	7 Years
C Felony	15 Years
B Felony	25 Years
A-1 Felony	Life

The Facts about Bias Crime:

Every year more than half a million college students are targets of bias-driven slurs or physical assaults.*

Every day at least one hate crime occurs on a college campus.*

Every minute a college student somewhere sees or hears racist, sexist, homophobic, or otherwise biased words or images.*

12,073 law enforcement agencies reported 7,462 hate incidents in 2002.**

More than 10% of all hate crimes nationally occur in schools.**

* From www.tolerance.org/campus/index/jsp

** From FBI Hate Crime Statistics, 2002.

CAMPUS FIRE SAFETY PROCEDURES

All members of the campus community are encouraged to become familiar with the following procedures:

In Your Building

- Note the location of fire alarms, extinguishers and other emergency equipment.
- Note the location of landmarks which may aid your exit when visibility is reduced by smoke.
- Locate at least two emergency exits from your floor and make sure they are free from obstruction.

- Refamiliarize yourself with standard fire drill procedures.

In the Event of Fire

- Remain calm. Act quickly, not rashly. Your object is to survive. If you can exit safely, do so. If not, you must work quickly to defend yourself against smoke and flame.
- Never open a door without first checking for heat or smoke. Close doors behind you.
- Do not allow doors to lock behind you. You may be forced to return.
- If smoke is encountered during egress, do not walk upright ... crawl. The air is cooler and less toxic nearer the floor.
- Never use an elevator.
- If smoke is present in a stairwell, avoid it. Choose another route.
- If your clothes catch fire ... stop, drop and roll to extinguish the flames.
- If you are in the room where the fire starts, leave quickly. Close the door and/or call Public Safety at 2222.
- Upon exiting, move at least 70 yards from the building. Make yourself or a group designee available to the Public Safety Officers or Firefighters in order to give as much information about the fire situation as possible. Be factual, be calm.

If You Are Trapped in a Room

- Seal door/window cracks and ventilation grills with tape (preferably duct tape) or towels and clothing (preferably wet) to keep the smoke out. If there is smoke in the room, open the window to let it out. Hang an article of cloth, large enough for rescuers to see, out of a corner of the window. Then close the window and keep closed to prevent outside smoke from entering.
- Do not break the window unless the room has been heavily invaded by smoke and you must get air to survive.
- Remember, stay close to the floor for air. Call Public Safety at (516) 299-2222, report the fire location and your situation.
- Tie a towel or clothing (preferably wet) around your nose and mouth if necessary to filter smoke. Do not jump.

ALWAYS REMEMBER

You must believe that every fire alarm sounded is real. Failure to exit the building when an alarm sounds may put you and others in danger.

RESIDENCE HALL FIRE SAFETY GUIDELINES

Resident Students May Not:

- Intentionally cause smoke or a fire; including burning candles or incense.
- Obstruct (penny, glue, or jam) a door so as to prohibit entrance and/or exit from a room.
- Affix tapestries and other room decorations to the ceiling, light fixtures, or in doorways.
- Accidentally or intentionally misuse fire safety equipment, including but not limited to fire hoses, fire extinguishers, sprinklers, pull-stations, fire alarms bells and smoke detectors.
- Use extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
- Have live cut trees present in room.
- Use or possess open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas.
- Cook or use any cooking utensils.
- Install personal air conditioning units or portable electric or fuel powered heaters without approval from Student Health.

If you have any questions, please call Mr. Mike Conklin, our Fire Safety Officer at (516) 299-4033 and/or contact the Department of Public Safety at (516) 299-2222 (emergencies) or (516) 299-2214 (general inquiries).

CAMPUS VISITORS

Visitors shall include all persons who have no affiliation, association, connection or relationship with the campus as a student, faculty member, administrator, staff member, or employee and who operate any vehicle which displays no officially issued campus permit on campus grounds. Visitors should obey all traffic and parking regulations posted on campus and are subject to a summons upon violation of any traffic or parking rules. If a summons is issued to a visitor, the visitor is responsible for payment. If a summons is issued to a visitor who is associated with a student or staff member, the visitor must appear at the Department of Public Safety on the same day the summons is issued.

Late Night Entry: Visitor/Guest Procedure

The gates to the LIU Post campus close nightly at approximately 12:00 a.m. Once closed, all vehicles entering the campus must be cleared by the officer at the West Gate booth. Resident students are required to show a valid LIU Post identification card (LIU CARD) to be admitted.

Non-resident students, visitors and guests will be admitted on to campus between 12:00 a.m. and 2 a.m. only if the resident student whom they are visiting first calls the Department of Public Safety at 299-2214 to provide the name of the guest and whom they are visiting. This should be done by 11 p.m. Non-resident students, visitors and guests will not be admitted after 2 a.m. unless accompanied by a residence hall student with proper, valid LIU Post identification. LIU Post students are responsible for the actions of their guests.

CYBER COMMUNITY POLICY

Consistent with its commitment to foster individual responsibility, respect for oneself and others, and a sense of personal honor within a safe and inclusive learning community, students shall not use the internet for transmission of illegal, threatening, libelous, inappropriate and/or offensive materials of any nature including, but not limited to depictions involving sexual, racial, religious or ethnic stereotypes. While Student Affairs respects students' rights of privacy, social networking community websites fall within the public domain and can be accessed by anyone in the world, including parents, teachers, other students, and current or prospective employers and graduate school officials. Students are especially advised to withhold personal information from the social networking website that could result in harassment, stalking or other actions of a life-threatening nature. We do not routinely or deliberately review website communities. However, when alleged misconduct is brought to our attention, we have a legal and ethical obligation to investigate the website in question for alleged policy violations, illegal conduct and/or inappropriate material. If we have reason to believe such activities constitute violations of the principles of our Ethos Statement and/or federal or local law, we are further obligated to address such alleged actions through our established student conduct system. As members of LIU Post, students are also held responsible for alleged off-campus violations as depicted on social networking websites if such conduct is deemed to adversely affect our campus community.

GIVING NOTICE OF PLANNED ASSEMBLY, DEMONSTRATION OR PICKETING

LIU Post supports the rights of individuals, clubs and organizations, who are members of the LIU Post community, to free speech and peaceful assembly. In order to protect the freedoms of the entire community, the University does have the right to review and approve a request for planned assembly, demonstration or picketing and modify the event for time, place and/or manner, if necessary. Approval of an event may be contingent upon available University support services and therefore could require alternate dates or location. Please do not advertise an event until approval has been granted. Use the information below to determine if all guidelines have been followed.

1. Request a location by completing a Scheduling Reservation Form from Conference Services in Hillwood Commons, Room 139 or through a club/organization or the Office of Student Life and Leadership Development
2. Complete the Request for Planned Assembly, Demonstration, Picketing Form from the office of the Assistant Provost for Student Affairs in Administration Building, Room 201.
3. All publicity for the event must be stamped and approved by Student Life and Leadership Development in Hillwood Commons, Room 102. The event organizers must remove all publicity after the event.
4. The Public Relations Department must be notified of any invitations for attendance to outside groups or media. Public Relations may be reached at (516) 299-2333.

MISSING STUDENT POLICY

All resident students will be required to provide and file a Missing Student Contact Information Form which provides a contact person who will be notified in the event that the resident is determined to be missing. This contact will remain confidential, but the record of their information will be maintained by the Office of Student Affairs, the Office of Residence Life, and the Department of Public Safety. Students under the age of 18 are required to list their parent or legal guardian as their emergency contact. Students are responsible for updating this contact information should there be any changes. In the event that a resident student is determined missing, a University administrator can notify the confidential contact not more than 24 hours after the student is

determined to be missing. The university will also notify local law enforcement if the student is determined to be missing for 24 hours.

The term "missing student" would be defined for any LIU Post student residing in an on-campus resident hall. Reports of missing students should be made to representatives of any of the following: the Department of Public Safety or the Office of Residential Life, including RAs, Residence Hall Directors, Associate Director or Assistant Director of Residential Life. Whenever a LIU Post resident student is believed missing, the Department of Public Safety and Residential Life will initiate steps to locate him or her or determine why it is believed that the student is missing. If the circumstances indicate that an investigation is warranted, a full investigation will be conducted. The Department of Public Safety will notify local police, who will make a determination that the student should be classified as a missing person; and they will initiate their own investigation. The Department of Public Safety and Residential Life will support the police investigation with whatever technical support that is required.

NEW YORK STATE LAW ON HAZING

HAZING IN THE FIRST DEGREE

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a misdemeanor.

HAZING IN THE SECOND DEGREE

A person is guilty of hazing in the second degree when, in the course of another person's initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such person or a third person. Hazing in the second degree is a violation.

NON-DISCRIMINATION POLICY

All members of the LIU Post community are expected to treat one another with respect and with equality, without regard to one's race, color, sex, marital status, age, sexual orientation, ethnic or national origin, religion or creed, physical or mental disability or status as a veteran. This policy calls upon us to be fair in all matters, academic and non-academic.

Discrimination (including sexual harassment, which is a form of discrimination based on one's sex) will not be tolerated at LIU Post. If substantiated, an allegation of discrimination may lead to disciplinary action up to - and including - expulsion from the University.

For further information or to make a formal complaint, students should contact the Assistant Provost for Student Affairs.

POLICY REGARDING USE OF PROFANITY IN STUDENT MEDIA

In its responsibility to maintain standards of civility, respect and care for others, the LIU Post Division of Student Affairs, through its Ethos Statement, does not permit the use of profanity, offensive slang or language of a libelous, slanderous or defamatory nature in activities, programs, publications or media sponsored by student organizations funded through student activity fees. This stipulation applies to all forms of student media, whether print or electronic, since such organizations are funded both by student activity fees as well as the University. It does not include films, projects or published expressions undertaken by students as artistic in nature, such as poetry or stories in literary publications, or as part of students' academic program requirements. Violation of this requirement may result in individual judicial action and/or the removal of funding support for the student organization.

POLICY FOR STUDENTS WITH DISABILITIES

In compliance with federal and state laws, LIU Post is committed to providing qualified individuals with disabilities the opportunity to participate in all University programs and activities, curricular and extracurricular, which are available to non-disabled individuals.

Students with disabilities who desire accommodations must submit appropriate documentation of their disability to the office of Disability Support Services (DSS) located in the Learning Support Center. Professional staff will review and evaluate this documentation, interview the student, and provide the student with completed Accommodations Forms for presentation to the teaching faculty. Accommodation Forms must be obtained each semester, before the semester begins. DSS files are confidential.

Accommodations

Accommodations will be considered reasonable when they do not fundamentally alter the nature of a program, course or service or present an undue administrative burden on the University. Students requesting accommodations are required to submit documentation to verify eligibility under the Americans with Disabilities Act, as amended, and Section 504 of the Federal Rehabilitation Act of 1973. Appropriate medical documentation of the disability must be provided so that DSS can: 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, evaluate appropriate academic accommodations. Disability documentation must include a written evaluation from a physician, psychologist or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for an accommodation. More specific information on documentation requirements can be obtained by going to the DSS website at <http://www.liu.edu/cwpost/learningsupport>. A student may contact the Office of Disability Support Services at 299-3057.

Determining Eligibility

Accommodations are determined on a case-by-case basis, taking into account the needs of the student, and the course standards. The determination of an appropriate and reasonable accommodation is based on approved documentation and through interaction with the student. Specifically, accommodations are determined by DSS in consultation with the student and with input from the faculty and staff, as needed.

In reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, DSS may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, Disability Support Services may propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested. Campus departments will be notified, as necessary, of the need for additional accommodations noted in the student's documentation.

Denial of Accommodations

The University reserves the right to deny services or accommodations in the event the request is not clinically supported. If the documentation provided by a student does not support the existence of a disability or the need for a requested accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist or other specialist.

The University is not required to provide an accommodation that compromises the essential requirements of a course or program, that is unreasonable, or that poses a direct threat to the health or safety of the student or others.

Student Appeal

A student who disagrees with a DSS determination of eligibility or accommodation is encouraged to meet with the director of DSS to resolve the matter informally. Students may appeal the denial of the DSS determination to the Associate Provost for Student Success.

New York State guidelines indicate that recent federal and state laws require colleges and universities to provide qualified individuals with disabilities the opportunity to participate in all programs and services, curricular and extracurricular, which are available to non-disabled individuals, including test programs and examinations. In order to permit individuals with disabilities the opportunity to benefit from such participation, reasonable accommodations, including appropriate adjustments and modifications of examinations, must be implemented.

Under the law, reasonable accommodations are offered at LIU Post for individuals with disabilities.

Students with disabilities will receive basic academic accommodations by their individual professors and their academic departments. Accommodations will be made by other campus departments as required for non-academic matters. Students with disabilities, who desire accommodations, must submit appropriate documentation of their disability to the office of Disability Support Services located in the Learning Support

Center. Appropriate professional staff will review and evaluate this documentation, establish confidential files, and provide the student with appropriate Accommodations Forms that the student will then present to the teaching faculty. Prior to the beginning of each semester students with disabilities must meet with the assistant director who oversees DSS to obtain the appropriate Accommodations Forms to present to the professors. Other campus departments will be notified, as necessary, of the needs for additional accommodations noted in the student's documentation. You can contact the Office of Disability Support Services at (516) 299-3057.

RESIDENCE LIFE POLICIES

ROOM SELECTION AND ASSIGNMENT POLICY

Only returning students that submit a housing application before May 1st will be guaranteed an assignment on the LIU Post campus. Priority for residence hall occupancy is given to all full-time undergraduate students. All residents must have clear accounts with the Bursar's Office.

Applications for the fall semester are accepted from off-campus students beginning February 1, and for the spring semester on October 1 of the fall semester. These assignments are made only after all returning resident students have been accommodated. Priority is based on the date of receipt of the application to the Office of Residence Life and deposit date to the Bursar. The University reserves the right to terminate this agreement and repossess the room(s) for failure to pay University fees, for violation of campus policy or when notified by the school that a resident has taken a leave of absence or withdrawal from the University.

For new students, all assignments will be based on the information that is supplied on the On-campus Housing Application. If you feel that there are qualities about you that will assist in the assignment process, please be sure to indicate those qualities on the application or on an attached document. New students who wish to live with another new resident student may make a request for a specific roommate on their housing application. These requests will be honored whenever possible, provided that the applications and deposits are received by Residence Life approximately the same time (we suggest students mail them together), and both applicants request each other as roommates on the housing application(s). LIU Post does not assign rooms or roommates on the basis of race, color, national origin, religious or sexual preference, or academic major.

Continuing students who live off-campus and who wish to live with another new resident student may make a request for a specific roommate on their housing application. These requests will be honored whenever possible, provided that the applications and deposits are received by Residence Life approximately the same time (we suggest students mail them together), and both applicants request each other as roommates on the housing application(s). LIU Post does not assign rooms or roommates on the basis of race, color, national origin, religious or sexual preference, or academic major.

The Office of Residence Life sets administrative procedures so that students can readily obtain campus housing when it is available. It is important that students check in, check out, and exchange rooms through established procedures so that an accurate list of vacancies can be maintained.

Returning students will have the opportunity, during the spring semester, to choose their room and roommate for the following academic year. All students who have a room assignment for the fall semester will automatically be given the same assignment in the spring.

Room Changes/Consolidation - will only be processed during periods specified by the Office of Residence Life, generally in the third week of each semester. No student may change his/her room assignment without authorization. Questions about keeping or changing a housing assignment, ask an RA, RHD, or Central Office Representative. The Office of Residence Life reserves the right to move students without notice at any time. Students living without a roommate or assigned to a space deemed temporary are subject to consolidation. Consolidation could include, but is not limited to students moving to another floor, wing, or building.

Students that plan to leave the campus between semesters for any reason (graduation, transfer, withdrawal, etc...) and wish to cancel the Housing Contract must notify the Office of Residence Life in writing. Cancellations processed after July 1 for the fall semester, or after January 1 for the spring semester, may be subject to additional charges.

Meal Plan - All resident students are required to participate in the University Meal Plan. If you do not select one, Plan #1 will be automatically billed to your Bursar account. *All students with 30 completed credits or less are required to select Plan 1.* Meal Plan balances are non-refundable and non-transferable from academic year to academic year. All meals and dining dollars must be used by the last day of final exams during the Spring semester. Meal Plan changes must be made in writing to the Office of Residence Life PRIOR to the start of the semester.

Please note: the University meal plan is not active during the Intersession, Winter Session, Summer Sessions or Break Period (including but not limited to Winter Recess). Students are expected to make arrangements for their meals. The Winnick Student Center is closed during these sessions or holidays.

Cancellation and Refunds- All cancellations and refunds must be requested in writing at the Office of Residence Life. The effective date of a student’s cancellation is the date on which the student: Cancels in writing at the Office Residence Life, vacates and removes all personal belongings from the room, and properly checks out with the Residence Hall Staff. The cancellation will not be considered effective until the 3 conditions are met. Once initiated at the Office of Residence Life, a refund will be processed at the Office of the Bursar in approximately 6 to 8 weeks. For the fall semester, no deposit refunds will be granted after July 1. For the spring semester, no deposit refunds will be granted after January 1. Any questions involving refunds should be directed to the Office of Residence Life or Bursar.

Any resident who fails to pay any fee or assessment as required for residency, including the required meal plan shall be subject to a minimum sanction of suspension from residence and a maximum sanction of expulsion from residence. In addition, he/she may be subject to general University regulations regarding non-payment of fees. Cancellation of the Housing agreement submitted after occupancy is eligible for refunds according to the refund schedule listed below.

<u>Withdrawals During</u>	<u>Fall/Spring</u>	<u>Summer</u>	<u>Withdrawals During</u>	<u>Fall/Spring</u>	<u>Summer</u>
1 st Calendar Week	90%	60%	3 rd Calendar Week	50%	No Refund
2 nd Calendar Week	75%	25%	4 th Calendar Week	No Refund	No Refund

Please note: There are **NO** refunds for Meal Plans once the semester begins.

Students who have delinquent accounts or other unpaid financial obligations due to the campus, or disciplinary (“D”) blocks, may not continue in residence until these matters are cleared. Students with unpaid accounts will be held liable for all additionally posted charges. These charges include but are not limited to the full amount for meal plan and housing charges. No refunds will be issued for any reason for campus meal plans with unused meals (including but not limited to, unused meals accumulated while student has outstanding Bursar bills.) Students who are suspended from housing due to student conduct related incidents are not eligible for refunds of any kind.

Early Occupancy Fee – Any student who arrives prior to the designated early move-in date will be charged a per diem fee, which will be added directly to the student’s Bursar account. All early arrivals must be pre-approved by the Residence Hall Director.

Checking Out - Information regarding building closing and check out procedures will be widely publicized prior to the end of each semester. Residents are responsible for knowing and adhering to these procedures. Any resident who leaves the residence halls and fails to check out through the established procedures of the Office of Residence Life may be subject to disciplinary action and an improper checkout fee.

Summer/Intersession Living - During break periods, when residence halls close, on-campus housing is available. Housing is only extended to students registered for session classes during that session; maintain an address outside of the United States, who works on campus, or given permission by the Office of Residence Life. Applications for Intersession periods become available 4-6 weeks prior to the break period. A separate application must be made for each session. Please note: Buildings used for each summer session vary, often necessitating a move-over between sessions by continuing residents. The buildings used for summer sessions may not be air-conditioned. In addition, the University meal plan is not active during the Intersession and Summer Sessions. Students are expected to make arrangements for their meals. The Winnick Student Center is closed during these sessions.

Any student who remains in his/her assigned room (or any other room) during a close-down period without having obtained written authorization from the Office of Residence Life is in violation of his/her Housing Contract, and will be subject to disciplinary action. Be sure to read and follow all special institutional memos distributed pertaining to closing/re-opening dates and vacation housing.

Please note that winter intersession and/or summer session residents are subject to a no tolerance policy for disciplinary violations; therefore a resident found responsible for any disciplinary violation may be subject to suspension from the residence halls.

POLICY REGARDING THE ROOMMATE BILL OF RIGHTS

The following "Bill of Rights" contains basic rights of roommates. As a resident, you have the right to:

1. Read, study, sleep and relax in your room without excessive interference.
2. Live in a clean and safe environment.
3. Have free access to your room and facilities.
4. Personal privacy in respect to self and belongings.
5. Host guests as long as all residence hall policies are followed. The host's roommate's rights must be respected.
6. Request a Residence Life staff member to assist you with any conflict or concern.
7. Have any disagreements be discussed in an atmosphere of openness and mutual respect.
8. Reasonable access to the room telephone and voicemail service, internet and television service.

Students alleged to be in violation of the above and/or any other campus policy will be subject to disciplinary action, including but not limited to immediate reassignment of all occupants of the room.

ROOM RESPONSIBILITY POLICY

During move in, all students must complete a room inventory. It is encouraged that all students review the inventory sheet and update it as necessary. If items become damaged during the year, students are responsible to contact appropriate building staff so that a work order can be produced. If damage is determined to be wear and tear, no bill will be issued. If not, students will be billed for repair or replacement. At the end of the housing agreement students must ensure that all items are in order and that all furniture is in the room and properly attached. A review of the Exit Inventory Form with the RA is recommended. Failure to properly check out will result in additionally posted fees.

The residence halls do not have storage space available for students' belongings. Therefore, residents are encouraged to coordinate with their roommate(s) and bring only those items to campus which are absolutely necessary, while sending luggage, extra clothing, boxes, etc. back home. Students are also responsible for all University issued furniture. Any items removed from the room will result in disciplinary action and a fine for replacement of the item.

Room Code - To retrieve a code from 9:00AM to 5:00PM during weekdays students should find an RA or RHD in the building. Otherwise report to the Office of Residence Life in Post Hall. The Central Office will not give any student a room code over the phone. From 5:00PM to 9:00AM during weekends and holidays the RA on duty can assist. A student that believes that someone has possession of another individually assigned room code, may have it changed after explaining to your RHD how a person, got the personally identifiable code. Disciplinary sanctions for sharing a code include, but are not limited to a charge of \$50.00 and an official disciplinary record being created.

Damage Billing - The furniture and facilities of the campus must be kept in good condition. No student shall engage in or permit the damage to, removal of, or unauthorized addition to any furnishings, equipment, or property belonging to the campus. Nor shall a student engage in or permit any alterations to the floors, walls, furnishings, ceilings, doors, or door locks. Charges for missing or damaged items will be assessed at replacement cost including any necessary labor.

Liability for Damages - Each person assigned residency in a residence hall will be held responsible both jointly and individually for any damage to his/her assigned room or furnishing contained therein and for any damages caused by a visitor. The campus shall not be liable for any damages to or loss of personal property in the common areas, outdoor areas, room(s), suite common areas or mailbox assigned to the student or other person. In the event that no persons can be found solely responsible for a common area charge, all students assigned to that area will be charged.

Multiple Liabilities - In the event that two or more persons occupy the same room or quarters, and it cannot be ascertained which of them is responsible for damage therein, the assessment shall be made against both (or all) equally.

Common Area Liability - Each student is, along with the other residents, jointly responsible for the proper use and care of the public areas of the residence hall (i.e.: bathroom, corridor, lounge, etc.). In situations involving damages or vandalism of a common area, unless an investigation by the Residence Life staff results in

documented proof identifying the responsible individuals, a group bill will be shared by all the students living in the suite, wing, floor, or building. Additionally, occurrences of common-area damages may result in the reassignment of some or all of the residents of that area and/or other disciplinary action.

The resident students' cooperation in the investigation of these incidents is essential if the Office of Residence Life is to avoid imposing group billings and/or disciplinary action. If proof can be obtained concerning the individual(s) responsible, group sanctions will be levied.

Smoking - All residence hall areas are smoke-free. Smoking will not be permitted in any residential areas, including but not limited to; student rooms, common areas, and all areas within 15 feet of a residential building.

Fire Safety – Students are required to abide by all campus fire safety procedures. Items that are deemed unsafe by New York State Fire Safety Personnel, appropriate campus administrator, and/or Residence Life representative may be confiscated without notice.

Appeals – Students are entitled to request an appeal for the result of an Administrative Hearing. Requests for appeals must be made in writing and received within three (3) business days for the date of receipt of the discipline letter. When a hearing is conducted by a Residence Hall Director; students that fail to make an appointment for or attend a scheduled Administrative Hearing, forfeit the right to appeal.

VISITATION POLICY

All guests must sign-in to the residence hall and present a valid photograph ID. Resident host must assume full responsibility for the guest's behavior and well-being. Hosts must accompany their guests at all times inside the residence hall building. No resident may sign in a guest who is not their own. Resident may not have more than one overnight guest at a time, and the guest may not stay longer than two (2) consecutive nights in any campus residence hall. Resident must have agreement of all roommates upon the presence of guest(s). Residents are not permitted to have infants or small children stay overnight in the residence halls. Residents are not permitted to have any overnight guests during final exam weeks or Senior Week. Resident may sign in a maximum of three (3) guests at any given time. This maximum is two (2) guests at any given time for residents of the South Residence Complex.

Guest Visitation – A "guest" is someone who is visiting a specific resident or has been allowed to visit a room or function by a resident, whether invited or uninvited. All guests must be over the age of eighteen (unless otherwise sanctioned by the University). Guests are not permitted to enter any residence hall unless: the guest has a valid photo ID; the guest has signed in with proper campus official; the guest is not suspected to be under the influence of alcohol and/or other drugs. Guests suspended and/or banned from a residence hall or involved in any policy violation are subject to suspension from LIU Post. Guest(s) previously trespassed from campus will be subject to criminal prosecution and/or arrest.

All guests/visitors who do not live on campus must sign in with a campus official in the lobby of the residence hall and will be required to produce picture identification (driver's license, passport, etc.) at the time of sign-in. Resident students wishing to visit a hall other than their assigned building must also produce identification to sign-in personnel.

Overnight guests are only permitted with permission from all roommates. No guest may reside in a hall/ room for more than two consecutive nights.

Students hosting a guest of any kind will be held fully responsible for the actions of that guest. It is the students' responsibility to educate the guest of the applicable university policies. Any persons on the LIU Post campus must present identification to campus official(s) upon request.

Holding gatherings of any kind in excess of eight (8) people in a residence hall room or sixteen (16) in a residence hall suite is prohibited.

Outside vendors, including but not limited to food delivery personnel, must be met outside of the residence hall entrance. Vendors of any kind are not permitted within the residence halls (unless otherwise sanctioned by the University).

POLICY FOR ROOM ENTRANCE BY LIU POST OFFICIALS

Students' rooms may be entered by at least two campus officials without prior consent given. Reasons for entering a student's room may include but are not limited to:

- Maintenance services necessary as mandated by the campus or at the request of the resident.

- Maintenance or health/safety inspections.
- Fire safety inspections.
- A facilities-related and/or health-related emergency.
- Fire alarm room inspection.
- Reasonable belief that a law and/or campus policy is being violated.

POLICY FOR FIRE SAFETY INSPECTIONS

Constant, irregular and unannounced safety inspections will be conducted each week. The inspection may be completed by the campus Fire Marshall, Residence Hall Director, and/or a Residence Life Staff Member. All residence hall rooms on the campus will be inspected throughout each semester. Rooms in violation will be re-inspected. The Office of Residence Life, in conjunction with Facilities will confiscate any and all material that is illegal in the student room. All residents of the room will be held accountable for the illegal material. Residents will be informed in writing of the violation and related fines and/or sanctions. Campus officials maintain the right to confiscate and destroy any illegal items found.

ENFORCEMENT POLICY

A resident with knowledge of a policy violation can be found responsible for the applicable violation. Upon being in the presence of a violation, a resident is expected to do one or more of the following:

1. Personally confront and stop the violation, if it is prudent and safe to do so;
2. Bring the violation to the awareness of a Residence Life staff member or the Department of Public Safety;
3. Leave the scene of the violation.

Any student who fails to satisfactorily complete a sanction shall be subject to disciplinary action under the Failure to Cooperate provision of the Student Code of Conduct. Failure to complete a sanction may result in suspension from residence and/or campus pending a hearing, suspension or expulsion from residence and/or the campus, and/or the placement of a "D" (Disciplinary) Block on the student's records, registration, and housing.

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

PET POLICY

Pets/animals of any kind including fish are not permitted. Service animals are excluded.

STUDENT HEALTH INSURANCE

University policy requires all resident students to have health insurance. All residents will be automatically billed for the university-sponsored health insurance plan on their bursar account. You have an opportunity to waive this charge by complying with the waiver procedures. If you wish to waive the charge, log into your MyLIU account at www.liu.edu and click on the "Student Health Insurance" link from the Student Center Home Page. If you do not waive coverage, you will be automatically enrolled in the University Health Insurance.

Long Island University has partnered with Aetna Student Health to develop a Benefit Plan that provides our students and families with more robust medical coverage at school, back home, and while traveling or studying abroad. This new Plan offers students and their dependents access to Aetna's nationwide network of doctors, hospitals, and pharmacies throughout the country, benefit maximums of \$50,000 per condition per policy year, no annual deductibles, and coverage for preexisting conditions.

Plan enhancements include:

- annual routine physical exams;
- expanded coverage for State mandated vaccinations, prescription drugs, emergency room, laboratory, surgical, and x-ray expenses; and
- travel assistance services with worldwide medical coverage while traveling or studying abroad.

Students can also buy into supplemental, add-on coverage that expands Benefit Plan maximums to \$250,000 per condition, per policy year, to cover catastrophic injury or illness, and to increase prescription drug benefits to \$2,000.

THEFT AND FIRE INSURANCE POLICY

The University will not be held liable for personal items lost by, theft, fire or water damage, breakage and vandalism. We recommend you register for Student Property Insurance (Registration materials are available in the Office of Residence Life).

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR POSTSECONDARY INSTITUTIONS

A. Students' Rights under FERPA - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the university 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 University 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 University 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 portion of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the Registrar, the official responsible for the student record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University 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. These exceptions include:

- (a) Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University 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 University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose disciplinary and ancillary records which are not part of the student's education record without consent to officials of another school when such officials have a legitimate educational interest in the behavior of the student

- (b) Disclosure to parents if the student is a dependent for tax purposes.
- (c) Disclosure to appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police, etc.) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
- (d) Information to a parent or legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the university has determined that the student

has committed a disciplinary violation with respect to the use or possession and the student is under the age of twenty-one at the time of the disclosure to the parent/guardian.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LIU Post 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, D.C. 20202-4605

B. Directory Information - Directory Information is a part of personally identifiable information that is considered not to be harmful to the student if released to a third party. The following items are designated "Directory Information" and may be released at the discretion of LIU Post unless a student files a request to prevent their disclosure:

- Name
- Dates of Attendance
- Enrollment Status
- Class
- Major
- Awards
- Honors
- Degrees conferred
- Past and present participation in officially recognized sports and non-curricular activities
- Physical factors (height, weight) of athletes
- Previous educational institutions most recently attended

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of such Directory Information. Long Island University will honor all requests to withhold Directory Information.

Students requesting the withholding of Directory Information must complete an "Authorization to Withhold Directory Information" form and return it to the Office of the Registrar or Office of Student Affairs.

This authorization is valid until a written request to rescind is received by the Office of the Registrar or the Office of Student Affairs.

C. Authorizing Parental Access – Under the Family Rights and Privacy Act, the rights afforded to parents regarding the ability to review their children's records, pass from the parent to the student upon the student's 18th birthday or when the student is enrolled in a college or university. Students wishing to allow their parents access to their student records must file the appropriate authorization available in the Registrar's Office.

D. Information including all request forms associated with information requested under the Family Education Rights and Privacy Act is available on the Registrar's website.

SEXUAL VIOLENCE/ASSAULT POLICY, PROCEDURES, AND INFORMATION

Sexual violence/assault is defined as: any sexual act directed against another person, forcibly, and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

The campus recognizes the serious physical and psychological impact of sexual violence/assault. It is one of the most frequently committed violent crimes in the United States – and one of the most unreported.

If attacked or confronted by an assailant, try to attract attention. Assess the situation: options are to fight, run, or reason with the assailant. Personal safety awareness programs and self-defense courses can help educate one as to how to respond appropriately in a sexual assault situation.

Acquaintance rape, sexual assault that occurs between people who know each other, is far more common on college campuses than stranger rape. Acquaintance rape is rape.

If you are sexually assaulted

1. Report the incident immediately.
2. Do not wash, shower, change clothes, or douche before calling or going for help.
3. All efforts should be made to preserve evidence. Do not touch any evidence of an attack or struggle even if the assault took place in your room or home.
4. Go to a safe place. Ask a friend to stay with you. Call Public Safety at (516) 299-2222.

If you feel you are the victim of a sexual violence/assault on campus, report the incident so that trained campus staff members can provide prompt and supportive assistance. Public Safety personnel will:

- Meet with you privately at a place of your choice to take a complaint report.
- Refuse to release your name to the public and the press.
- Treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
- Try to accommodate your wish to speak to either a male or female officer.
- Assist you in arranging for any hospital treatment or other medical care.
- Fully investigate your case along with local Law Enforcement. This may lead to the arrest and full prosecution of a suspect. You will be kept up to date on the progress of the investigation and prosecution.
- Continue to be available to answer your questions and explain systems and legal processes involved.
- Consider your case seriously regardless of your gender.
- Cooperate with Residence Life in changing academic and living arrangements precipitated by the offense if you request such action.

Procedures are in place for on-campus disciplinary action in cases of alleged sexual violence/assault. In such disciplinary actions the accuser and the accused: (1) are entitled to the same opportunities to have others present during the proceedings and (2) shall be informed of the outcome of the proceedings. Any individual found guilty of rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure is subject to sanctions up to and including expulsion from the University.

Sexual Violence/Assault Prevention

- Avoid working, studying, or being alone in buildings, residence halls, or isolated areas of the campus.
- Do not shower in a deserted gym or residence hall shower.
- Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double date or group activity.
- Avoid excessive use of alcohol, and do not use illicit drugs; they interfere with clear thinking and effective communication.
- Never leave beverages unattended or out of sight.
- Know your sexual desires and limits. Communicate them clearly.

If you find yourself in an unwanted sexual situation, be assertive. Just say no. If you are told no when you make sexual advances, accept it. No means no!

NYS Laws and Penalties Regarding Sex Offenses

NYS Penal Law:

DEFINITIONS INVOLVING LACK OF CONSENT: to charge any sex offense you MUST have "lack of consent."

- A) Mentally Defective: a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct.
- B) Mentally Incapacitated: a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
- C) Physically helpless: a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- D) Forcible compulsion: to compel by either (a) use of physical force; or (b) a threat, express or implied, which placed a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.

- E) Age: male/female less than 17 years of age is incapable of consenting to any act as per NYS Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a "statutory" offense.

Note: It is not a defense that the defendant did not know the age of the victim. A basic element of all sex offenses is the lack of consent. Without lack of consent there would be no sex offense.

RAPE

Rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person's consent. Rape may be committed in seven (7) ways:

1. Forcible compulsion.
2. Mentally Defective.
3. Mentally Incapacitated.
4. Person 21 years of age or older engages in sexual intercourse with another person who is less than seventeen (17) years of age (16, 15, or 14).
5. Person, age 18 years of age or older engages in sexual intercourse with another person who is less than 14 years old (14, 13, or 12).
6. The victim is physically helpless.
7. A male engages in intercourse with a female who is less than 11 years old (10 or less).

CRIMINAL SEXUAL ACT

Criminal Sexual Act is always a felony. A person is guilty of Criminal Sexual Act when that person engages in anal or oral sexual conduct with another person, forcibly, or said person is incapable of giving consent by reason of being physically helpless, or is incapable of giving consent due to aged as defined in the New York State Penal Law.

SEXUAL MISCONDUCT

Sexual misconduct is always a misdemeanor. A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in deviant sexual intercourse with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

SEXUAL ABUSE

Sexual abuse is either a felony or a misdemeanor. A person is guilty of sexual abuse when he or she subjects another person to sexual contact without the latter's consent. In addition to forcible compulsion or incapacity to consent, a person can be charged with sexual abuse in any case in which the victim does not expressly or implicitly acquiesce in the actor's conduct.

"Misdemeanor" means an offense, other than a "traffic infraction," for which a sentence to a term of imprisonment in excess of 15 days may be imposed, but for which a sentence to a term of imprisonment in excess of one year may not be imposed.

"Felony" means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.

"Crime" means a misdemeanor or a felony.

SEXUAL HARASSMENT POLICY

The University Officers share the universally held belief that a proper academic/employment environment cannot be maintained when members of our community are subject to sexual harassment; thus the Officers reaffirm the University's policy which strictly and absolutely forbids the sexual harassment of any student or employee. The Officers adopt the Equal Employment Opportunity Commission's (E.E.O.C.) definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's experience as a student (or employment)

- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic (work) performance or of creating an intimidating, hostile or offensive academic (working) environment.

The sexual harassment of students is unlawful pursuant to Title IX of the Education Act of 1972; similarly, sexual harassment of employees is unlawful pursuant to Title VII of the Civil Rights Act of 1964. The sexual harassment of either group is also unlawful pursuant to New York State law. Persons who violate these governmental prohibitions regarding sexual harassment shall be subject, as an individual, not only to any penalties attached thereto, but also to appropriate University-imposed sanctions.

Students who wish to file a complaint alleging sexual harassment may do so by contacting: The Provost of LIU Post, the Assistant Provost for Student Affairs, other Student Affairs directors or the Academic Dean of the discipline in which the student has his/her primary academic affiliation. The choice of the appropriate avenue of complaint is at the discretion of the student.

SMOKING POLICY

No person shall be permitted to smoke or carry a lighted cigar, cigarette, pipe or any other form of smoking object or service in any public building on the campus. This includes not only classrooms, but also hallways, entry foyers and all offices (including - but not limited to - faculty offices), smoke free residence hall buildings, wings, floors, and rooms. Additionally no person may maintain smoking devices, including, but not limited to, hookahs, bongos, and pipes. There shall be no exceptions to the foregoing. Those found to be in violation of these rules will be subject to all penalties as provided by law and will be reported to their respective supervisors, or to the Office of Student Affairs in the case of student violators, for appropriate discipline.

PUBLIC SAFETY

Public Safety is concerned with the welfare and safety of all members of the campus community and their guests. The Department serves the campus 24 hours a day, 7 days a week year-round and may be reached by dialing (516) 299-2214 or (516) 299-2222 for emergencies, or Public Safety may be reached from one of the many "blue-light" emergency phones located strategically throughout the campus. Public Safety Officers are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act. The activities of the Department are enhanced by its close relationship with the Old Brookville, Old Westbury, and Nassau County Police Departments. The Department of Public Safety is located in the Facilities Services building at the northeast corner of the campus.

ANNUAL SECURITY REPORT

A copy of the LIU Post's annual security report includes statistics for the previous three years concerning reported crimes that occurred on the campus; in certain off-campus buildings or property owned by or controlled by LIU Post; and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of the annual security report by contacting: Public Safety, LIU Post, 720 Northern Blvd., Brookville, NY 11548 or by accessing the following website: www.liu.edu/cwpost/studentlife/public-safety.aspx. Further information on campus crime statistics can be accessed through the Department of Education's web site at <http://nces.ed.gov/surveys/peqis/publications/97402/4.asp>.

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

You can obtain a copy of the "Annual Security and Fire Safety Report 2010" by contacting Public Safety or by accessing the following website: www.cwpost.liunet.edu/cwis/stuact/secure/index.html.

GENERAL SAFETY TIPS

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the Department of Public Safety at ext. 2222.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
- Avoid walking alone at night: walk with a group, use the campus shuttle bus, or contact the Escort Service. If you must walk alone, please make sure to use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Keep your ROOM AND VEHICLE doors locked, and do not prop residence hall doors open. This is an invitation for trouble.
- Report all maintenance problems (broken doors, window locks, etc.) to Residence Life immediately.
- Identify your valuables – record serial numbers of TVs, computers, etc. or engrave them.
- Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended even for brief periods of time.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Be aware of campus and local crime trends. You are your best protection – educate yourself.
- Shades and curtains should be drawn to prevent potential criminals from looking into your room.
- Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
- TRUST YOUR INSTINCTS.....if someone does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Department of Public Safety.

Note: You can obtain a copy of the "emergency and Safety Procedures Guide" by contacting Public Safety or by accessing the following website: www.post.liu.net.edu/cwis/stuact/secure/index.html.

VEHICLE REGULATIONS

PARKING AND USE OF VEHICLES ON LIU POST IS AT YOUR OWN RISK

TRAFFIC SAFETY

In an effort to provide the highest level of safety and security within the campus community, members' cooperation is needed when parking their vehicles. Park only in those areas authorized. In addition, members' vehicles must be parked only in designated parking stalls within their prescribed areas. Failure to do so could hinder access and delay response of emergency vehicles (ambulances, police, fire, etc.) to potentially critical situations. All vehicles parking on campus must be registered with the Department of Public Safety. Campus members' vehicles can be registered at the Department of Public Safety office free of charge at anytime. The department will also provide members with a campus map indicating all parking areas and the location of the blue light emergency phones, as well as a complete copy of our Vehicle Regulations. In addition, while traversing the campus roadways and parking areas, members are urged to exercise due care in the operation of their vehicles, paying particular attention to posted speed limits and other traffic control devices. Voluntary compliance of the following regulations will help to ensure a more orderly and safe environment for the entire campus community.

CAMPUS SPEED LIMIT – The maximum speed permitted on the campus is 25 miles per hour.

GENERAL – All persons who use the LIU Post campus parking areas must recognize the problems involved in the control and supervision of these areas. The rules and regulations listed below have been designed to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with these regulations and is reminded that the use of these parking areas is a privilege and not a right. The following regulations are in effect at all times.

SUMMONS OPERATION – The summons operation of the Department of Public Safety is computerized. All summonses issued to vehicles without valid LIU Post parking permits will be checked through the New York State Department of Motor Vehicles.

PARKING AREAS – A legal parking space consists of two parallel lines.

SPECIAL PARKING PRIVILEGES – Certain parking areas, due to size limitations, are specifically reserved for faculty, staff, visitors, and individuals with disabilities. Each of these areas is clearly posted.

An individual with disabilities is entitled to barrier-free access as specified in Section 504 of the Rehabilitation Act of 1973, he or she must display a valid New York State, County or Town Handicapped Permit in order to park in designated handicapped parking zones. In addition, such vehicles require a student or staff/faculty campus parking permit which may be obtained at the Public Safety Dispatcher Desk as indicated below.

Students with medically verifiable disabilities, the nature of which do not qualify for handicapped parking privileges, may apply for a Special Parking permit at the Student Health and Counseling Center. This temporary pass is valid in staff/faculty parking areas only, and NOT in handicapped zones.

PROHIBITED PARKING

Public Safety officers will identify for towing any car illegally parked in a parking space designated for individuals with disabilities, either on the LIU Post campus or at University Center. Cars will be towed by Charles Schmidt & Sons (1061 Northern Blvd., Roslyn, 516-627-7630) at the owner's expense. Towing fees are at a minimum of \$120, but are solely determined by Charles Schmidt & Sons, and subject to change at any time. Violators also will be responsible for the ticketing fine issued by Public Safety.

Parking spaces designated for individuals with disabilities may **only** be used by those who have been legally issued disability permits or plates. **Use of a disability permit issued to another individual (related or otherwise) is illegal when that person is not actually present and in or using the vehicle.**

Vehicles not properly displaying a legally-issued disability permit or plates will be subject to towing.

Vehicles displaying disability permits or plates belonging to individuals not present on campus, or not in or using the vehicle carrying the permit, will be subject to towing.

Please note that vehicles are prohibited from parking in the blue-striped areas next to parking spaces designated for individuals with disabilities. These areas allow access by those who use wheelchairs and/or specially equipped vehicles. Some parking spaces for individuals with disabilities are specifically designated for use by vans equipped with wheelchair lifts. Vehicles with legally-issued disability permits or plates that are **not** equipped with wheelchair lifts should park in other parking spaces designated for individuals with disabilities.

All faculty, staff and students with disabilities are encouraged to register with Public Safety. Registration will enable the University to monitor when and where additional disability spaces may be needed and help prevent the illegal use of permits "borrowed" from others.

For further information, or to report abuse of disability parking spaces, call (516) 299-2214.

In order to prevent potentially hazardous situations, parking is never permitted on roadways, walkways, in fire lanes, loading zones, bus stops, access roads and lanes within parking lots, etc. (whether or not there are posted signs and/or other designated markings).

REGISTRATION OF VEHICLES AND PARKING PERMITS – All motor vehicles and motorcycles that are owned and/or operated by members of the LIU Post community are required to be registered with the Department of Public Safety. There is no charge for this service. All motor vehicles without a properly affixed parking permit will be summonsed.

Parking permits will be affixed to the left (driver's) side of the front and rear bumpers. Vehicle registration makes it possible for Public Safety to contact you in case of an emergency.

Violations – Vehicles parked or operating in violation of any of the following regulations will be subject to summoning and/or towing. Violators are responsible for all associated fees.

1. No parking permit/improperly affixed permit
2. Parked in a reserved area or space

3. Parked outside of lines
4. Disregarding a stop sign
5. Disregarding a traffic control device
6. Excessive speed
7. Obstructing traffic
8. Parked in front of a closed gate or barricade
9. Driving or parked on grass or dirt areas
10. Parked in/blocking tow away area
11. Parked in/blocking roadways
12. Parked in/blocking walkways
13. Parked in/blocking loading zone
14. Parked in/blocking bus stop
15. Blocking other vehicles
16. Parked in/blocking access roads, driveways and lanes within parking lots
17. Parked in fire lane
18. Parked within 15 feet of a fire hydrant
19. Parked in a handicapped area without a permit

PAYMENT OF FINES AND FILING OF APPEALS – Fines must be paid in person at the Bursar’s Office or by mail. An appeal can be filed at the Department of Public Safety within ten (10) days of the date of the summons. The procedure for payment of fines is indicated on the reverse side of the traffic summons.

NON-PAYMENT OF FINES – Failure to pay fine(s) will result in a block, which will prevent the student from registering, obtaining transcripts or receiving his/her diploma until all fines are paid in full. Further administrative action may also result from non-payment of summons fines.

PARKING SUMMONS APPEAL PROCESS –

1. An Appeal to a Summons will not be considered until the vehicle owner registers his or her car with the LIU Post Department of Public Safety. The only exception to this would be a visitor to campus.
2. In order to appeal a parking summons, the student may elect to first contact the Parking Summons Coordinator at (516) 299-2215 within ten (10) business days of the date on the ticket in question to schedule an initial hearing.
3. If a student accepts the decision of the Parking Summons Coordinator in the initial hearing, this decision is considered final and is not subject to further appeal. The student will sign a form accepting the terms of this agreement with the Parking Summons Coordinator.

BREAKDOWN PROCEDURE – You must notify the Department of Public Safety if you leave your car in a restricted area if it is disabled. You must also display a note on your windshield explaining your trouble. You may be required to verify that repairs were necessary by submitting a bill.

Vehicle regulations apply to motorcycles as well as all other motor vehicles.

For further information, or for a copy of the brochure, contact the Department of Public Safety at (516) 299-2214, or access the Public Safety Web site at www.liu.edu/post/studentlife/public-safety.aspx.

ALMA MATER

"When Evening Falls"

Mates-Wolpe

Verse

When ev'ning falls,
And Campus sounds are stilled;
Then mem're calls
And all our hearts are filled
With love for Post, so dear,
And dreams we dreamed while here.

Chorus

The years pass quickly by,
And steal our youth and hopes,
But even time will die (and beauty fly)
Ere we forget our Post.

Verse

When shadows lean
Across old College Hall,
And friends once seen
Are dim beyond recall,
The thought of Post will rise,
A star that never dies.