

WELCOME FROM THE DEAN OF CAMPUS LIFE

Dear Wagner Student,

Welcome to a new year at Wagner College! Together, the students, faculty, and staff form the campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interactions between all individuals, regardless of gender, ethnic or religious background, sexual orientation, or ability.

Accordingly, we expect that the members of the campus community work to develop and maintain a high degree of respect and civility for the wealth of diversity on and around the campus. To ensure that this expectation is met, the College's policies have been designed to promote respect and civility.

Everyone is expected to conduct themselves in a manner that fosters mutual respect among all members of the campus community. Violations of College policy will be addressed as outlined in this handbook. With your rights as a student, you also have responsibilities.

We have designed this handbook for you. It contains detailed information to make your time at Wagner safe, smooth, and successful; it also includes calendar pages to help you plan for an effective academic year. Some of the information contained within will make your time here easier; other information you are responsible for knowing because it represents behavioral guidelines that we expect of you as a member of our community. The policies included in this handbook supersede all previously published policies.

Please note that specific information about academic policies, the curriculum, and majors is published in the Wagner College Undergraduate Bulletin. The Undergraduate Bulletin should be considered the primary source for academic questions.

It is your responsibility to know the material in this handbook. In addition, students are expected to comply with all College employees as they implement and enforce the policies stated in this handbook. In case of a violation, ignorance of regulations is not an acceptable excuse. Consult this handbook and the Undergraduate Bulletin for answers to your questions. If you are unclear about something, ask someone! Your faculty advisor and resident assistant are excellent resources for you.

In addition, all of us in the Dean of Campus Life Office in Union 221 are available to meet with you to address any questions, concerns, or ideas you may have. Any updates to this publication will be posted on the Dean of Campus Life website and e-mails to stu-

dents will be sent to notify them of changes. Best wishes for a productive and creative year!

Sincerely,

Ruta Shah-Gordon

Dean of Campus Life

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Dear Wagner Student,

Welcome to Wagner College! I hope you all had a relaxing and well-deserved vacation. As we begin another year, the Student Government Association is very happy to be able to give these planners and handbooks to new students. Take advantage of this book, as well as all the great opportunities Wagner gives you. I can't think of another campus that offers so much to its students and is just 25 minutes from the greatest city in the world!

The Student Government Association (SGA) works hard to advocate for and assist students through their time at Wagner. It acts as the main liaison between students and administration, faculty, and staff. We provide a valuable resource to answer any questions or concerns you may have, as well as connect to the proper channels to administration.

SGA is the student-run governance structure that oversees all organizations on the campus including academic clubs, specialized groups, honor societies, student publications, and all fraternities and sororities. From the Society of Arts Administration Students (SAAS) to Greek Life to Shakespeare Society, we have many different interests covered. You can view a list of these clubs and organizations online; if you do not see a club that interests you, remember that you can easily create a new one! Our goal is to assist and add to our diverse society of students that comprise the Wagner Community.

Please use this Student Planner and Handbook as a tool to educate yourself on what is expected of you as a Wagner Student in regards to policies and procedures. By knowing this information, we can work together to improve our campus. Resolutions from the SGA Senate will not be nearly as effective without the support of the student body. We ask you to unite with SGA to work with our administration regarding student issues in order to enhance all of our futures here at Wagner.

If you have any questions about either this handbook or SGA, please feel free to contact us at any time. You can stop by our office in Room 211 of the Student Union, located above the Dining Hall, at the base of the main stairs. Also, feel free to call (718-390-3276) or email (sga@wagner.edu) to contact Student Government directly with any questions, concerns, or suggestions. Our door is always open, and we love hearing

from students about what's going on around campus and as well as their concerns.

Take advantage of every opportunity you are presented, keep an ear out for the amazing events we have planned, and have a great year!

All the very best,

Michael Pinto

President

Student Government Association

ABOUT WAGNER COLLEGE

HISTORY OF WAGNER COLLEGE

The history of Wagner College begins over one hundred years ago, in 1883, with the founding of the Lutheran Proseminary of Rochester (N.Y.). With just six students, the school began its mission of training future Lutheran ministers. Wagner received the name it bears today shortly after its founding. A gift of \$12,000 for a new campus from J. George Wagner Jr. and his wife led the board of trustees to rename the school in memory of their son, J. George Wagner III, who had dreamed of becoming a minister until his death at age 19.

As the school grew in reputation and size, the New York Ministerium, in control of Wagner since 1888, recognized the need to find a new home for the institution and placed the Rev. Dr. Frederic Sutter, one of Wagner's early graduates, in charge of the relocation. Rev. Sutter, a lifelong supporter of Wagner College, was then in the process of establishing his own ministry on Staten Island. Through his efforts, Wagner College relocated to Grymes Hill on Staten Island in 1918. Rev. Sutter could not have chosen a more beautiful site for this new beginning. The college found its new home on the site of the 38-acre former estate of Sir Edward Cunard, of the shipping and cruise line. This breathtaking site overlooks the New York Harbor, Manhattan and the Atlantic Ocean, an ideal location for the start of Wagner's modern history.

Modern History

With Wagner's move to Staten Island, came a new era in the history of the College. Wagner College became well-known for its liberal arts curriculum and, as a result, grew in enrollment. Construction of a new dorm began in 1922, followed by an academic building in 1928 to accommodate this growth, providing residence, laboratory and classroom space for these new students. Main Hall remains today Wagner's most picturesque building. The lawn in front of Main Hall was christened Sutter Oval in gratitude for Rev. Sutter's important contributions to the college. Sutter Gymnasium (now part of the recently expanded Spiro Sports Center) was built next to Main Hall in 1951.

The college community grew again in 1933 when women were first admitted to Wagner. By this time, Wagner had become a well-established institution on Staten Island, and deservedly gained a reputation as such. During the 1940s, another of Staten Island's famous residents distinguished the college with a gift. A well-known poet, Edwin Markham (made famous worldwide for his "Man With the Hoe"), willed his entire library of over 10,000 volumes to Wagner. This collection is housed today as part of Wagner's

permanent collection in Reynolds House and attests to the life and skill of this great poet and life-long resident of Staten Island.

Over the next three decades, Wagner embarked on an aggressive building campaign to keep pace with the growth of its academic reputation and enrollment. Wagner's three residence halls — Guild, Harbor View and Towers — now house students from 40 states and 15 foreign countries. Megerle Hall and Spiro Communications Center house science and computer labs and one of only three planetariums in New York City open to the public. Our nationally recognized theater program showcases the talents of Wagner's students in the auditorium in Main Hall and our new studio theater. Wagner's Division I athletic program highlights our students' achievements in 20 sports. Wagner's most recent additions, the 93,000-square-foot Spiro Sports Center and the new football stadium, continue to attract the community, alumni and friends of the college to the campus.

In fall 1998, Wagner instituted a new curriculum, the Wagner Plan for the Practical Liberal Arts, and the latest piece of Wagner's history began. This newest addition to the liberal arts core curriculum is designed to enhance our academic program by combining practical experience with classroom learning. We call this program "learning by doing." Our curriculum has already brought Wagner much attention and has been cited by the American Association of Colleges and Universities as a national case study exemplar.

Today nearly 2,300 students in over 30 academic programs and four graduate departments form the Wagner community. Wagner is ranked by U.S. News & World Report on the Top 25 list of Northern Master's Universities, continuing its tradition of academic excellence into the next century. In 2005 Wagner College was ranked "Most Beautiful Campus in America" in a Princeton Review survey. In 2005, Wagner College was awarded the prestigious Hesburgh Award by TIAA-CREF in recognition of its innovative first-year program.

Numerous other citations and awards have been presented to Wagner College for its outstanding curriculum, superb campus and strategic location. The college's signature is its close integration of "learning and location," connecting classroom lectures and texts with field experiences throughout New York City.

The college's first headmasters were called "housefathers." The housefathers were: George Seel (1883-84), P. Koennemann (1884), F.W. Kammerer (1884-85) and C.G. Schneider (1885). In 1885, the college gave its headmaster the title of "director," consistent with its German-language curriculum. The directors were: Paul Emil Kellner (1885-87), Joseph Rechsteiner (1887-89), Jacob Steinhäuser (1889-94), John Nicum (1894-1902), Joseph Rechsteiner (1903-04), Hermann D. Kraeling (1904-14) and John A.W. Kirsch (1914-18). With the move from Rochester, N.Y. to Staten Island, the college began calling its chief executive officer "president." The presidents of Wagner College have been: Adolf Henry Holthusen (1918-25), Frederic Sutter (acting, 1925-27), Charles F. Dapp (1927-1930), Frederic Sutter (acting, 1930-31), Herman Brezing (1931-34), Frederic Sutter (acting, 1934-35),

Clarence Charles Stoughton, M.A., LL.D., Litt.D. (1935–1945); Walter Consuelo Langsam, Ph.D., LL.D., Litt.D. (1945–1952); David Marion Delo, Ph.D., Sc.D., LL.D., (1952–1958); Richard Heathcote Heindel, Ph.D, Litt.D (1958–1961); Arthur Ole Davidson, Ed.D., LL.D. (1961–1975); John Satterfield, Ph.D. (1975–1981); Sam Hager Frank, Ph.D. (1981–1987); Norman R. Smith, Ed.D. (1988–2002); Richard Guarasci, Ph.D. (2002–present).

Grymes Hill History

Wagner College is intimately connected to Grymes Hill, the community to which it belongs today, and its history is tied to that of the borough of Staten Island and the city of New York. Staten Island has always played an important role in the history of the New York Harbor. Looking out over the harbor of New York from Grymes Hill today, it is easy to imagine why so many of New York's wealthiest families chose this location on which to build their estates and country homes. As Sir Edward Cunard sat on the front porch of his mansion (Wagner's Cunard Hall) looking out over the harbor, he must have recognized the perfect symmetry of this area for his family. Cunard literally "watched his ships come in" every day from his magnificent mansion, which served in the late nineteenth century as one of the social centers for the Staten Island elite.

Other prominent families resided on Grymes Hill during its history. Cornelius Vanderbilt started out on Staten Island; in fact, Wagner's current 105-acre campus encompasses 16 acres of the former Vanderbilt estate. The Horrmann family, owners of a large brewery and one of the brewer baron families on Staten Island, also built an estate on Grymes Hill, which became known as the Horrmann Castle (Wagner's Horrmann Library reflects the importance of this family to the area). For many years, this huge landmark stood as a testament to the wealth and extravagance of these earlier elite residents of Grymes Hill. And in fact, Grymes Hill derives its name from the first of these residents to settle here, Suzette Grymes, who called her mansion Capo di Monte and who built two great homes for her son and daughter along Howard Avenue.

The Grymes Hill of today retains much of the character of this earlier time. The beauty of the views has not diminished over the decades, and visitors to Wagner College today marvel at the sweeping views of the New York Harbor that greet them as they enter the campus. The New York Harbor today is filled with the same multitude of activity that characterized it in the nineteenth century. Many of the large houses that were built in the early part of the twentieth century remain along Howard Avenue, and many more great homes have been added. Wagner College has helped to maintain the open character of the Hill; its 105 acres provide the neighborhood with open green areas that are sometimes difficult to find in New York City. Wagner's historic buildings blend seamlessly into this beautiful area. As visitors walk around the campus today, it is easy for them to see that many of Sir Edward Cunard's reasons for settling here still exist. Grymes Hill remains today one of the most breathtaking neighborhoods of New York City.

WAGNER COLLEGE MISSION STATEMENT

Wagner College prepares students for life, as well as for careers, by emphasizing scholarship, achievement, leadership, and citizenship. Wagner offers a comprehensive educational program that is anchored in the liberal arts, experiential and co-curricular learning, interculturalism, interdisciplinary studies, and service to society, and that is cultivated by a faculty dedicated to promoting individual expression, reflective practice, and integrative learning.

THE WAGNER PLAN

Wagner, a small residential college, is strongly committed to undergraduate education, an education that emphasizes the classical and contemporary liberal arts curriculum; an education, moreover, that integrates a variety of disciplines with a challenging core of foundation courses. The liberal arts core prepares students for careers in the natural

sciences, social sciences, humanities, and the arts as well as in business, education, law, and the health professions. The core promotes inquiry, critical thinking and analytical skills, heightens cultural awareness, emphasizes writing and computer skills, and fosters individual expression and intellectual independence. It serves as a bridge to the student's major, broadens the student's perspectives, and brings students and faculty into dialogue with the larger intellectual and professional communities inside and outside the College.

Wagner is strongly committed to pragmatic liberal education, a plan of education that provides undergraduates from the beginning of college life with an intellectually rich and varied academic experience. This plan is fueled by a distinguished faculty dedicated to scholarly pursuits as well as to excellence in teaching. The Wagner Plan provides methodologies and pathways for intellectual inquiry. The courses in natural science enable students to gain a sound understanding of scientific inquiry, a mode of inquiry that includes quantitative and analytical research methods and technology as well as the mathematical mode of expression used to explain natural phenomena. The courses in social sciences foster a clear understanding of the nature of the individual and society, the dynamics of societies, their issues and values as well as the ways socio-cultural values and beliefs influence the behavior of individuals and groups. Intercultural courses facilitate an understanding and appreciation of a wide range of peoples, ethnicities, and customs, their cultural origins and values, diversity, the social structures within their cultures, and the interconnections among cultures in the global community.

Sensitivity to the human condition is stimulated through study, analysis and creative expression in literature as well as in the visual and performing arts. The courses in the humanities explore not only historical, literary, and philosophical contexts for the study of Western and non-Western intellectual traditions, but also the role of ethical, spiritual, and religious principles in those traditions. Knowledge of these principles assists students in making significant choices and forming ethical values, and they impart a sense of social responsibility within a changing world of diverse cultures and peoples.

The Wagner Plan's novel approach emphasizes both traditionally structured modes of learning and experiential learning ("field-based" learning, or "learning by doing"). Students participate in at least three learning communities, of which two include fieldwork, research and/or an internship in an organization, usually in New York City or the surrounding area. The first-year learning community includes a field-based experience that is thematically linked to two introductory, liberal arts courses and a *Reflective Tutorial*. The fourth-year learning community, which is in the student's major, consists of a capstone course in the discipline, a substantial internship or research experience, and a major paper or presentation in the senior *Reflective Tutorial*. The second-year learning community, which consists of two thematically linked disciplinary courses, serves as an important bridge between the first and fourth year learning communities. The three learning communities individually and collectively challenge students to relate academic learning to the wider world, to social issues, and to their own individual experiences.

Committed to the ideals of the Wagner Plan, the Division of Graduate Studies offers select high-quality graduate programs designed to prepare students for advancement and leadership in their professions. The graduate programs are committed to providing a student-centered learning environment that emphasizes applied experience, intellectual discourse, and critical reflection. The graduate programs also link theory with practice. Wagner seeks to create a culturally and socially diverse community for its students, faculty, and staff. Its academic enrichment programs, student organizations, and athletic

programs bring the College's diverse community into conversations with each other as well as with the larger intellectual and cultural communities of Staten Island and the greater metropolitan New York area. These conversations are enabled by close interaction among faculty, students, and staff on the College's idyllic residential campus.

Wagner College, in sum, provides a multifaceted liberal education in a distinctive educational setting in which students are prepared for life as well as for careers within the global community.

DIVISION OF CAMPUS LIFE MISSION STATEMENT

Campus Life is committed to facilitating and supporting student learning in all aspects of their Wagner College education, both in and out of the traditional classroom setting. The Campus Life mission is to encourage active participation in the Wagner, New York City, and global communities in addition to encouraging responsible and accountable leadership, creating an inclusive and respectful campus culture.

The following goals are grounded in student development theory and support the overall missions of Campus Life and Wagner College.

- To provide a safe, healthy, and sustainable environment that is conducive to learning.
- To provide and support programs, opportunities, and resources for personal, social, spiritual, leadership and intellectual development.
- To create partnerships between faculty, students, staff, administration, parents, and alumni.
- To develop partnerships with Staten Island, New York City, and global entities in order to enhance opportunities for student learning and involvement.
- To promote personal and social responsibility, accountability, and citizenship.
- To promote a campus climate that values and encourages diversity through safe and open dialogues, intercultural workshops, training and programs.
- To measure student learning outcomes of co-curricular experiences through assessment.
- To utilize technology to improve the overall student experience.

STUDENT RESOURCES & CAMPUS INFORMATION

ACADEMIC AND CAREER DEVELOPMENT

Location: Union - 3rd Floor Phone Number: 718-390-3181

<http://www.wagner.edu/cacd/>

The Center for Academic and Career Development (CACD) offers a comprehensive array of resources and services for undergraduate and graduate students, alumni, faculty, and employers. Students find their own answers to the question, "What's Your Wagner Plan?" as they follow a 4-step process of self-inquiry, major and career exploration, reflection and decision making, and strategic action – either job search or graduate school pursuit. Services offered to all students include academic advising, career counseling, resume and cover letter preparation, interview skill preparation, evaluation of employment objectives, and assistance in planning internship and job search strategies.

Academic Advising. Students receive help in planning their course schedule and meeting degree requirements from three sources: first-year faculty advisor, departmental advising,

and advisors in the Center for Academic and Career Development (CACD). For first-year students, their Reflective Tutorial (RFT) professor is their faculty advisor. This advisor assists in exploring academic interests, and in developing a sound, manageable schedule of courses. Departmental advising is provided for all students who have formally declared their major. Faculty advisors in the major are assigned by the academic department's chairperson. The Center for Academic and Career Development (CACD) provides advisement for students who have not yet formally declared a major. *The Center provides academic support services for ALL students.* Specific support programs are designed for at-risk and probationary students, student-athletes, students with disabilities, and international students. Ultimately, it is each student's responsibility to fulfill the requirements and monitor his/her own progress. Each student should work closely with his/her faculty advisor to discuss progress toward his/her degree.

Career Development. When it comes to careers, Wagner College students have an edge over graduates from most other colleges, in that the Wagner curriculum incorporates off-campus experience with in-classroom learning. Students are encouraged to pursue internships beyond the experiential component of their Senior Learning Community, and to start the career exploration process early. Resources of the CACD include major and career-related materials such as job descriptions, job and internship listings, employer literature, computer access for resume preparation and Internet use, and a wide variety of printed and online materials. See the CACD web site for more information.

ATHLETICS

Location: Spiro Sports Center Phone Number: 718-390-3209

www.wagnerathletics.com.

Wagner College offers a NCAA Division I athletics program and encourages student participation in organized Intramural, Spirit Teams and Club Ice Hockey. The following Varsity sports compete in the Northeast Conference (NEC) Baseball, Men's and Women's Basketball, Football, Men's and Women's Golf, Men's and Women's Cross-Country/Indoor/Outdoor Track & Field, Women's Lacrosse, Men's and Women's Tennis, Women's Soccer, Softball and Women's Swimming, while Men's Lacrosse and Women's Water Polo compete in the Metro Atlantic Athletic Conference (MAAC). The Athletics Department sponsors a variety of Intramural events, Spirit Teams (Cheerleading, Dance and Pep Band) and Club Ice Hockey. Please contact 718-390-3433 for more information or go to the Athletics webpage at www.wagnerathletics.com.

BANKING AND CASHIER SERVICE AVAILABLE TO STUDENTS

Location: Cunard – 1st Floor Phone Number: 718-390-3112

A student check cashing service is provided at the Business Office Cashiers/Student Accounts window located on the first floor of Cunard Hall. It is open from 9:00 a.m. to 4:00 p.m., Monday to Friday. The service has a daily limit of \$50 on the cashing of personal checks. Larger personal checks must first be deposited and, after clearance, withdrawal of moneys will be approved. In addition, there is an **Automatic Teller Machine (ATM) located in the Wagner Union.** Access to this machine will be during the regular hours when the Wagner Union is open. An **ATM is also available for student use in the Harborview Hall lobby.** For more extensive banking needs, a local bank offers free checking and ATM privileges to Wagner students and is within walking distance (Rich-

mond County Savings Bank, a division of New York Community Bank, 1270 Clove Road, Staten Island, NY 10301, telephone: 718-569-3160). There are also several other banks conveniently located off campus.

BOOKSTORE

Location: Union – 3rd Floor Phone Number: 718-390-3252

<http://wagner.bncollege.com>

The Wagner College Bookstore, located in the Wagner Union, sells new and used textbooks, reference and general books, school and stationery supplies, office supplies, health and beauty aids, imprinted clothing, gifts, and ceramic items. Computer software is also available, at an academic discount. The College Bookstore is open during the semester, Monday through Thursday 8:30 a.m. to 6:00 p.m., Friday 8:30 a.m. to 4:00 p.m., and on Saturday from

11:00 a.m. to 2:00 p.m. Extended hours are offered at the

beginning of each term. Summer hours are 8:30 a.m. to 4:30 p.m. Monday through Thursday.

CAMPUS JOBS

Location: Cunard – 2nd Fl. Phone Number: 718-390-3183

www.wagner.edu/financial_aid/employment

Students interested in the Student Employment Program should contact the Office of Financial Aid as soon as possible since placement is on a first-come, first-serve basis with priority placement given to Federal College Work Study students. Information about the Student Employment Program may be found at www.wagner.edu/financial_aid/employment. All job-related questions should be directed to members of the Office of Financial Aid at 718-390-3183.

CENTER FOR INTERCULTURAL ADVANCEMENT

Location: Union 202, Phone Number: 718-420-4532

www.wagner.edu/departments/internationalization/cia

The Center for Intercultural Advancement supports and promotes Wager College's mission statement by creating opportunities for social justice dialogues, learning about different cultures, and assisting with the strategic initiatives to internationalize and diversify the campus. The Center serves as a resource where a student can find information and/or books about internationalization and diversity; a gathering location for formal and informal dialogues; and advising on studying abroad whether through Expanding Your Horizons (EYH) programs or semester long opportunities. In addition, the Center houses many different organizations, including the Diversity Action Council (DAC) and the Internalization Action Council (IAC). The hours of operation are Monday through Thursday, 9:00 a.m. – 4:00 p.m. For more information about the Center for Intercultural Advancement please visit us on the web at: www.wagner.edu/departments/internationalization/cia or e-mail us at: intercultural.advancement@wagner.edu.

Services specifically for students studying from abroad are available through the International Student Advisor (see International Student Services).

CHAPLAIN

Location: Kairos House: Phone Number 718-390-3461

The Chaplain of the College oversees and coordinates most religious activities on campus. Many religious activities take place in Kairos House, where the Chaplain's office and Knubel Chapel are located. There is a weekly Wednesday evening Lutheran Eucharist and a Sunday Roman Catholic Mass. Please call extension x3461 for exact times. Other services are also offered as requested. Periodic ecumenical services are scheduled to celebrate such occasions as Thanksgiving, All Saints Day, Passover and Ash Wednesday. Students of all faiths are welcomed to participate in religious and spiritual services of their choice and are welcomed to communicate their specific needs to the Chaplain's Office in Kairos House. Please check the Wagner web site for updates: www.wagner.edu/campus_life/ministry

THE COFFEEHOUSE

Location: Reynolds House, Lower Level

Coffeehouse is a student-run café and programming space located in the basement of Reynolds House. Programs include: Student Talent Showcases, Bingo, hypnotists, live music, Speak Out and Nimbus Out Loud. This is a drug, alcohol and smoke-free establishment.

COPY CENTER

Location: Campus Hall, Lower Level, Phone Number: 718-390-3102

The Copy Center is located on the lower level of Campus Hall. Operating hours are Monday-Friday, 8:30 a.m. – 4:30 p.m. All copy jobs requested by student organizations must first be presented to the Co-Curricular Office and receive an approval stamp. Jobs without a stamp cannot be duplicated. Please keep in mind that jobs should be brought in to the Copy Center in advance of the requested due date. Same day turnaround requests can not always be fulfilled. Please plan accordingly.

COUNSELING SERVICES

Location: Campus Hall Room 126 Phone Number: 718-390-3158

http://www.wagner.edu/campus_life/health_services/counseling_services

Counseling Services are staffed by both a psychiatrist and clinical psychologist. This program represents a comprehensive evaluation and consultation service for students at the college level, with primary attention to depression, eating disorders, anxiety disorders and academic problems. In addition, we provide crisis intervention and attention to problems encompassing interpersonal issues. The office provides psychiatric consultation for major psychological issues that involve the pressures and issues of college life, while integrating treatment and support. Short term psychotherapy and evaluation for medication are provided. We establish continuity of care for those students who arrive at Wagner already under treatment. All records are confidential and protected under HIPAA laws. Appointments can be made by calling 718-390-3158 or 718-390-3354.

OFFICE OF CO-CURRICULAR PROGRAMS

Location: Union – Main Office,

Room 215-Director

Room 227-Assistant Director

Phone Number: 718-420-4257

http://www.wagner.edu/campus_life/co_curricular_programs

The Office of Co-Curricular Programs strives to create diverse opportunities that engage students in the integration of knowledge in and out of the classroom. The Co-Curricular Programs mission is to encourage the active participation of students in the development of leadership skills, personal responsibility, and social awareness, which celebrates individuality and the connection to the Wagner community. In support of the Wagner College and Campus Life Mission Statements, Co-Curricular Programs is committed to providing leadership and advisement for registered student organizations, creating and organizing intentional programs that raise awareness in areas including personal safety, healthy relationships and wellness, and through actively supporting the Greek community through the advisement of the Greek Senate, IFC and NPC.

DEAN OF CAMPUS LIFE

Location: Union – 221 Phone Number: 718-390-3423

http://www.wagner.edu/campus_life/dean_of_campus_life

The Dean of Campus Life Office is committed to facilitating and supporting student learning in all aspects of their Wagner College education, both in and out of the traditional classroom setting. The Campus Life mission is to encourage active participation in the Wagner, New York City, and global communities as well as responsible and accountable leadership, creating an inclusive and respectful campus culture.

The Dean of Campus Life Office coordinates the following areas: Residential Education, Center for Intercultural Advancement, Co-Curricular Programs, Health and Counseling Services, Orientation, Family Weekend and the Student Conduct process. In addition, The Dean of Campus Life Office works closely with students for leadership development, recognition, and general concerns.

DINING SERVICES (CHARTWELLS)

Location: Union – 1st Floor Phone Number: 718-390-3246

http://www.wagner.edu/campus_life/dining_information

There are three different locations that serve the Wagner Community's dining needs.

Main Dining Hall: The Dining Hall is located on the lower level of the Union. The dining hall offers breakfast, lunch, and dinner. You may either pay by cash, or use your student or faculty ID card to enter. The Dining Hall offers a variety of food, from the salad bar to the pasta bar, specialty foods to gourmet desserts and more!

The Hawk's Nest: Located on the atrium level of the Union. The Hawk's Nest features Starbucks, Park Avenue Pizza, Manhattan Grille, groceries & Outtakes featuring Sandwiches, Salads & Parfaits.

The WAG (We're All Groceries): Located in the basement of Cunard Hall. The WAG contains everything from Outtakes to aspirin, cappuccino to chili, bottled beverages to chips, groceries to magazines. The WAG is more than your basic campus store!

Operating Hours for Chartwells

Main Dining Hall

Monday-Thursday

Breakfast

7 am - 10 am

Lunch

11 am - 2 pm

Late Lunch

2pm-4pm

Dinner

4:30pm - 7:30pm

4th Meal Zone

8:-00 - 9:30pm

Friday

Breakfast

7 am - 10 am

Lunch

11 am - 2 pm

Late Lunch

2pm-4pm

Dinner

4:30pm - 7:30pm

Saturday & Sunday

Brunch

11 am-1:30pm

Dinner

4:30pm-7 pm

Park Place Pizza

Monday - Thursday

11 am – 9:30 pm

Friday

11:00 am – 9:00 pm

Saturday & Sunday

Noon- 9:00 pm

The WAG

Monday - Thursday

9:00 am – 4:00 pm

Manhattan Grill

Monday - Thursday

11:00am – 3:00 pm & 4:00 pm – 9:00 pm

Friday

11:00 am – 3:00 pm & 4:00 pm – 9:00 pm

Saturday & Sunday

Noon – 4:00 pm & 5:00 pm – 9:00 pm

Transfer Hours for Traditional Meal Plans

Saturday & Sunday

No Lunch Transfer

Dinner 6:00 pm – 8:00 pm

Hawks Nest

Starbucks

Monday - Thursday

8:00am – 10:00 pm

Friday

8:00 am – 10:00 pm

Saturday & Sunday

10:00 am – 10:00 pm

**Please note that hours are subject to change without notice.*

Friday

9:00am-3:00pm

DISABILITY SUPPORT SERVICES

Location: Union – 3rd Floor Phone Number: 718-390-3278

http://www.wagner.edu/cacd/students/stud_disabilities

Wagner College, in compliance with federal guidelines, strives to meet the needs of our students with physical, psychological and / or learning disabilities. The following guidelines have been set by the Center for Academic and Career Development (CACD) in accordance with national standards:

Eligibility for Services

To ensure the provision of reasonable and appropriate services, students must present current and comprehensive documentation of their disability. Generally, documentation must be no more than three years old. The records kept at the CACD office are strictly confidential. At a minimum, eligibility criteria for disability related support services at Wagner College includes:

1. Verification of diagnosis and severity of disabling condition prepared by a qualified professional.
2. Detailed description of how this impediment significantly limits a major life activity in an educational setting.

For students with *learning disabilities*, documentation should include a comprehensive diagnostic interview or consultation, a neuropsychological/psychoeducational evaluation, and treatment plan or academic recommendations. A report should include test scores and an interpretation of overall intelligence, information processing, executive functioning, spatial ability, memory, motor ability, achievement skills, reading (rate, comprehension, and decoding,) writing, and mathematics, as well as a specific diagnosis and description of the student's functional limitations in an educational setting. The evaluation should be conducted by a qualified professional (i.e. licensed psychologist, school psychologist, neuropsychologist or psychoeducational specialist) with experience working with academically competent students and the adult population. The four criteria necessary to establish a student's eligibility for learning disability accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and nonverbal abilities; (2) the presence of a cognitive-achievement discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to student's sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention; and (4) an absence of other primal causal factors leading to achievement below expectation, such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socioeconomic circumstances, or deficiencies in intellectual ability.

The assessment must provide data that supports the request for any academic accommodations. In the event that a student requests an academic accommodation that is not supported by the data in the assessment or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense. If the College requires an additional assessment for purposes of obtaining a second professional opinion then a Wagner College Counseling Services professional may conduct additional testing.

The primary goal of documentation, in addition to establishing qualified status, is to address how the impairment significantly limits the essential life functioning of learning, how the student can utilize his or her strengths, and what academic accommodations

would be effective in equalizing students' opportunities at the postsecondary level.

For students with *psychological or attention* disorders, documentation should include a diagnosis and information from which the diagnosis was made, a description of the student's functional limitations in an educational setting, the severity and longevity of the condition, a description of the effectiveness of current treatment, and recommendations for additional treatment/assistance. The evaluation must be conducted by a qualified professional (i.e. psychiatrist for ADHD, psychologist or psychiatrist for other psychological disorders). For students with *physical disabilities*, documentation should include a diagnosis and a description of the student's functional limitations in an educational setting. Documentation should be provided by a qualified medical professional.

Requests for Services

To ensure that needs are met, students must register with the Center for Academic and Career Development (CACD) upon enrollment and at the start of each term for which they are requesting services. A student must make a specific request for services or accommodations. Based upon the documentation, the Assistant Dean of Academic and Career Development will authorize the needed accommodations. The College will make determinations on an individual basis regarding its provision of services to ensure that students are not subject to discrimination on the basis of disability. Please understand that we need a reasonable amount of time to evaluate the documentation, review the request, and make a determination. The Center for Academic and Career Development is located in the Union Building.

Depending on documentation the following services are provided, but not limited to:

1. advocacy
2. testing accommodations: proctors, extended time in a separate, distraction-reduced room.
3. learning disabilities advising
4. priority registration and advising assistance
5. provision of information to professors
6. paid membership in Recordings for the Blind & Dyslexic
7. referrals

College personnel are available to discuss a range of disability management issues such as course load, learning strategies, academic accommodations, and referral to campus and community resources. Students may be referred for additional services including diagnostic testing, and/or tutoring. The student has the right to file an appeal concerning any allegations of failure to comply with laws, regulations and policies set forth for students with disabilities at Wagner College. A student wishing to file a complaint may do so in writing to the Office of the Vice President for Academic Affairs/Provost located in the Union Building.

EXPERIENTIAL LEARNING

Location: Union – 3rd Floor Phone Number: 718-390-3181

http://www.wagner.edu/experiential_learning/

Wagner College gives its students the unique opportunity of linking experiences and engagement in the community to academic courses. In the First Year Program, students

are expected to complete approximately 30 hours of fieldwork related to their Learning Community and participate in the readings and discussions of these courses. The experiential learning component may take any of an array of possible forms: service learning, mentorships, field trips and community based research.

In the senior year, all students are independently engaged in an experiential learning activity that is housed within a learning community, and linked to their major. This capstone course synthesizes knowledge accumulated over their academic career with fieldwork in their chosen area of interest / expertise. Upon graduating from Wagner, students discover that they have not merely 'done' civic engagement projects, but they have become, and are, civically engaged citizens.

The Center for Experiential Learning is located in the Union out of this office, the Associate Dean of Learning Communities liaisons with faculty, students, and community agencies, coordinating all experiential learning placements. In addition, the Civic Engagement Certificate Program, (http://www.wagner.edu/experiential_learning/wagner_civic_engagement_home) which continues and sustains student involvement in the community, is housed in this office.

FINANCIAL AID

Location: Cunard – 2nd Floor Phone Number: 718-390-3183

http://www.wagner.edu/financial_aid/

Wagner College administers a variety of financial aid funds offered through federal, state, and private agencies. In order to receive aid, students must complete a Free Application for Federal Student Aid (FAFSA) and New York residents must complete a TAP application on an annual basis. As a result of completing the application process, an analysis of your information will be sent to Wagner College. Shortly thereafter, your Financial Aid Award Letter, based on that analysis, will be mailed directly to your home. Wagner College encourages students to apply for outside scholarships. Scholarships received from outside sources will not reduce your Wagner grant. Your local library, high school and community are all excellent resources for researching scholarships. For additional information, please visit the Office of Financial Aid website.

Financial Aid Drug Conviction Policy:

In adherence with HEA Section 485(k), a student who is convicted of a federal or state drug offense may have their eligibility for federal student aid (loans, grants, employment) suspended if convicted for an offense that occurred during a period when the student was receiving Title IV assistance. Suspension of Title IV aid begins on the date of conviction and lasts until the end of the specified period. Suspension may range from one year to indefinitely depending upon the type and number of convictions. Eligibility for Title IV aid may be regained if a conviction is overturned or upon completion of a drug rehabilitation program that complies with specific criteria set forth in HEA 484 (r). It is the student's responsibility to prove successful completion of a rehabilitation program. A student whose eligibility has been suspended will be notified in writing following the determination of suspension. Additional information may be found in the CFR Sec. 668.40

HEALTH SERVICES

Location: Campus Hall – Room 127 Phone Number: 718-390-3158

http://www.wagner.edu/campus_life/health_services

The Student Health Services Office is a screening, diagnostic and treatment center for emergency cases and short-term illnesses. In the case of a prolonged illness, students must be under the care of their private physician. He/She may contact the Director of Health Services to assure continuation of care. Students must inform Student Health Services of all medications being taken. The Student Health Services Office is staffed by a Nurse Practitioner Monday-Friday, 9:00 a.m. - 4:00 p.m. and a Registered Nurse Monday through Thursday, 8:30 a.m. to 10:00 p.m. and Fridays, 8:30 a.m. to 7:00 p.m. After office hours, resident students seeking medical assistance are advised to report immediately to the Resident Assistant or Resident Director on duty who will direct them to medical assistance. When students need continued medical treatment prescribed by their family physician, a written order from the family physician should be filed in the Student Health Services Office. Students harboring a communicable disease may not remain in the residence halls.

HORMMANN LIBRARY

Location: Horrman Phone Number: 718-390-3401

<http://www.wagner.edu/library>

Horrman Library houses approximately 161,000 book titles and has access to over 19,300 magazines, journals, and newspapers in print and electronic formats. Students can search the library's collections using WagCat, our online catalog.

50 computer workstations are available in the library. 20 are located on the Main Floor, and 30 more are located in the Horrman SmartLab, a computer lab and classroom located on the Lower Level. All computers have access to the Internet and to the library's online research databases, as well as Microsoft Office. Assistive technologies such as ZoomText and No-Hands Mouse are also available on designated workstations. Wireless Internet access is also available in the library for students using their own laptop computers.

Audio-visual equipment for watching videos or listening to CD's is located on the Lower Level of the library. Headphones are available to borrow at the Circulation Desk.

Horrman Library is a member of the METRO and WALDO library consortiums, which allows students to readily obtain books and articles from other local colleges and universities via Interlibrary Loan. Items not available locally can also be obtained from almost any college in the United States via our Interlibrary Loan service. Wagner students also have full access and borrowing privileges at the St. John's University Staten Island campus library, located a short walk from the Wagner Campus.

Librarians at the Horrman Library offer bibliographic instruction classes as well as group and individual research assistance. Group and class instruction is given in the SmartLab, the library's dedicated classroom for research instruction. One-on-one research consultation with a librarian is always available, either by appointment or on a walk-in basis at the Reference Desk. Research Tutors, students who have been trained in the use of library resources, are also available in the library for peer-to-peer research assistance.

The Library also houses the Horrman Study Center, which includes the Writing Center (located on the main floor) and the Peer Tutoring Center (located on the lower level). The Study Center provides assistance to students in writing, as well as tutoring in all academic subjects. For more information, go to the Study Center web site at

http://www.wagner.edu/campus_life/peer_tutoring.

During the semester the library is open as late as 2am for research and study purposes, with extended hours during exam periods. For current library hours, check the library web site at <http://www.wagner.edu/library>.

INFORMATION TECHNOLOGY

Location: Library Lower Level, off Trautmann Square Phone Number: 718-390-3410

<http://www.wagner.edu/infotech/>

Wagner College has approximately 200 computers available for students to use in computer labs, the Library, and other public spaces. While the majority of these computers are PCs running Windows, the College also supports Apple OS X and Linux. In addition to the standard suite of Office, email, and browser software, students have access to software for working with digital images and video, making web sites, learning desktop publishing, working on statistics, studying foreign languages and music, and much more.

Every residence hall room has a port for cable TV and a phone jack, along with a network port for each student. The campus has a T3 connection to the Internet and an updated network infrastructure. Approximately 80% of the campus is covered by wireless connection, including the Library, Union, all academic buildings and residence halls, and many outside areas.

INTERNATIONAL STUDENT SERVICES

Location: Union – 3rd Floor Phone Number: 718-390-3270

http://www.wagner.edu/campus_life/intadvise

Wagner's international student population brings cultural diversity to our campus. The international student advisor, whose office is located in the Center for Academic and Career Development, assists international students with academic concerns, social adjustment, and F-1 student visa procedures.

POSTAL CENTER

Location: Campus Hall, Lower Level Phone Number: 718-390-3128

http://www.wagner.edu/offices_and_services/central_services

The Postal Center, located on the lower level of Campus Hall, is open Monday through Friday from 9:30 a.m. - 4:30 p.m. During these hours, stamps may be purchased, faxes may be sent and received, and package services are available. Any packages that need to be shipped out should be properly packaged and labeled. Envelopes and small boxes are available for purchase. No mail deliveries are made to the residence halls. Resident students must pick up their mail from their assigned mailbox on the 2nd level of the Wagner Union. Packages will be held at the Postal Center, and can be signed for during the above hours. Students will be notified of packages by Wagner e-mail. No phone calls will be made about packages; inquiries regarding packages will not be accepted. Students must check their Wagner e-mail account to be apprised of package(s) arrival. Student Organizations may distribute materials through the Postal Center that have been individually addressed with mailbox numbers and have been approved by the Co-Curricular Programs Office. The Postal Center should be informed immediately of any issues regarding lost, delayed receipt of mail and/or broken mailboxes.

PUBLIC SAFETY OFFICE & SECURITY

Location: Public Safety Office Phone Number: 718-390-3165

http://www.wagner.edu/public_safety/

The Public Safety Office is open from 8:30 a.m. - 4:00 p.m., Monday through Friday. The Main Gate on Howard Avenue is staffed 24 hours a day and can be reached at x3148. The primary responsibilities of this department are campus law enforcement, parking and traffic administration, general welfare and fire safety. Officers may be radio dispatched to emergency situations at any time of the day or night. Crimes, fires, or injuries should be reported immediately. ID cards and vehicle parking decals may be obtained Monday through Friday from 9:00 a.m. - 4:00 p.m.

Your safety and security is extremely important to us at Wagner College. The following information is provided to share our commitment to your security and to inform you about the steps you can take to ensure a safe and secure campus. Wagner College is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990 (also known as the Clery Act). The Department of Public Safety compiles statistics of crimes and attempted crimes reported. Yearly reports are available on the Wagner College website at http://www.wagner.edu/public_safety/annual_safety_report. We encourage you to report any crime, no matter how small, immediately to the Department of Public Safety at 390-3148. The Public Safety Office business hours are 8:00 a.m. - 4:00 p.m., Monday-Friday, and the office telephone number is 390-3165. The Public Safety Office provides 24-hour-a-day patrol protection to the campus. This includes one patrol car and one officer at the Main Gate to the campus, and other officers on foot patrol. The Department is responsible for security on the Wagner campus and consists of a Director, Secretaries, Supervisors and Patrol Officers.

All Public Safety officers are certified by New York State. Some officers have prior police experience. The College also provides ongoing training for patrol officers in the area of patrol procedures, emergency response, report writing, etc. The Department works closely with the New York Police Department and other law enforcement agencies. Patrol officers are not armed and no one is allowed to possess a weapon on campus. Arrests of individuals on College property are made by New York City Police with the assistance of the Public Safety Office. Upon receipt of any complaint (criminal or otherwise), an officer will respond to handle the situation as appropriate. A follow-up investigation will be conducted for those incidents which require it. An incident report is written to document the event.

Blue light emergency phones have been installed on campus. When activated these phones send a pre-recorded message to all security portable radios as to the location of the activated phone.

Emergency phones have been installed at the following locations: West Parking Lot; 1st, 2nd, & 3rd Tier parking lots; Spiro Parking Lot; F/O Megerle Science Building; F/O Guild Hall; Rear of Union Building; Rear roadway of Towers Hall; Tennis Courts

Reported Offenses on Campus

The College reports its crime statistics on an annual basis in accordance with the Clery Act. Crime statistics such as murder, sex offenses, robbery, aggravated assault, arson, burglary, manslaughter, motor vehicle theft, liquor law violation arrests, drug abuse violation arrests and weapons possession arrests are gathered through the Public Safety office. Since 1998 other categories added to the statistics are: hate crimes by category,

liquor law violation, drug violation, and weapons possession. As required by law, information is available in the Public Safety Office and on the Public Safety website.

REGISTRATION

Location: Cunard Hall Phone Number: 718-390-3171

http://www.wagner.edu/registrar/registration_information

Students currently enrolled in classes are required to register for the upcoming semester during the latter part of the current semester. The process is as follows:

- A. First year students will be advised by their assigned First Year Program Faculty Advisor.
- B. Upper-class students must seek academic advisement from the assigned Faculty Advisor within the department of their declared major.
 1. After students have met with their respective advisor, the Faculty Advisor must first clear the student, thus allowing the student to register for courses via on-line registration.
 2. Students can then register for courses on-line via WWAM.
 3. Students may also register for summer courses at this same time. However the Faculty Advisor must also clear the student for summer registration.
 4. On-line registration will remain open until the day before the first day of classes.
 5. Once on-line registration closes, students must then process a manual registration by having the appropriate registration form approved and signed by his or her Faculty Advisor.
 6. After obtaining the required signature, student must come to the Registrar's Office to process the form and complete registration

Please note the following points:

1. Full-time students pay full tuition and may take nine (9) units per academic year.
2. Students may choose in which semester they wish to enroll for four (4) units and in which to enroll for five (5) units.
3. Students who wish to take more than five (5) units in any one semester or more than nine (9) units in any academic year must get prior permission from the Registrar and must meet certain GPA requirements.
4. Please consult the Wagner College Bulletin for information on drop/add or pass/fail options

Reminders:

1. See the Academic Calendar for dates and deadlines for these options.
2. See the Bulletin for information on withdrawal, leave of absence, and/or maintenance of degree status.
3. You should observe the payment due dates you receive when you register. Students who do not pay on time may find their registrations have been canceled, and cannot be assured that seats will be available in the classes they had previously chosen.
4. No student may attend classes for which he/she has not registered.

OFFICE OF RESIDENTIAL EDUCATION

Location: Parker Towers – B-3 Phone Number: 718-390-3420

http://www.wagner.edu/campus_life/residential_education

The mission of the Office of Residential Education is to support the Wagner College and Campus Life missions through fostering a safe, respectful, and inclusive residential community that supports and challenges student growth and development through educational, social, and leadership opportunities.

The Residential Education staff encourages and values group collaboration, the celebration of diversity, rational decision-making, consideration of different viewpoints, and respect for individual dignity. Success in the classroom is supported through the enforcement of quiet hours, maintaining student lounges as study options, referrals to faculty and staff around campus, our Themed Community program, and activities and resources provided by a well-trained staff. Within the residence halls, students have a variety of opportunities to grow and develop their talents and skills through formal leadership positions such as a Resident Assistant or Desk Attendant, through active participation in the Residence Hall Association, and through informal contributions to programs and activities. Educational, social, and cultural programs are offered each week to spark dialogue and action amongst the student population as well as to respond to student interests and needs.

Please visit the Residential Education website for operational and procedural information, as well as resources for getting involved in the residence hall community!

S.A.F.E. (SEXUAL ASSAULT FACTS EDUCATION) AND HEALTHY RELATIONSHIPS

The campus community is dedicated to the safety of students and healthy relationships.

If you have been victimized by assault, sexual or otherwise, there are a variety of options and resources available on and off campus, such as those listed below as well as student driven programs supported by the Dean of Campus Life Office and Co-Curricular Programs such as Vagina Monologues and Take Back the Night. Programs such as these are intended to educate the student population and to empower our campus community.

If you think you have been a victim of sexual assault, first, be sure that you are safe and then call someone you trust. It is best to avoid bathing, douching, urinating, eating, drinking, or changing your clothes if there is a possibility that later on you want to pursue prosecution. However, talking to a counselor and/or reporting an incident can be initiated at any time and it does not depend on the collection of physical evidence. Victims are encouraged to contact any of the on and/or off-campus resources listed below. Students can speak to a staff member in the Dean's office about their options for support and services at the College. During a discussion with the alleged victim of sexual misconduct he/she may choose the recourse deemed most appropriate, based on their individual choice. Students hoping to pursue the College Student Conduct process can call the Dean of Campus Life Office at 718.390.3423; students who participate in the student conduct process for these situations will be assigned (by the Dean of Campus Life Office) a Support Staff member who is knowledgeable about the campus processes and procedures.

On-Campus :

Public Safety Office 1-718-390-3165 (office); Wagner Main Gate 1-718-390-3148 (24 hours)

Dean of Campus Life, Office, Wagner Union 221, 1-718-390-3423

Counseling Services, Campus Hall 126, 1-718-390-3158

Office of Residential Education, Parker Towers, 1-718-390-3420

Off-Campus:

Sex Crimes-24 Hour Hotline: 1-212-267-7273

Victim Services Community Office (Safehorizon), 25 Hyatt Street, 5th floor, Staten Island, New York 10301-1-718-720-2591

Safehorizon 1-212-227-3000 (Rape, Sexual Assault, Incest Hotline)

Safehorizon 1-800-621-HOPE(4673) Crime Victim Hotline

Seamen's Society 1-888-837-6687, X-4792

Emergency: dial 911

SHIPPING AND RECEIVING

Location: Campus Hall, Lower Level, Phone Number: 718-390-3120

The Shipping and Receiving area is located on the lower level of Campus Hall off the loading dock. Operating hours are Monday – Friday 8:30 a.m. – 4:30 p.m. The Shipping and Receiving area is available to assist with event set-ups. In order to request assistance, please fill out a Job Facilities Request form located on the Central Services web page. A minimum of one week's notice is required for all set-ups.

SPIRO SPORTS CENTER

Location: Spiro Sports Center Phone Number: 718-390-3209 (9:00am-5:00pm)

Control Desk: 718-420-4567 (8:30am-11:00pm)

Athletics: 718-390-3433 (9:00am-5:00pm)

<http://www.wagnerathletics.com>

Open recreation is available free to Wagner students at the Spiro Sports Center with a signed Spiro Sports Center application on file. The Spiro Sports Center includes a multi-purpose gymnasium, six-lane pool, a fitness center that includes cardiovascular machines and a 12-piece Cybex weight training circuit. Aerobics, kickboxing and yoga classes are also offered throughout the year. Hours for the Spiro Sports Center are subject to change during the summer, term breaks, holidays and weekends. For more information or to obtain an application for membership, please contact the Membership Coordinator at 390-3209.

Academic Year Building Hours

Monday – Thursday 8:30 a.m. – 11:00 p.m.

Friday 8:30 a.m. – 8:00 p.m.

Saturday 11:00 a.m. – 8:00 p.m.

Sunday 1:00 p.m. – 9:00 p.m.

STUDY ABROAD

See *Center for Intercultural Advancement* this publication for more information.

SUBSTANCE EDUCATION: ALCOHOL AND OTHER DRUG RESOURCES

http://www.wagner.edu/campus_life/aod_resourceinformation

http://www.wagner.edu/campus_life/health_services

There are a variety of educational and supportive resources that Wagner College offers for students. The Dean of Campus Life Office and the Student Health Service Office have further information about alcohol and other drug resources; examples of resources are: educational CHOICES, a three-hour class for students in order to explore social choices around alcohol, online classes and educational programs sponsored by various departments and/or student clubs.

In compliance with the Drug-Free Schools and Communities Act of 1989, Wagner College informs students of the New York State Alcoholic Beverage Law as listed in a later section of this handbook. The Counseling Center, Student Health Center, and the Dean of Campus Life Office are all places for students to seek counseling and receive resource information. The Student Planner and Handbook outlines the Alcohol Policy and the Drug Policy at Wagner College. All Federal, State, and City laws concerning alcohol, illegal drug use, sale and possession are strictly enforced. If you have any questions, need more information, or have an emergency contact the Public Safety Office at 718-390-3165, the Main Gate at 718-390-3148; the Dean of Campus Life Office at 718-390-3423 or Student Health and Counseling Services at 718-390-3158.

See Financial Aid for the Financial Aid Drug Conviction Policy.

TUTORING AND WRITING CENTER

See Horrmann Library Study Center under “Library” in this handbook.

VAN SERVICE TO THE STATEN ISLAND FERRY

During the academic year the Office of Public Safety runs a ferry van service in collaboration with St. John’s University. The van leaves Wagner, stops at St. John’s University and then proceeds to the Ferry Terminal. Service begins at 6:40AM Monday through Sunday and runs until approximately 11:30PM. The last stop at the Ferry will be at 11:10PM, arriving back at Wagner at approximately 11:30PM. The latest schedule is available at the following website: www.wagner.edu/public_safety/van_schedule.

Van service stops on campus are: Parker Hall Gazebo and the Main Gate Gazebo. Van service stops at the Ferry: Upper Level; a Wagner sign is posted at that location. We ask for your patience as traffic conditions affect the service. Van drivers will do their best to meet the arriving and departing ferries and students are expected to adhere to all guidelines posted within the Van. If you need to contact the College regarding the van schedule, call 718-390-3148.

Guidelines for the Wagner College Van Service:

1. Eleven (11) students are permitted to ride the van at a time.
2. No smoking or drinking permitted on the van.
3. Students are expected to respect both the driver of the van and one’s fellow peers at all times.
4. Please keep voices at a moderate level in an effort to not distract the driver.
5. The driver has the right to turn any student away for unruly conduct.
6. Students are responsible for both their own action as well as the actions of fellow van riders

Note: Late Night Van Hours will be posted on the Wagner College website and updated will be distributed to students via e-mail

Breeches of above guidelines will be reported to the Dean of Campus Life Office for further action.

GETTING INVOLVED AT WAGNER

There are many ways students can get involved at Wagner College. The Office of Co-Curricular Programs is a great resource for students who would like to find out about events happening on campus, as well as how to join the various student organizations. In addition, if students have a special interest or would like to form their own organizations, there is an opportunity every semester to obtain registration materials. Visit the Office of Co-Curricular Programs in Union 214 for more details.

ACADEMIC AND CULTURAL ENRICHMENT (ACE) PROGRAM

<http://www.wagner.edu/departments/ace/main>

The ACE lectureship series exposes students to a rich variety of speakers and cultural events. Distinguished scholars, artists, authors and musicians, as well as leading business people, politicians, and community members regularly share their creative process and expertise with students, enhancing classroom and campus-wide discussions. Cultural events such as poetry readings, jazz concerts, salsa performances and African music supplement the College's regular theater, arts, and music program. Field trips sponsored by ACE allow students to attend plays, concerts, and lectures in New York City. Visit the ACE website to see the latest calendar of events: www.wagner.edu/ace.

ATHLETICS

Throughout the year there are athletic events when the various teams are in season. Current team rosters and game schedules can be found at the Athletics website at: www.wagnerathletics.com

CAMPUS ACTIVITIES AND EVENTS

http://www.wagner.edu/campus_life/co_curricular_programs

The Office of Co-Curricular Programs publishes a monthly calendar of events. Calendars are available throughout the campus and on the Co-Curricular Programs' website. To learn more about how you can be an active participant in designing your co-curricular experience, please contact the Office of Co-Curricular Programs, Union Room 214.

CIVIC ENGAGEMENT

The **Civic Engagement Certificate Program** is designed for students who want to integrate volunteer work and academics in a more sustained way, beyond their LCs. In turn, they receive recognition on their transcripts for their significant involvement and leadership. The Program brings together students with a wide variety of interests who become engaged in a whole spectrum of initiatives. It creates dialogue and fosters leadership skills through regular meetings and activities, which often contribute to the additional 140 hours of service students incorporate into their college experience.

http://www.wagner.edu/experiential_learning/wagner_civic_engagement_home

GREEK LIFE

If you are interested in getting involved in Greek Life at Wagner, please fill out an application online at.

http://www.wagner.edu/campus_life/co_curricular_programs

Social Fraternities

Interfraternity Council: The Interfraternity Council (IFC) is the governing body for the social fraternities which exist here at Wagner College.

Currently, the following social fraternities are recognized by Wagner College: Alpha Sigma Omega, Delta Nu, Kappa Sigma Alpha, Tau Kappa Epsilon, and Theta Chi.

Social Sororities

National Panhellenic Council: The National Panhellenic Council (NPC) is the governing body for the social sororities which exist here at Wagner College.

The following social sororities are recognized by Wagner College: Alpha Delta Pi, Alpha Omicron Pi, Alpha Sigma Alpha, and Tau Kappa Sigma.

Relationship Statement Regarding Recognized Greek Organizations

Fraternities and sororities have been an important element of the Wagner College community since 1931. Wagner College believes involvement in fraternities and sororities is one of many ways to enhance the quality of life for students by providing a range of opportunities for meaningful individual involvement, development, and growth. Further the College also believes fraternities and sororities are organizations that are committed to educating members and potential members about the ideas of scholarship, community service, leadership, brotherhood and sisterhood, personal integrity, and social development. To assist in a positive creation of a vibrant Greek community, the Office of Co-Curricular Programs outlines the following as guidelines for success:

Eligibility

Becoming a new member of a fraternity/sorority at Wagner College is governed by the rules established and administered through the College. The following regulations govern eligibility for both men and women:

1. Student must be currently enrolled and have completed a minimum of 4 units at Wagner College.
2. Student must have at least a 2.0 cumulative grade point average earned at Wagner College.
3. Student must be a full-time Wagner College student.
4. Student must be in good disciplinary standing.

STUDENTS ENROLLED IN THEIR FIRST SEMESTER AT WAGNER COLLEGE ARE NOT ELIGIBLE TO PARTICIPATE IN NEW MEMBER ACTIVITIES.

New Member Program: A successful new member program should include education about the fraternity/sorority, foster academic achievement, and produce positive experiences that are free from hazing.

Greek Housing Guidelines

Students interested in this should visit the Office of Residential Education website:

http://www.wagner.edu/campus_life/residential_education

Greek New Member Period

Students interested in this should visit the Co-Curricular Programs website for guidelines:

http://www.wagner.edu/campus_life/co_curricular_programs/Fraternity_and_Sorority_Li

Greek Senate

The Greek Senate is an umbrella organization, which acts as a communicative link between sororities and fraternities and acts as the accountability board. Its membership is comprised of the Executive Board and delegates from each group.

INTRAMURAL SPORTS

The purpose of the Intramural Sports Program at Wagner College is to provide a comprehensive and varied athletic program for the competitive and recreational athlete. Our program is designed to meet the needs and interests of regularly enrolled graduate and undergraduate students, as well as faculty/staff members of the Wagner College community. The program offers league competition in sports for women, sports for men, and sports where men and women compete together on the same team. Team and dual sport experiences are provided. The format established for competition is based upon student interest and facility availability. Some of the intramural sports that have been offered in the past are flag football, billiards, 5 on 5 basketball, 3 on 3 basketball, inner-tube water polo, indoor soccer, softball, volleyball, and ultimate frisbee. The Intramural Sports Program is one phase of the programs offered through the Department of Athletics. For more information about Intramurals, contact x3269 or go to the following Intramurals homepage at the following website:

<http://www.wagnerathletics.com>

RECOGNITION OF STUDENT ORGANIZATIONS

All organizations (academic or social), clubs, forums, religious or political groups, etc., must be approved officially in writing by the Director of Co-Curricular Programs.

The Student Government Association must approve each new student organization after its constitution and requests for recognition are submitted to the Director of Co-Curricular Programs for final approval in accordance with College policies and timelines. The organization representatives must meet with the Director of Co-Curricular Programs and President of Student Government Association prior to being placed on the Student Government Association meeting agenda. The recognition of student organizations procedure can be obtained in the Office of Co-Curricular Programs or in the Student Government Association office (both located on the second floor of the Wagner Union).

RESIDENCE HALL ASSOCIATION (RHA)

http://www.wagner.edu/campus_life/Clubs_and_Organizations/RHA

All residential students are members of the Residence Hall Association (RHA). Residents are strongly encouraged to take an active role in this organization.

The mission of the RHA is to:

1. Act as the organized representative body for residential students at Wagner College
2. Advocate for the student perspective regarding matters directly affecting residential students
3. Organize and promote academic, social, and cultural activities for residential students

RHA meetings are open to students living in any of the Wagner College residence halls. Additionally, elections are held annually for an executive board consisting of a President, Vice President, Treasurer and Secretary. Any residential student in good disciplinary and

academic standing is eligible for election. RHA can be contacted via email at rha@wagner.edu.

SCHEDULING SPACES FOR EVENTS

Recognized student groups may schedule use of campus meeting facilities. Student requests for campus space should be made at the Co-Curricular Programs Office. All student organizational requests for meeting space must be registered with the Student Government Association and the Office Co-Curricular Programs. All events must be booked at least 48 hours in advance of the event. In addition, events involving catering services should be scheduled with the College Dining Service Office at least two weeks prior to the event.

Room reservations forms are available at

http://www.wagner.edu/campus_life/co_curricular_programs

SCHEDULING STUDENT CLUB AND ORGANIZATION MEETINGS

An event registration form must be filled out for every event sponsored by student organizations. These forms are available in the Office of Co-Curricular Programs. The planned event must be approved by the Office of Co-Curricular Programs no later than 48 hours in advance of the program. A room reservation will not be accepted until the Event Registration Form is completed and signed by all parties indicated on the form. Be advised that no events will be approved after the first reading day of each semester. Room reservations forms are available at

http://www.wagner.edu/campus_life/co_curricular_programs

STUDENT GOVERNMENT ASSOCIATION (SGA)

http://www.wagner.edu/campus_life/co_curricular_programs/SGA

Student Government Association (SGA) is an advocate for the Wagner College student body and acts as a liaison for students to the administration, faculty, and alumni. SGA provides communication between campus organizations and the student body. SGA offers opportunities for leadership development, involvement, and personal growth within the Wagner College Community.

Student Government Executive Officers include President, Vice President, Vice President of Communications, Vice President of Finance, Vice President of Community Service, and Vice President of Campus Events. The rest of the government is comprised of the Senate which consists of five students (four elected & one appointed) by class year, and the Club Congress, one representative from every recognized student organization.

The Student Government Association is a representative of the College for individual or groups concerns. SGA is the governance structure that oversees all organizations on the campus to include academic clubs, specialized groups, honor societies, student publications as well as all fraternities and sororities. SGA offers a variety of leadership programs to assist development and nurturing of student's skills. The Student Government Office is located in the Union Room 211.

STUDENT PUBLICATIONS

http://wagnerpedia.wagner.edu/index.php/Category:Student_Publications

Kallista

The college yearbook - photographed, produced, and organized totally by members of the

student body - encompasses the year in pictures. It features graduating seniors and the year in review. The yearbook office is located in the Wagner Union, Room 205.

Nimbus

Semesterly student literary publication, Nimbus features prose and poetry by the campus community. Students' previously unpublished creative and critical works are especially welcomed. The Nimbus office is located in the Wagner Union, Room 206.

Wagnerian

The college newspaper is written, edited, typeset, and arranged entirely by a student staff. Students interested in becoming editors, reporters, photographers, artists, and business managers are invited to stop by the Wagnerian Office, Wagner Union, and Room 204.

WAGNER CAMPUS ACTIVITIES BOARD (WAGCAB)

http://www.wagner.edu/campus_life/co_curricular_programs/WAGCAB

The Wagner College Campus Activities Board (WAGCAB) encourages student unity through positive opportunities and interactions both on and off campus. They foster growth and development in an open, caring, and respectful environment by addressing the diverse needs and interest of the campus community. The goal is to provide a kaleidoscope of Co-Curricular opportunities, equally educational and entertaining where students can learn, relax, and interact. WAGCAB is divided into 4 committees: Special Events Committee (dedicated to Family Weekend, Homecoming, Fashion Show, Wagnerstock, and Songfest), Coffeehouse Committee (organizes Coffeehouse performances such as comedians, poetry readings, musicians, and bingo nights), NYC Committee (encourages events in NYC and the surrounding areas such as Broadway Shows, Holiday Celebrations, educational tours, and Talk Shows), and the Movie Committee (organizes a movie series for the semester/year).

COLLEGE POLICIES AND PROCEDURES

THE WAGNER COLLEGE ANCHOR

Wagner College Anchor History

Sir Edward Cunard (son of the founder of the steamship line) built a home (now called Cunard Hall) on Grymes Hill in 1854. The anchor is a reminder that the land that is now Wagner College was not always so; it was once the estate of a steamship company owner.

The Cunard Steamship Company gave the anchor to Wagner College in 1963. It came from a liner named the "Media" that was commissioned in 1947 and decommissioned in 1961. It might have been a "troop or supply" ship during World War II; between 1947 and 1961, it was a liner sailing the Liverpool-New York service. The history of the Cunard Steamship Line is also quite accessible and straightforward: Sir Samuel Cunard was born in Halifax, Nova Scotia on November 21, 1787; he died in London on April 26, 1865. Relatively late in life, although it had been a long time ambition, Samuel Cunard began the first regular Atlantic steamship line between Halifax and London. The year was 1838.

Anchor Painting Policy

A long standing tradition at Wagner has been the painting of the anchor, which is located on the campus grounds between Harborview and Parker Towers residence halls. Organizations can use the anchor to promote themselves by painting in their colors or symbols.

The following is the policy that must be adhered to before any organization can paint the anchor.

1. The anchor may be painted by any Wagner College student organization recognized by the Student Government Association. Any organization unsure about their status should check with SGA.
2. Property and objects (especially fire hydrants) around the anchor should not be painted or tampered with in any way.
3. The earliest a student group can claim possession of the anchor is 8:00 a.m. Actual painting may not begin until 5:00 p.m.
4. PAINTING HOURS: Sunday through Thursday: 5:00 p.m. - 10:00 p.m., Friday & Saturday: 5:00 p.m. - 1:00 a.m. The anchor may not be painted after the first reading day of each semester.
5. **PLEASE NOTE: THE AREA MUST BE THOROUGHLY CLEANED AND VACATED BY THE ASSIGNED DEADLINE TIME.** Also note if your group uses the bathroom facilities in any building (i.e. Harborview Hall), they must be thoroughly cleaned.
6. No group may take over (“steal”) the anchor from another group as long as there is at least one person situated on the base of the anchor.
7. Only WATER based paint may be used. Spray paint may not be used.
8. Expression on the anchor must be professional and within the realms of good taste. Any of the following is strictly prohibited:
 - a. Profanity
 - b. Defamation or criticism of an individual or group
 - c. Political purposes, statements or expressions

***Please note:** the above listing is not all-inclusive. Expression on the anchor deemed questionable shall be resolved by the Student Government Association working with the Dean of Campus Life office.

Painting the anchor is a privilege and not a right. SGA reserves the right to restrict any and all groups from painting the anchor. Groups found to violate any aspect of the anchor policy Wagner College may lose their anchor privileges for a time to be determined by the Executive Board of SGA. Sanctions issued will be commensurate with the severity of the infraction.

ASSEMBLY POLICY

Free and open assembly is permitted contingent upon reasonable time, place and manner guidelines and restrictions for the Wagner Community. For this policy, assembly is defined as an individual or group organizing for the purpose of communication. Student groups and organizations wishing to use space on campus should make requests through Co-Curricular Programs’ reservation guidelines.

BIAS/HATE CRIMES AND INCIDENTS

Bias/hate crimes and incidents send a powerful sign of discrimination and intolerance. These incidents disrupt the College community and the civility that is needed and essential to the educational community of Wagner.

Bias/hate crimes are defined in the New York State Penal Law which reads:

Hate Crimes-A person commits a hate crime when he or she commits a specified offense (listed in Section 485.05 (3) and described in the New York State Penal Code) and either:

- (a) Intentionally selects a person against whom the offense is committed or intended to be committed 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, or
- (b) Intentionally commits the act or acts constituting the offense in whole or 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.

Individuals are encouraged to report all bias/hate crimes to the Dean of Campus Life Office and/or Public Safety Office. An investigation of the incident will be conducted by the Dean's Office and/or Public Safety so that appropriate judicial action may be taken. When an incident involves College employees as a perpetrator or victim, the Director of Human Resources should be notified and will participate in the investigation with other appropriate College officials. Internal proceedings do not supersede and will not interfere with an individual's right to pursue other legal remedies, including criminal prosecution. The Public Safety Office maintains a cooperative relationship with local police precincts and will assist any victim in every possible way through the process of reporting, investigation and resolution of any criminal proceedings.

Victims of bias/hate crimes are also encouraged to utilize the services provided by the Counseling Services located in Campus Hall – Rm. 127, phone number: 718-390-3158.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually, Wagner College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by Wagner College for compliance with the provisions of the Act. Copies can be obtained from the Office of the Registrar. It is also printed in the Student Planner and Handbook and the College Bulletin, and can be found on the Registrar web page. Questions concerning the Family Educational Rights and Privacy Act may be directed to the Registrar's Office.

FIRE SAFETY

Students should be familiar with the location of alarms and extinguishers. Report discharged fire extinguishers to the Office of Residential Education immediately.

IF YOU DISCOVER SMOKE OR FIRE:

- Sound the fire alarm.
- Go to the nearest exit and leave the building.

- Call Public Safety at the Main Gate at x3148.
- If you are in your room when an alarm sounds, feel the door and handle to see if it's hot. If it's hot, don't open the door. Call the Main Gate at x3148 and/or open your window and call for help. If the door is not hot, exit the building immediately.
- If an exit is blocked, try another exit or return to your room, close the door, open a window and yell for help.
- If you are in a smoke-filled area, keep low to the floor to escape the smoke.
- Know all the exits and fire escape plans in your building. Students will be directed to the following locations for each residence hall:
 - Towers: in front of Cunard Hall or on the Tennis Courts
 - Harborview: Guild Patio or Tennis Courts
 - Guild: In front of Cunard Hall
 - Foundation: Behind Pape Admissions House

The Office of Residential Education conducts two fire drills each semester in order to test out the system. Health and Safety inspections occur regularly in order for the staff to assess the condition of resident rooms and lounges in the building. Campus Operations regularly tests building alarms and inspects fire safety equipment throughout the campus. Each student room is equipped with a smoke detector and fire extinguisher. Each student is responsible for reporting a malfunctioning smoke detector or fire extinguisher to the Resident Director or Resident Assistant on duty immediately. The detectors and extinguishers are checked during regular health and safety inspections.

GREEK LETTER ORGANIZATION GOVERNING POLICIES

These guidelines are intended to define the relationship between Wagner College and the fraternities and sororities represented within. These guidelines, including the Greek Accreditation process, list basic expectations for chapters and highlight the commitment of Wagner College to promote growth, development, and prosperity in the fraternity and sorority communities. For a complete listing, please go to the Co-Curricular Programs website

at:

http://www.wagner.edu/campus_life/co_curricular_programs/Fraternity_and_Sorority_Life

HEALTH INSURANCE POLICY FOR STUDENTS

All full-time students must carry health insurance. The College offers a Student Accident & Sickness Insurance to students without coverage or as a supplemental insurance policy. Information can be obtained from the Student Health Service office in Campus Hall. The College assumes no responsibility for expenses incurred for treatment other than at our Health Service. Accidents and injuries that occur on campus must be reported immediately to the Health Services Office or the Public Safety Office. This is essential to safeguard students' insurance provisions.

INCLEMENT WEATHER NOTIFICATION PROCESS

Wagner College is a residential College and the students' academic and personal needs must be considered at all times; the College remains open regardless of weather conditions. We realize, however, that there may be times when the weather – or other factors – make it impossible to come to campus. **FOR UPDATES ON STATUS OF CLASSES**

CALL 390-3400 OR CHECK THE “EMERGENCY INFORMATION” PAGE ON THE COLLEGE WEBSITE or LISTEN TO 1010 WINS or WCBS-AM or WATCH WNBC CHANNEL 4 FOR UPDATES. It is important to have practices in place by which students – both residential and commuters – can be alerted if a faculty member cannot be on campus. If a faculty member is unable to hold classes due to weather, the following procedures will be used:

1. The faculty member is responsible to change their phone mail message to indicate their absence from class so students can learn ahead of time if the class is being cancelled. Faculty member’s office phone numbers are on course syllabi and on the Campus Directory on the College website.
2. Additionally, the faculty member will telephone the department secretary if there will be a cancellation of class(es).
3. Evening class cancellations will be posted on the website or will be announced in the faculty member’s phone mail message.

MEDICAL TRANSPORT OF SICK/INJURED WAGNER STUDENT

If an individual is in a life threatening condition, notify 911 immediately. Then notify the Main Gate Booth at 1 (718)-390-3148 of the location of the emergency. If the situation is not life threatening, resident students should call the front desk of their building to get a Residential Education staff member on duty to call an ambulance. Residential Education will then call Public Safety to escort the ambulance to the resident’s room. If the situation occurs outside of the residence halls, Public Safety should be called at 1 (718)-390-3148 and they will call to have an ambulance respond. If the situation occurs while the campus nurse is on duty, she should also be notified at 1 (718)-390-3158 (Monday – Thursday 8:30 a.m. – 10:00 p.m., Friday 8:30 a.m. – 7:00 p.m.). When the student is officially released from the hospital, the student can contact Public Safety at 1 (718)-390-3148 to arrange for cab service back to campus that will be paid for by Wagner College. The student must contact Student Health Service upon returning to campus and provide a copy of discharge instructions.

NON-DISCRIMINATION POLICY

Wagner College does not discriminate on the basis of race, sex, sexual orientation, disability, national and ethnic origin or religion, in admission, employment, participation in, or administration of any educational program or activity of the College. The Vice President for Finance and Administration is responsible for the coordination of the College’s efforts to comply with Section 504 of the Rehabilitation Act of 1973 and with Title IX of the Educational Amendment of 1972. Questions regarding the application of Section 504 and Title IX may be directed to the Human Resources Office in Cunard Hall.

PARENTAL/GUARDIAN NOTIFICATION

Wagner College expects that students themselves will inform their family members of any changes in their status at the College. The College, however, reserves the right to notify parents and/or guardians when there is a change in student status, or when the actions of the students jeopardize their continued enrollment at the College or their continued residence in campus housing. This includes, but is not limited to: behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community, accident or injury requiring medical treatment at a hospital or other off-campus facility, prolonged inactivity in

coursework, or disciplinary action such that removal from housing or the College is imminent.

PARKING

Students who wish to bring an automobile on campus must register with the Public Safety Office. Parking and driving on campus is at the driver's own risk. *Parking and driving on the inner campus is restricted to authorized vehicles only. Students will not be allowed to drive on campus except during move-in and move-out.* Handicapped parking spaces are available in the Tiers Parking lot for students whose vehicles display state issued handicapped license plates or hang tags. If necessary, students may request an escort at the Main Booth. Vehicles parked illegally in handicapped spots in campus parking lots are subject to fines and towing.

PARKING APPEALS BOARD

Purpose

Parking regulations are enforced to encourage the responsible use of parking facilities. The Parking Appeals Board provides a mechanism for consistent application of rules and regulations governing parking.

Authority

The President has given Public Safety the responsibility and authority to enforce parking rules and regulations. In addition, federal law mandates compliance with fire codes and handicapped accessibility laws.

Representation

The Appeals Board will consist of the following members of the Wagner College community:

2 Students Appointed by the Dean of Campus Life

1 Staff Member Appointed by the Chief of Staff

1 Faculty Member Appointed by the Provost

1 College Administrator Appointed by the President

1 Public Safety Administrator Non-voting Administrator

Schedule

The Appeals Board will meet the first Thursday of every month.

Appeals

Individuals who feel that a summons was issued unjustly may file a written appeal within ten business days of receiving the summons. They will be notified of the time, date and location of the next Appeals Board hearing. Appeal forms are available at the Public Safety office, via mail or fax and on the Public Safety website. Individuals may attend the hearing in person, although it is not required. Additional written documentation may be submitted including photographs and/or written statements.

Determination

After a decision has been made on each appeal, the individual and the Public Safety Office will be notified in writing of the outcome of the appeal. The decision of the Parking Appeals Board is final. If an appeal form is not filed within the ten-day period, the individual who received the summons will automatically be charged for the fine.

POSTING POLICY

The Posting policy is designed to balance the College's commitment to free speech with concerns about campus aesthetics, to support communication and education about campus, local, and world events and issues, and at the same time delineate acceptable posting practices. The following guidelines must be strictly adhered to:

1. All posters and flyers must be affiliated with a recognized Wagner student club, organization or a Wagner department. Student postings should be approved with the stamp from the Co-Curricular Programs Office in the Wagner Union. Any posters or flyers not bearing the stamp of approval will be removed and discarded. Flyers in the Residence Halls must either be stamped by Co-Curricular Programs or approved by the Office of Residential Education.
2. Posters must not exceed 22" x 28"; flyers are promotional materials printed on paper, usually 8.5" x 11".
3. Posters are to be placed only on bulletin boards.
4. Alcohol advertising is not permitted on the campus.
5. A limited number of flyers may be approved for posting. Flyers to be posted in the Wagner Union must be left with the Co-Curricular Programs Office to be posted by staff. 6. Posters may not be taped to bulletin boards; only thumbtacks are to be used.
7. All posters and flyers must be removed 24 hours after the event. The group presenting the event is responsible for removal of all posters and flyers.
8. No item may be posted for more than 30 days.
9. Sheets are to be hung in the Dining Hall only in the designated area, must be no larger than twin size, and must be sponsored by a registered student organization.
10. The number of flyers that shall be run off at any one time shall not exceed 50. Students must complete a Copy Center Request in the Office of Co-Curricular Programs before they are allowed to make copies in the Copy Center.
11. Sheets, posters, and flyers shall not be placed in the following areas: on cars, under doors, in mailboxes, on buildings and trees, on walls, on windows, on top of previously posted material, on lamp posts, on Trautmann Square
12. Flyers may be left at the Reception Desk in the residence halls.
13. Registered student organizations may reserve the use of a table to be placed on the Union Patio. The student organization will be responsible for set-up and take-down of the table and folding chairs (storage in the Career Development Center). Reservation of the Patio is done through the Office of Co-Curricular Programs.
14. Distributing materials by hand is restricted only to the area directly in front of the Office of Co-Curricular Programs.
15. Any group consistently violating these guidelines will be denied posting privileges for one semester.

REQUIRED ADMINISTRATIVE WITHDRAWAL FOR NON-ACADEMIC REASONS

Wagner College is committed to the well-being and safety of its community members and the integrity of its learning environment. The College may require a student to take an administrative withdrawal if there is a sufficient showing that the student is engaging

or is likely to engage in behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community. This policy and associated procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of College policies or standards. This policy is to be invoked in extraordinary circumstances in which, in the discretion of the Dean of Campus Life or designee, the student conduct cannot be applied. This policy may be invoked when a student is unable or unwilling to request a voluntary withdrawal and the Dean of Campus Life or designee deems a withdrawal necessary to protect the health and safety of the student or others, or the integrity of the learning environment and campus community. Examples of such extraordinary circumstances include, but are not limited to: suicidal threats, self-starvation or purging behavior, ongoing substance abuse or addiction, serious threats of harm to self or others, or bizarre or destructive behavior. Before a required administrative withdrawal is considered, the Dean of Campus Life or designee may encourage the student to take a voluntary withdrawal. As needed, the Dean of Campus Life will work with the student and their family to formulate a plan for returning.

RESIDENCE HALL ROOM AND SUITE ENTRY

The College reserves the right to enter a student's housing assignment at any time. Generally, College staff enter for routine or emergency maintenance, requested repairs, health and safety inspections, when there is evidence or suspicion of activities that violate the College's Community Standards of Conduct, or when there is evidence or concern for the health, safety, or welfare of the student or the community.

SEXUAL HARASSMENT POLICY

1. Sexual harassment of any form, which interferes with another person's performance or which creates any intimidating, hostile, or offensive environment for any member of the Wagner community is strictly prohibited.
2. Colleges and universities have an obligation to develop policies that protect students and employees from sexual harassment and any other forms of sexual misconduct. If you have been a victim of a sexual assault, you should report this immediately to the Dean of Campus Life or the Director of Public Safety.
3. The Equal Employment Opportunity Commission of the federal government defines sexual harassment as unwelcome verbal, physical or sexual conduct that:
 - a. is made with a condition of academic success and/or employment;
 - b. is used as the basis for employment/academic decisions;
 - c. results in discrimination or harm caused by an intimidating, hostile, or offensive work/academic environment.
4. The Wagner College Equal Opportunity Grievance Committee shall consist of the Provost, Director of Human Resources, Dean of Campus Life, a faculty member, a staff member and a student. Decisions of the Equal Opportunity Grievance Committee are recommendations to the President for a final decision.

SUBSTANCE-FREE LIVING IN HARBORVIEW HALL

Harborview Hall is substance-free. Students, regardless of age, are not permitted to use, possess, or be found under the influence of any substance within this environment, regardless of age. Students found in possession or under the influence of substances may be

subject to disciplinary action and/or relocated to another housing assignment.

WAGNER STUDENT BILL OF RIGHTS (CREATED BY SGA IN 2005)

Preamble

We, the students of Wagner College, pen this document in order to guarantee the rights of the student body at this institution. The following articles fall within the parameters outlined in the Wagner College Student Planner and Handbook, as well as set forth expectations of the Wagner Community. The following shall not be denied to any student of Wagner College. Therefore, the Student Bill of Rights is as follows:

Articles

1. Every student has the right to freely propose and pursue ideas, including but not limited to peaceful assembly, petitions, and protests of grievances.
2. The student body shall have the right to participate in an open forum (i.e. Town Hall Meeting) at least once a semester in which any and all issues can be brought to the administration's attention.
3. Every student shall be treated in a respectful manner in any and all communications with college faculty and staff.
4. Students have the right to expect unambiguous and parsimonious processes in regards to all offices of Wagner College.
5. Requests, questions, and trepidations of students shall be addressed within a timely fashion by the concerned and appropriate college faculty and staff.
6. Each student at Wagner College has the right to receive thorough and accurate advising in matters of their educational options.
7. Wagner College shall strive to provide a safe campus and community for all students, especially in regards to housing and campus security.
8. The student body has the right to expect healthy options in the matter of food and nutrition.
9. Students shall not be subject to disciplinary processes in regards to off-campus events that are not sponsored by the College unless their actions relate to the security of the campus community or deface the name of the Institution.
10. Wagner College shall make every effort to provide students with direct access to adequate and up-to date resource materials for their educational needs, including but not limited to books, periodicals, and technology.
11. All students are granted the right to participate in any club or organization, as well as campus activities, without regard towards ethnicity, creed, ability, age, and/or sexual orientation.
12. Students have the right to organize and serve on the Student Government Association, which will work closely with Wagner College in an effort to assure the included rights will not be overlooked. It must be noted that future situations cannot possibly be foreseen and the *above* listing of rights is not comprehensive. In addition, it is here chronicled that students must do their part to guarantee their rights are granted during interactions with any and all members of the Wagner College community. Amendments and alterations may be considered and will take effect if approved by two-thirds majority of the Body of the Student Government Association.

ACADEMIC POLICIES

ACADEMIC HONESTY POLICY

Academic integrity is indispensable to the central objectives of a Wagner College education: the promotion of knowledge and intellectual growth. Breaches of academic integrity are detrimental to the student personally and infringe on the trust essential to the academic enterprise. The Wagner Academic Honesty Committee adjudicates possible policy violations of academic integrity and renders appropriate sanctions, as outlined below.

Students are solely responsible for informing themselves about acceptable forms of academic conduct. Lack of knowledge of citation procedures, for example, does not excuse plagiarism. Resources for mastering proper citation methods and related information may be found in the Horrmann Library and on the library website.

I. Violations of Academic Integrity: Cheating and Plagiarism Defined

- A. All work submitted for credit must be done by the student. If the instructor gives specific permission, collaboration between students and/or revisions of previous work are also acceptable.
- B. Violations of academic integrity include submitting as original work that which is not original, supplying information to another student knowing that such information will be used in a dishonest way, or attempting to deceive the instructor in any way. Violations of academic integrity may fall into several categories:
 1. Cheating consists of knowingly giving, using, or attempting to give or use unauthorized assistance before, during or after tests or other evaluations.
 2. Plagiarism is the presentation or submission of the work, words or ideas of another without citation or credits, as your own work. When using another person's work, the author and source must be clearly identified through the use of quotation marks, footnotes or other indices of reference. Information retrieved through the Internet or other electronic sources must, of course, also be properly acknowledged (see A. Raimes, *Keys for Writers* or any other college writing manual). The use of paraphrasing should be identified both as to where it begins as well as where it concludes.
 3. Any other attempts to deceive the instructor regarding work performed, including but not limited to handing in false reports on a laboratory experiment, submitting a report on research the student has not done, turning in a paper on a work the student has falsely claimed to have read, or falsifying attendance records, also constitute violations of academic integrity.

For Information regarding Procedures and Penalties regarding Academic Honesty, students should contact the Center for Academic and Career Development or the Office of the Associate Provost.

II. Appeals

If the student wishes to appeal the decision made by the Academic Honesty Committee, such an appeal must include new evidence that was not available to the Committee. Appeals must be made in writing to the Office of the Provost.

ACADEMIC PROBATION, SUSPENSION, AND EXPULSION

Academic probation is a warning to a student that the quality of his or her work is unsa-

tisfactory and is below the level of performance necessary to meet the requirements of graduation. It is also a warning that the student will be suspended from the College unless he or she achieves a level of good academic standing by the end of the probationary period. Standards for undergraduate students are described below; standards for graduate students are described in the 2008-2010 Undergraduate and Graduate Bulletin.

A student is automatically placed on probation and may be suspended at the discretion of the Academic Review Committee if his or her semester and/or cumulative index fall below 2.0. A letter will be sent to the student and a copy to parents/guardians regarding the conditions imposed by the probationary status. Students who achieve 2.0 semester and cumulative indices while on probation will be removed from probationary status. Students on probation who achieve a 2.0 semester index, but not a 2.0 cumulative index may continue on probation at the discretion of the Academic Review Committee. The Academic Review Committee meets at the end of every semester and consists of three faculty members, the Dean of Academic and Career Development, the Associate Provost, and the Registrar. While on probation, the student should repeat as many “D” and “F” graded courses as are available on the course schedule. Part-time students may take 1 to 2 units during the semester. Full-time students may take 4 or 5 units during the semester. A maximum of seven courses can be repeated in an effort to earn a higher grade. Students on probation are not permitted to register for courses that are tutorials, independent studies, or internships not required by their major. Appropriate additional restrictions may be imposed. The academic progress of every student placed on probation will be closely monitored by the staff of the Center for Academic and Career Development. Placement on probationary status may affect a student’s financial aid package. See the Financial Aid office’s web page for the policy on satisfactory academic progress and aid eligibility.

If at the end of the first semester of probation, the student does not achieve a 2.0 semester and/or cumulative average, the student’s academic record will be assessed by the Academic Review Committee. At that time, the student may be suspended from the College. Appeals of a suspension may be made to the Office of the Provost; however, a student is considered suspended unless an appeal is granted and the student is readmitted.

A student who has been suspended from the College may not enroll in the College either as a full-time or part time degree student or as a special student. Suspended students who were registered for an upcoming semester will be removed from courses. Suspended students may not participate in any activities of the College until such a time as they have been readmitted. A suspended student may be considered for readmission upon formal application to the Provost after the lapse of at least one year. Such an application should provide information about increased maturity, as well as enhanced academic skills. If the application is approved, readmission will be probationary for a period of one semester only. If good academic standing is not achieved and maintained, the student will be expelled.

READMISSION

Students who withdraw voluntarily, are withdrawn administratively, or have been suspended by the College may apply for readmission by completing a readmission form, available on the Center for the Academic and Career Development web page. A fee of \$25 is charged. The College reserves the right to require sufficient documentation that the student is qualified and ready to return to academic work. An on-campus interview with

the Dean of Academic and Career Development, health professional, or other designated official may be required. In the case of a voluntary withdrawal for medical/psychological reasons, or any administrative withdrawal under this policy related to a physical or mental health condition, the student must submit a written progress assessment from a treating health professional with the readmission form, indicating that the student is qualified and ready to resume full-time academic work and campus life. The Director of Health Services and/or a College Counselor may require a release from the student to discuss current treatment and follow-up needs with the treating health professional, in order to assess whether the student is qualified and ready to return to Wagner College, and whether the College can provide the follow-up care needed to maintain the student's enrollment. The Director of Health Services and/or a College Counselor will review this information and recommend to the Dean of Academic and Career Development or designee approval (with or without conditions of treatment, education, counseling, or other) or denial of the readmission. After consulting with College health professionals and/or other appropriate College officials as necessary to facilitate an informed decision, the Dean of Academic and Career Development will make a decision.

ACADEMIC GRIEVANCES

Students wishing to lodge a complaint regarding grades should refer to the "Appeal for Grades" section of the Undergraduate and Graduate Bulletin.

Students wishing to lodge a complaint regarding academic policy, procedure, or decision, as it relates to any alleged action prohibited by anti-discrimination acts, should first discuss the matter on an informal basis with the appropriate department chairperson within five business days. The department chairperson will give the matter prompt attention and return an answer to the complainant. If the grievance is not resolved at this level, it should be presented, in writing, within five business days to the Office of the Provost. The document should include, but not necessarily be limited to, the following:

1. Statement of the grievance and the facts upon which it is based.
2. Date of the occurrence.
3. Attempts made to solve the grievance.
4. Student signature and date.

The Provost will attempt, on an informal basis, to resolve the grievance to the satisfaction of all parties concerned. In the event an acceptable resolution is not achieved at this point, the faculty member or student should request, in a memorandum addressed to the Provost, that the grievance be brought before the Equal Opportunity Grievance Committee which will review all facts and make its recommendation to the President of the College. The decision of the President is final.

37TH UNIT POLICY

In recognition of high levels of academic achievement, Wagner College presents an award for academic excellence that will afford students an additional course without charge beyond the normal nine units that are included in the annual tuition. In essence, this award allows students a "free" 37th course taken on the Wagner campus during the eight undergraduate semesters at the College. This award is reserved for students who excel according to the following criteria:

- Complete 9 units with a cumulative grade point average of 3.90 or higher at the com-

pletion of the second semester, or

- Complete 18 units with a cumulative grade point average of 3.75 or higher at the conclusion of the fourth semester, or
- Complete 37 units with a cumulative grade point average of 3.75 or higher at the conclusion of the sixth semester.

In addition, students should not have received any grades of “W”, and should not have repeated any courses. Letters informing students of this award are sent home at the end of each academic year. Students can earn a total of one extra unit in this way. Students in these categories represent the highest levels of accomplishment at Wagner College.

HONOR CODE FOR THE STUDENT BODY OF WAGNER COLLEGE

We the students of Wagner College, in order to reflect the atmosphere created by the high standards of the Wagner College Administration & Faculty, and the upstanding moral character of Wagner College Student Body, hereby affirm the following:

That we seek an environment in which we can learn and prosper based on our own merits and be judged fairly and impartially. By holding ourselves and our fellows accountable for the integrity of their work, the Honor Code raises the profile and renown of our institution. We recognize that, as a community, it is our responsibility to maintain the name and standards of our institution and pledge to see that this standard is upheld by ourselves and each other.

The Standards of the Honor code are as follows:

- Cheating on exams, quizzes and oral reports including unauthorized use of notes, suggestive aids, study material and conversing with fellow students during the aforementioned is not allowed.
- Plagiarism of materials, including any graded assignment but not limited to copying another’s paper or reports or allowing another student to copy from your papers or reports or is prohibited.
- Submission of the same work for two or more courses must follow the guidelines of the instructors involved in compliance with the Wagner Student Academic Honesty & Integrity Handbook.
- Use of any payment to a third party, or the receipt of moneys from another in return for services rendered for the creation of intellectual property under another’s name is strictly prohibited. All parties involved will be penalized in accordance to the proper oversight committee rulings.
- Collaboration on assignments (e.g. take home exams and academic papers) that is not specifically authorized by the professors involved will be considered a violation of the Honor Code.
- It is the responsibility of the students to report any and all clear violations of this code to the Academic Honesty Committee or to the Professor of the course involved. Students with direct knowledge of an infraction of the Honor Code are compelled to report these violations with all due haste. In not doing so, the student shall be considered to be in direct opposition to the duties outlined in this code.

HONESTY STATEMENT

In order to uphold the standards cited above, the following statement will be written and signed by students upon the submission of each significant assignment and exam submitted for grading:

I, _____, have completed the following document under the parameters of the Wagner College Honor Code. By signing this work, I hereby state that it is of my own creation.

Signed: _____

Date:

Course: _____

Professor:

WAGNER COLLEGE COMMUNITY STANDARDS OF CONDUCT

RESPECT AND CIVILITY IN THE WAGNER COLLEGE COMMUNITY

Wagner College is a private institution of higher education committed to excellence. Together, the students, faculty and administration form the campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by *courteous, dignified and respectful* interactions between all individuals, regardless of gender, ethnic or religious background, sexual orientation, or ability. Therefore, the administration of the College publicly declares its expectation that all members of the campus community work to develop and maintain a high degree of *respect and civility* for the wealth of diversity in which we all live and work together. To ensure that this expectation is met, the College hereby condemns behavior which violates the spirit and intent of College policy designed to promote respect and civility, and expects everyone to conduct themselves in a manner that fosters *mutual respect* among all members of the campus community.

Wagner College values the richness inherent in a diverse student population. As an academic and socially aware community, we expect all members to embrace a disposition in which *mutual respect* and appreciation for our various ethnic, racial, cultural, religious, economic, and sexual orientation backgrounds, as well as varying levels of abilities, are valued, explored and appreciated. Further, our hope is that any violation to a Wagner community member's right to express their individuality is challenged and discouraged. Students are expected to maintain the level of *citizenship* that encourages in-depth *understanding of individuals* whose values and backgrounds differ from their own.

The Wagner College community works together to ensure an environment in which the acquisition of knowledge and wisdom is best fostered. Similarly, each student is obliged

to conduct his/her affairs in a *responsible manner* without infringement upon the rights of others or the community. In addition, students are encouraged to be engaged participants in campus activities. Students are encouraged to participate in campus wide programming and to take advantage of leadership opportunities available in a variety of academic and campus life departments around campus.

The Wagner College Community Standards of Conduct supports the rights of both students and other members of the College community. Staff have the right to confront College policy violations that come to their attention and students are expected to comply with the directions of College officials. The following guidelines include rules and regulations, which apply to all students and their guests. Misconduct and failure to comply with the Community Standards of Conduct may result in disciplinary action. All students are expected to comply with all such standards and accept that the College reserves the right to dismiss any student who should violate the College's Standards of Conduct. Further, the College reserves the right to dismiss students, who in the College's judgment, engage in acts of violence and/or behave in ways that jeopardize the safety of self or others.

The College will immediately contact a parent or guardian if such a student is under 21 years of age at the time of dismissal. Parents or guardians will also be contacted, regardless of age of the student, should the status as an active Wagner student be in jeopardy, such as being placed on disciplinary probation. Wagner reserves the right to suspend for any period, or to separate from the College, any student whose academic performance or personal conduct on or off campus is, in the sole judgment of the College, unsatisfactory or detrimental to the best interests of the College. Neither the College, nor any of its trustees, officers, faculty or administrative staff shall be subject to any liability whatsoever on account of such suspension or separation. A student who is separated or suspended from the College is required to leave campus within a reasonable timeframe as determined by the Dean of Campus Life or designee.

THE STUDENT CONDUCT PROCESS: FOSTERING INDIVIDUAL GROWTH AND A SAFE COMMUNITY

Wagner College has structured a student conduct process that aims to educate students regarding the choices they make and the outcomes of their decisions. The goal is to be developmental regarding infractions of College policy and to seek ways for students to learn from their mistakes and to take responsibility for their actions. The student conduct process provides the opportunity for students to *look critically at the choices* they are making, think about their effects on themselves and the larger community, and hopefully make changes that allow them to continue at Wagner College with full awareness of the consequences associated with violations to the Community Standards of Conduct. In the following section of the Student Planner and Handbook, the Community Standards of Conduct are listed. In addition, the procedure for reporting violations and the procedure for holding students accountable through the student conduct process are described. The following is a Statement of Student Responsibilities that is agreed to by all students as they enter their first year as Wagner College students and as they begin each academic year thereafter.

WAGNER COLLEGE STATEMENT OF STUDENT RESPONSIBILITIES

It is my responsibility to read and comply with the policies and procedures outlined in the Wagner College Bulletin, the Student Planner and Handbook and the College website.

All requirements governing conditions for completion of my academic program and degree are found in the current Wagner College Bulletin and the Student Planner and Handbook. Any exceptions to these requirements must be obtained in writing from the Registrar and, when appropriate, the Provost. No other exceptions or special arrangements received orally or in writing, are valid.

Standards for conduct and behavior are outlined in the Student Planner and Handbook and on the Dean of Campus Life website. I agree to comply with all such standards. I understand that the College reserves the right to remove me from residence or dismiss me from the institution should I commit any major offense or breach of College rules and regulations, including but not limited to academic dishonesty, engaging in acts of violence and/or conducting myself in ways that jeopardize the safety of others. Further, I understand and accept that the College will immediately contact my parents or guardian when policy violations result in a significant change in my status as a student or in the case of a medical emergency.

Payment of all bills due to Wagner College is expected by the due dates. Any exceptions to policy are valid only if received in writing from the Vice President for Finance and Administration. I acknowledge that I am responsible for the timely payment of all tuition, room and board and other charges incurred as billed to me by Wagner College, and further agree that I am responsible for all costs incurred by the College in the collection of delinquent charges. I acknowledge and accept that unpaid bills are subject to interest assessments and that delinquent accounts in excess of \$500 will result in sanctions such as denial of grades and transcripts and denial of registration and residence status. In addition, delinquent accounts in excess of \$1,000 for over 60 days are subject to such sanctions as removal from athletic team participation, and/or loss of on campus employment opportunities, among others.

Wagner College is not responsible for damage to or loss of my personal property. I accept that I am expected to have adequate insurance to cover the loss of any personal property I bring onto campus, including items stored in my Residence Hall room or in my locker. Also, I understand and accept that Wagner College is not responsible for damage to or loss of my vehicle when parked on College property.

All students are required to be fully insured. Failure to provide proof of health insurance will result in automatic enrollment in the Wagner Insurance Plan and the student will be billed \$210.00. Additionally, the Tuition Refund Plan (TRP) is a tuition insurance plan offered by the College through an outside company. The TRP program ensures students a refund up to 100% of their paid tuition (rooming fees, if applicable) in the event a student becomes ill or injured and, by doctor's recommendation, needs to fully withdraw from the college during a semester. Students must OPT-OUT of the program before the start of every Fall semester. Students who fail to opt-out will be charged the current premium rate and an administrative fee.

Furthermore, I hereby grant full permission to Wagner College and their representatives to use my name and/or picture in any visual or audio reports, recording or other account of the college related event or its results, for any purposes, without any obligation on the part of any person to compensate me.

COMMUNITY STANDARDS OF CONDUCT

ALCOHOL

The College recognizes the adverse effects of influences of alcohol on students' overall health and ability to achieve their personal best. Wagner College adheres to all state, local, and national laws regarding appropriate alcohol use and requires students to do the same. The College's expectation is that all Wagner Students are aware of the negative effects of alcohol use, can critically think through their choices with regard to alcohol, and can act appropriately in settings where alcohol is present. Wagner College has developed initiatives including educational programs and publications regarding the effects of alcohol on students' health as well as academic and social success.

1. General Alcohol Policy

All Wagner College students are subject to New York State law, local statutes and ordinances, and Wagner's alcohol and drug policy. Students who violate state or local laws or College policies will be subject to criminal and/or College disciplinary action. Ignorance of the law and Wagner's policy is not an excuse for any violations.

All students should note that under New York State law it is illegal:

- to provide alcohol to persons under the age of 21 years;
- for an underage person to possess any alcoholic beverage with the intent to consume;
- for an underage person to misrepresent his or her age, or to use false identification for the purpose of buying or otherwise obtaining alcohol;
- to sell alcohol without an Alcoholic Beverage Control license (this includes charging admission at the door of an event at which alcohol is distributed free of charge);

2. Consumption of Alcohol

- a. Students under the age of 21 may not consume alcohol.
- b. Alcohol may not be possessed or consumed in the presence of individuals under the age of 21. It is the student's responsibility to be aware of the ages of the other people with whom s/he is socializing.
- c. Students under the age of 21 may not be in the presence of alcohol consumption in the residence halls at any time.
- d. Alcohol consumption is not permitted in public areas unless otherwise authorized by the College. Public areas include:
 - 1) Parking lots
 - 2) Sutter Oval
 - 3) Classrooms
 - 4) Residence Hall common areas, lobbies, hallways, elevators, lounges and bathrooms.
 - 5) Fraternity, sorority and special interest group lounges
 - 6) Any land owned or operated by Wagner College (this includes Grymes Hill apartments).
- e. Consumption from a "common source" such as a keg, beer ball, large amounts of mixed drinks, or any variation of a bulk capacity container is strictly prohibited.

- f. Drinking games of any type that promote the excessive consumption of alcohol are prohibited.
- 3. Impaired Behavior Due to the Use of Alcohol**
- a. Impaired behavior due to alcohol is described as behavior exhibited by an individual that requires the attention of a staff member and may be out of the ordinary for that individual, including, but not limited to: slurred speech, inability to walk properly, erratic, belligerent or overly aggressive behavior.
- 4. Possession or Transporting of Alcohol**
- a. Students less than 21 years of age may not possess alcohol.
 - b. Any resident (or guest of a resident) bringing alcohol into the residence halls must show appropriate identification to verify her/his age.
 - c. Possession or transporting of alcohol in an open container anywhere on College property except in private residential rooms is prohibited. Open containers are defined as bottles with broken seals, container tops off or unsealed, cups with alcohol, bottles in brown bags, and the like.
 - d. Possession of a “common source” of alcohol such as a keg, beer ball, large amounts of mixed drinks, or any variation of a bulk capacity container is strictly prohibited.
 - e. If a Wagner College staff member believes an individual under the age of 21 is transporting alcohol on or into any Wagner owned or operated property, that staff member has the right to check any packages, book bags, etc and confiscate alcohol and/or other items that may be in violation of College policy.
- 5. Distribution of Alcohol**
- a. Providing alcohol to any person who is not of legal age to possess or consume alcoholic beverages in the State of New York is prohibited
 - b. Sale of alcohol is prohibited, except where authorized by the College.
- 6. Permissible Use of Alcohol on Campus**
- a. In all Wagner College operated residential facilities, alcohol is ONLY permitted in those residential rooms or suites where **all** roommates are 21 years old or older.
 - b. Students 21 years of age and their guests who are 21 years of age or older may possess and responsibly consume alcoholic beverages in the privacy of their own residence hall rooms, suites, or apartments, with their doors closed. Guests who are of legal age to consume alcohol may only do so if their host (the registered Wagner Student) is 21 years of age.
 - c. Possession of Alcohol is restricted to a resident’s room ONLY. Of age students are permitted to possess one of the following:
 - i. One (1) case of beer; OR
 - ii. One (1) gallon of wine; OR
 - iii. One (1) case of wine coolers; OR
 - iv. One (1) liter of liquor
 - d. Hosting or attending a gathering of ten or more people in a resident’s room or suite where alcoholic beverages are present is prohibited.
 - e. Harborview Hall is substance-free; no students are permitted to have alcohol, including those that are 21 years of age.

7. Alcohol Paraphernalia

- a. Alcohol paraphernalia is strictly prohibited. Alcohol paraphernalia may be defined as any material or equipment that promotes, enhances or magnifies the rate of consumption of alcohol. This includes but is not limited to the following: beer funnels, empty alcohol containers, and beer pong tables, beer balls, structures resembling bars and the like.
- b. Students may not display any alcohol-related materials that may be viewed from the outside of the residence halls, apartments, hallways or corridors.

COMPLIANCE

Wagner College expects all students to comply with written policies of the College and to follow the directions of college officials. Therefore, the following actions are prohibited:

1. Failure to comply with directions of College Officials (verbal directions, written regulations, instructions, etc.)
2. Failure to comply with directions of or to present identification to College officials acting in the performance of their duties, or refusal to respond to an administrative office.
3. Refusal to comply with a request by College staff to enter suite or any room.
4. Abuse of the student conduct system, including but not limited to:
 - a. Failure to adhere to directions of student conduct officers;
 - b. Falsification, distortion or misrepresentation of information before a student conduct officer or board;
 - c. Initiation of a student conduct proceeding knowingly without cause;
 - d. Attempting to discourage an individual's proper participation in, or use of, the student conduct process;
 - e. Failure to comply with the sanction(s) issued by a student conduct officer or board;
 - f. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

COMPUTER USE AND ETHICS

See *Computing Policies and Procedures* in a later part of this Handbook.

DAMAGE OF PROPERTY

It is expected that all Wagner College students treat the property of the College, of its members and any other property, with respect. Vandalism, damage or destruction of College property or any other property off-campus is prohibited.

DISORDERLY CONDUCT

Students should always behave in a manner that is consistent with the mission of the College and should represent the College positively at all times. Therefore, the following are prohibited:

1. Disorderly, lewd, indecent, or obscene conduct.
2. Behaving in a manner that disrupts the daily routine of other students.
3. Violations of local, state, or federal law on or off College property when such beha-

violation has an adverse effect upon the individual members of the College.

4. Any actions that disrupt the College's mission and environment.
5. Actions not committed on College property may also be subject to the student conduct process, provided that the offense relates to the security of the College community, the integrity of the education process, or of the good name of the College.

FIRE SAFETY VIOLATIONS

In order to ensure the safety of all individuals in the Wagner College community, fire safety violations are taken very seriously. The following are prohibited:

1. Possession or use of fireworks, which are illegal to possess or use in New York.
2. Starting a fire. When there is damage in a room from a fire caused by actions that are in violation of College policy, the responsible party will be fined as appropriate.
3. Pulling a fire alarm under false pretenses.
4. Failure to evacuate from a building during a fire alarm or fire drill.
5. Tampering with fire safety equipment, including smoke detectors, sprinkler heads, fire extinguishers, fire safety equipment, safety lights or fire sensors, thus, endangering the safety of the occupants of the building.
6. The use of any door locks other than those provided by the College.
7. Covering smoke detectors and other fire safety equipment with posters, tapestries, netting, flags, or other materials. Contact a Residential Education Staff member if there are problems with a smoke detector.
8. Failure to report a fire to the proper authorities, even though the building occupants may have extinguished the flames.
9. Blocking fire lanes near and around any building on Campus. Vehicles may be towed at owner's expense.
10. Possession of items prohibited in the residence halls:

Prohibited Items

- Hotpots, coffee pots, electric grills, toasters, immersion coils, hot plates, or any other open face heating coils
- Fireworks, firecrackers, or any other explosive material
- Fire arms, offensive or defensive weapons, paintball guns, BB guns, sling shots, water guns, swords and knives, and any other item that may be determined a weapon by the College
- Candles (burnt or un-burnt), incense, oil lamps, oil burners, or any other open flame devices.
- Halogen and lava lamps Kerosene heaters, oil lamps, space heaters, immersion coils and internal combustion engines
- Gasoline and any other flammable liquids
- Empty beverage containers of any kind
- Any pet or laboratory animal except fish
- Fish tanks larger than 2 gallons
- Pet equipment, food, supplies or paraphernalia

- Oversized refrigerators taller than 4 feet high
- Non college issue locks for any room, suite, or apartment door
- Extension cords without surge protectors
- Non UL approved power cord
- Over utilized electrical sockets
- Illegal drugs of any kind, drug paraphernalia, chemicals, prescriptions that do not belong to the room occupant, hookahs, bongs, or any other form of water pipe
- Live cut Christmas trees
- Traffic and street signs
- Amplifiers, large speakers, or any other electrical equipment that may cause a disturbance in the hall
- Air conditioners not provided by Wagner College
- Microwave ovens over 700 watts
- Tapestries, wall hangings, and posters that cover more than 50% of the wall or ceiling space in a room or obstruct a door way, light, smoke detector, and any wood structures
- Shelves and other structures may not be attached to room furnishings, walls, ceilings, or floors

GUESTS AND VISITORS

All students must adhere to the following Guest Policy:

- All students are responsible for the actions of their guests and visitors anywhere on campus
- All guests and visitors should sign in at the front desk of all residence halls and may need to sign in to events or programs sponsored by the College and/or student clubs/organizations and are expected to comply with all procedures and policies of the College.
- Guests and visitors of the College must adhere to all Wagner College policies and procedures
- Every resident of the college is permitted no more than 2 guests at a time
- Guests are permitted to stay for a maximum of 2 nights within a given month
- Upon arrival, each guest must be signed in by the host at the respective front desk of the residence hall by presenting a valid and current photo ID
- If a student/guest of any building is in possession of improper identification, that identification will be confiscated
- A guest cannot sign him or herself into the building. A resident student must be present to sign in the guest
- Guests must carry a guest pass issued upon sign-in at all times; students who host guests should accompany their guests at all times
- The guest is to remain with his or her host, without exception
- Guests may not be signed into more than one residence hall at a time
- Guests and visitors are expected to abide by all College policies

- Roommates are required to check with one another to confirm that guest/visitors are not an inconvenience to their living environment
- Visitation during exam weeks is limited to current members of the Wagner College Community
- During Wagner College Break Periods, students remaining in housing may only have guests in the halls between 10 am and 8 pm; no overnight guests are permitted.

HAZING POLICY

Acts of hazing are inherently antithetical to the mission of Wagner College and higher education in general. They are also criminal acts subject to arrest and felony prosecution in the state of New York, and therefore, will not be tolerated in any organizations registered at Wagner College, including sport teams, student organizations and Greek letter organizations. Wagner College sororities and fraternities also uphold National Panhellenic and Interfraternity Councils' resolutions forbidding all forms of hazing. In essence, hazing is defined as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

Any act of hazing, whether committed on or off campus, will be subject to College disciplinary measures and individual students as well as student groups may be held accountable. It should be understood that any student, not solely new members of a fraternity and sorority, could be a victim of hazing. It should be further noted that active member participation in submitting themselves to being hazed is equally unacceptable and likewise will not be tolerated. If any student or student group has plans to conduct an activity, which they feel may be in violation of College policy, it is expected that they contact the Dean of Campus Life Office or the Office of Co-Curricular Programs to clear any questions as to the acceptability of such an event. Full membership of every Greek organization are required to participate in Anti-Hazing Education every semester as set by the College.

Hazing acts that are criminal and subject to arrest and prosecution include but are not limited to the following:

1. Deprivation of sleep
2. Deprivation of food
3. Consumption of abnormal food stuff
4. Kidnapping and/or abandonment of any student at an off-campus location
5. Paddling (or beating) of any kind
6. Branding or tattooing
7. Forced, coerced, or implied pressure to consume alcohol
8. Pelting individuals with food or other objects
9. Scavenger hunts involving illegal activities (theft, etc.)

Hazing includes but is not limited to the following practices which will not be tolerated by Wagner College:

1. Unusual eating methods or places
2. Any and all personal servitude
3. Mandatory calisthenics

4. Wearing degrading or abnormal apparel
5. Using terminology which implies superior/inferior status (i.e., “Brother” Smith or “pledge scum”)
6. New members walking “in line”
7. Silent periods of any kind
8. Interrogation of new members
9. Mud slides
10. Restrictions on bathing or other hygienic practices
11. Changes in sleeping quarters or patterns

Hazing New York State Law

120.16. 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, 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 class A misdemeanor.

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

HEALTH AND SAFETY OF OTHERS

The following are strictly prohibited:

1. Physical abuse and/or physically violent behavior exhibited towards any person, on or off College property.
2. Verbal abuse, threats, intimidation, harassment or coercion of any person on or off College property or at a College-sponsored or supervised function
3. Conduct which threatens or endangers the health or safety of another person.
4. Hazing, which includes any activity that demeans, embarrasses, threatens, invites ridicule, or draws inappropriate or negative attention to a member or prospective member of a group.
5. Acts of misconduct by any registered student group engaged in any organized activity that threatens the safety of another person. Organized activity is defined as any activity which is conducted under the auspices of Wagner College.
6. Stalking any person by any means, including but not limited to physical, written, telephone or other electronic methods. Stalking is defined as willfully, maliciously, and repeatedly engaging in unsolicited communication with a specific person which would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

HONESTY/INTEGRITY

The Academic Honesty policy is outlined in a separate section of this Handbook. Honesty and integrity are expected in and out of the classroom; therefore, the following actions are prohibited:

1. Furnishing false information to, withholding information from the College, or other

similar forms of dishonesty in College-regulated affairs, including but not limited to making false oral or written statements to any College disciplinary board.

2. Forgery, alteration, destruction, or misuse of College documents, records, identification cards, or papers.

ILLEGAL SUBSTANCES AND DRUGS

As with the abuse of alcohol, the College recognizes the adverse effects the use of illegal drugs can have on students' overall health and ability to achieve their personal best. However, unlike alcohol, non-prescription, illegal substances and dangerous drugs are not permitted at any time and discovery of such may warrant the involvement of police authorities. Students who have been prescribed controlled substances should use only as prescribed by their doctor and should store these medications in their labeled containers. Verification of use of a prescribed controlled substance may be requested by a College official at any time.

The following outlines prohibited behaviors that encompass the Wagner College drug policy:

1. General Policy on Illegal Substances and Dangerous Drugs
 - a. Use of illegal substances or otherwise dangerous drugs.
 - b. Possession of illegal substances or otherwise dangerous drugs.
 - c. Distribution or sale of illegal substances or otherwise dangerous drugs.
 - d. Presence in or on College property under the influence of illegal substances or otherwise dangerous drugs.
 - e. The manufacture or cultivation of illegal substances or otherwise dangerous drugs.
 - f. Being present in a room or apartment in which illegal substances or otherwise dangerous drugs are being used.
 - g. Possession of drug paraphernalia or items commonly associated with the consumption of drugs (i.e. hollowed-out cigars, bongs, blow tubes, inhalant devices, hookahs, etc.).
 - h. Misuse of, distribution of or sale of prescription drugs.
2. Impaired Behavior Due to the use of Illegal Substances or Dangerous Drugs
 - a. Impaired behavior due to the use of illegal substances and dangerous drugs is prohibited. Impaired behavior is described as behavior exhibited by an individual that requires the attention of a staff member and may be out of the ordinary for that individual, including, but not limited to: slurred speech, inability to walk properly, erratic, belligerent or overly aggressive behavior.

*For more information about how specific drug convictions effect financial aid and student eligibility, please review the Drug Conviction Policy within the Financial Aid section of the Student Handbook.

MULTIMEDIA

1. Students must have consent from any individual being videotaped, recorded or photographed. This includes but is not limited to taking unauthorized pictures in student rooms, community bathrooms, locker rooms or athletic facilities.
2. Recordings, tapings and/or photographs may not contain violence or violations of

Wagner College policies.

QUIET AND COURTESY HOURS

1. A reasonable noise level in the residence halls must be maintained at all times. Reasonable is defined as not loud enough to be heard outside of the room.
2. Speakers directed to the area outside of the halls are not permitted.
3. Students are encouraged to be respectful of one another and to maintain an atmosphere that is not noisy or disrespectful to the community.
4. The following hours have been designated as quiet hours for all residence halls:
5. Sunday through Thursday, 11 PM – 10 AM
6. Friday and Saturday, 12 AM – 11 AM
7. All residence halls have 24-hour courtesy hours, every day of the week.
8. During the final exam period, 24-hour quiet hours begin two days prior to the College's first scheduled exam and extend through the closing of the residence halls. During this period, noise must be kept to a minimum and should not be audible in the hallways nor from other residents' rooms.

RESIDENCE HALL FURNITURE

1. Students may not remove furniture from a room or common area for any reason.
2. Students should not destroy, vandalize, or misuse furniture in any way.
3. Students wishing to loft or bunk their beds must have the appropriate equipment required to complete their desired bed configuration. Students must request these items from their Resident Director.
4. Residential Education Staff have the right to ask students to move or remove furniture if it compromises safety.

SEXUAL OFFENSES

1. Sexual Misconduct is prohibited. Sexual misconduct is defined as nonconsensual, intentional physical contact of a sexual nature, which includes unwelcome physical contact with another person's genitals, buttocks and/or breasts.
2. Lack of consent may be inferred by physical intimidation, coercion, force, or advantage gained by the alleged victim's mental and/or physical incapacity, of which the perpetrator was or should have been aware.
3. Sexual Offenses and Penalties under New York State Penal Law: New York State Penal Code, Article 130, and the New York State Sexual Assault Reform Act (SARA) are the laws that govern the prosecution of sexual offenses in New York State. The following information is an interpretation of New York State Penal Code and should not be substituted for any information or advice offered by the local District Attorney's Office. Wagner College's regulations and the laws of New York State operate independently of one another and they do not substitute for each other. Wagner College may pursue enforcement of its own college regulations whether or not legal proceedings are initiated.
4. Sexual Harassment (see College Policies and Procedures section of this publication for more detailed information)

Definitions under New York State Penal Law (Summary)

- a. *Sexual Misconduct*: Under New York State Penal law, sexual misconduct is defined as engaging in sexual intercourse with a person without his/her consent, or engaging in deviate sexual conduct with a person without the latter's consent. Sexual misconduct is classified as a Class A misdemeanor and definite sentence of imprisonment up to one (1) year.
- b. *Sexual Abuse*: Under New York State Penal law, if a person is forced to engage in any form of sexual contact without consenting, it is considered sexual abuse. Sexual abuse is classified as a Class A misdemeanor -- Class D felony depending on the severity of offense and particular circumstances, and can carry a maximum sentence of 15 years imprisonment.
- c. *Rape*: Under New York State Penal law, if a person engages in nonconsensual intercourse due to physical force (forcible compulsion), due to coercion or threat--actual or implied, engages in sexual nonconsensual intercourse with another person who is less than 17 years old, or engages in sexual intercourse with another person who is incapable of giving informed consent due to physical, emotional, or psychological disability or impairment, the act is considered rape. Rape is classified as a felony offense, Class B-D, depending on the severity of the offense and can carry a maximum sentence of 25 years.
- d. *Sodomy*: Under New York State Penal law, if a person engages in nonconsensual deviate intercourse due to physical force, coercion, or threat--actual or implied--the act is considered sodomy. Sodomy is classified as a felony offense, up to Class B felony, depending on the severity of the offense and can carry a maximum sentence of 25 years.
- e. *Sexual Offense*: Under New York State Law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her consent. The law defines both the behavior and the physical nature of a sex offense and the lack of consent involved. "Lack of consent" can be defined as:
 1. occurring as a result of physical force, coercion, or by threat either expressed or implied;
 2. occurring when a victim is physically unable to indicate lack of consent because the victim is unconscious or because of a physical disability that makes one unable to physically or verbally communicate lack of consent;
 3. the result of mental incapacitation in which the victim is temporarily incapable of understanding or controlling his or her conduct because of a drug or other intoxicating substance; or
 4. when the victim is under 17 years of age.

SMOKING

The City Council of New York enacted an ordinance intended to eliminate the possibility of health hazards to non-smokers created by breathing "second hand" tobacco smoke. This ordinance prohibits the smoking of tobacco in any enclosed areas in which two (2) or more people congregate. It applies to all Wagner College facilities including the dining hall, Hawk's Nest, lounges, lobbies, hallways, offices, rest rooms, workshops, classrooms, laboratories and any other interior spaces. In addition, any outdoor sports arena, such as our football stadium, is designated as a non-smoking area. Smoking is prohibited in all residence halls. If students wish to smoke, they should do so at least 50 feet outside

the front of the residence halls at the College.

The Smoking Policy at Wagner includes:

1. Smoking in any public areas on campus is strictly prohibited.
2. Smoking in any areas of the three Residence Halls is prohibited. Residents or guests who wish to smoke outside of the residence halls should do so at least 50 feet outside of the Residence Halls and use the smoking receptacles provided.

THEFT OF PROPERTY

It is expected that all Wagner College students treat the property of the College, of its members and any other property, with respect. Therefore, theft of property of the College or to property of any of its members or visitors on or off-campus is prohibited.

UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES

1. Unauthorized entry into or use of College facilities.
2. Access to residence halls should be limited to the front door; students should not enter or exit through windows.
3. Roofs and balconies are not permitted for student use unless approved by the Dean of Campus Life Office.
4. Students may not sit or hang out of the windows in the residence halls.
5. Safety stops and security bars on windows must not be removed or damaged. Window screens are to be kept in the window frame. No objects may be thrown from a window for any reason.
6. Unauthorized possession, duplication or use of keys to Wagner College premises.
7. Unauthorized use of an ID to enter College facilities or premises.
8. Resident students and guests must present a valid ID card upon entering the residence
9. Residence hall rooms may not be painted.

WEAPONS

Use, possession, or carrying of firearms, dangerous knives, explosives, dangerous chemicals or other weapons while on College owned or controlled property or at College-sponsored or supervised activities is strictly prohibited, except by authorized law officers and other persons specifically authorized by the College. This includes, but is not limited to BB guns, pellet guns and paint ball guns.

COMMUNITY STANDARDS REVIEW PROCESS

A. Rationale for Student Conduct Process

Wagner College has structured a student conduct process that aims to educate students regarding the choices they make and the outcomes of their decisions. The goal is to be developmental regarding infractions to policies and guidelines in the Student Planner and Handbook and to seek ways for students to learn from their mistakes and to take responsibility for their actions. The goal of the student conduct process is educational: that students will embrace the opportunity to look critically at the choices they are making, think about the effect on them as individuals and the effects on the larger community; additionally, the student conduct process provides an opportunity for students to make positive changes that allow them to continue at Wagner College in good standing academically and socially, being more aware of the conse-

quences associated with multiple violations to the Community Standards of Conduct.

This process is managed by the Dean of Campus Life Office, working closely with the Office of Residential Education to address policy violations. The staff in Public Safety, the Office of Residential Education and the Dean of Campus Life Office work to ensure a safe and secure environment in the residence halls, the Grymes Hill apartments and on-campus in general. If an incident occurs that requires the attention of a staff member or may involve a violation of the Community Standards of Conduct, an Incident Report is usually filed and submitted to the Office of Residential Education or to Public Safety.

The follow-up for most incidents is conducted by the Resident Directors, the Assistant Director of Residential Education or the Director of Residential Education, depending on the severity of the situation or previous violations of College policy by the student(s) involved. There are a variety of sanctions which may be issued that affect the status of the student, ranging from Warning to Educational Sanctions to Probation, to forms of Suspension to Expulsion from the College. Once a student is on disciplinary probation, the case may be referred to the Assistant Director of Residential Education, the Director of Residential Education or the Associate Dean of Campus Life depending on the severity of the situation. Below is a description of the student conduct process at Wagner College.

B. Reporting a Policy Violation

Students are expected to report policy violations in order to ensure for a safe community for all individuals. All students are invited to speak with a Dean of Campus Life staff member or any staff on within the Campus Life Division about how to report information and learn more about participating in the Student Conduct and/or Mediation Process. Campus Life staff are here to assist students to understand their resources at Wagner College.

1. *Reporting Violations:* Any member of the College community may file a written report with the Dean of Campus Life regarding any individual, group or organization that allegedly has violated the rights of a member of the College community or a College policy. The Associate Dean of Campus Life reviews the report to determine potential violation of the College Community Standards of Conduct. Based on the report, and pending a final resolution of the matter, the Associate Dean of Campus Life or designee may suspend a student from the College or restrict privileges for reasons of health, welfare or safety, if the Associate Dean believes that a student's continued presence at the College poses a possible risk to the student or community.
2. Once an alleged policy violation has been reported, a review, of the information will determine if there is sufficient information to proceed within the Student Conduct process.

Reporting Offices/Staff Contact Information: Outside the Residence Halls:

Dean of Campus Life Office, Room 221, Wagner Union - 390-3423

Public Safety, Building #4- 390-3165

In order to report information anonymously, please go to the Public Safety website for more information at: http://www.wagner.edu/public_safety/

Inside the Residence Halls:

Office of Residential Education Office, Towers B3 - 390-3420

Grymes Hill Apartments & Guild Hall - 390-7359

Harborview Hall - 390-3442

Parker Towers Hall - 390-3161

Foundation Hall: TBA

C. Student Conduct Process and Procedure for Handling a Policy Violation

1. *Notification of Charges of Violations of College Community Standards:* The College office handling the case (the Office of Residential Education or the Dean of Campus Life Office) prepares a written letter containing possible policy violations of the College Community Standards of Conduct to the students directly involved in the incident. Notification will include the time and location of the incident and a meeting time and place for an *initial conference or student conduct meeting*.
2. *Student Conduct Meetings/Initial Conferences:* At the initial conference or in student conduct meetings, the possible policy violations are explained to the respondent by a staff member (Resident Director, Assistant Director or Director of Residential Education in the Office of Residential Education or the Associate Dean of Campus Life or designee in the Dean of Campus Life Office). The incident is discussed with the respondent and then one of the following courses of action may be followed:
 - a. *Student Conduct Meeting Handled by Residential Education Staff*
 1. The respondent may elect not to appear, at which time all statements contained in the Letter of possible policy violations are considered true and accurate, and appropriate administrative action is taken.
 2. If during this meeting in the judgment of the hearing officer informal mediation is appropriate or the information does not support the allegation, the hearing officer may elect to administratively drop the alleged policy violations or refer the matter to mediation.
 3. The respondent may accept responsibility for the charges and waive his or her right to a hearing. A sanction is issued that is appropriate to the violation of the College Community Standard(s).
 4. If the respondent does not take responsibility for the charges, the hearing officer will make a determination of responsibility based on the respondent's statement, the statement of witnesses (if appropriate) and all reports submitted about the incident. The standard of proof for determining responsibility is that it was more likely than not that the respondent was involved in the incident.
 - b. *Initial Conference Handled by Associate Dean of Campus Life or Designee*
 1. The respondent may elect not to appear, at which time all statements contained in the letter of possible policy violations are considered true and accurate and appropriate administrative action is taken.
 2. If during the initial conference in the judgment of the hearing officer informal mediation is appropriate or the information does not support the allegation, the conduct officer may elect to administratively drop the

charges or refer the matter to mediation.

3. The respondent may accept responsibility for the charges and waive his or her right to a hearing. A sanction is issued that is appropriate to the violation of the College Community Standard(s).
4. In the event that a student does not accept responsibility for the possible policy violations listed in the letter, the Associate Dean or designee will discuss with the respondent choices of whether an *Administrative Review* or a *Community Standards Review Board* will hear the case. Incidents that occur during exam periods, holiday and summer sessions will be heard by Administrative Hearing Officers since CSRB members are generally not available. Incidents of a more serious nature may also be referred directly to the Administrative Hearing Officers. The scheduled date, time (no less than two days notice), place and charges to be considered at the hearing are communicated to the respondent.

Mediation: Mediation is used as an alternative to resolve disputes. It is intended to allow the people involved the opportunity to discuss their respective understandings of an incident with the assistance of a mediator. The goal of mediation is to resolve an incident with a reasonable outcome for all parties involved. The Dean of Campus Life Office reserves the right to mediate situations related to violations of the College Community Standards. Mediation may be done through the Dean of Campus Life, Residential Education, Health/Counseling Services or another designated office. If mediation fails or if at any point the participants lose commitment to the mediation process, the case may be referred to the Dean of Campus Life Office for further possible responses.

D. Procedures for Student Conduct Meetings: Administrative and Community Standards Board Reviews

All reviews are conducted in a fashion that protects the rights of students as outlined in this document. College Community Standards reviews are not open to the public. Only individuals directly involved with the proceedings as provided in this document may be present.

1. *Administrative Review:* An administrative review is a student conduct meeting that consists of one or two Wagner administrative officials who are responsible for reviewing all incident reports and hearing witness accounts and a verbal statement from the respondent(s). Once all information and statements are considered, the Wagner administrative official(s) will make a determination of responsibility. If the respondent(s) is found responsible, the administrative official(s) will make a recommendation to the Associate Dean regarding the appropriate sanction. The Associate Dean of Campus Life will then inform the student of the final decision based on the information provided by the administrative official(s).
2. *Community Standards Review Board (CSRB)*

The CSRB consists of students who participate on a rotating basis to adjudicate violations of campus policies. They are trained to review incident reports and listen to witness accounts to determine responsibility and formulate recommendations for appropriate sanctions.

 - a. *CSRB Membership:* A Review Board consists of at least three student mem-

- bers. The respondent, however, maintains the right to waive this requirement. If there are not three board members present, and the respondent has not waived the requirement, the review must be rescheduled. It is the responsibility of the Associate Dean of Campus Life or designee to coordinate members assigned to a review.
- b. *Voting*: A simple majority vote of those CSRB members present is necessary and sufficient for any action and decision. The goal for any action is to reach decision-making through consensus building.
 - c. *Standard of Proof*: Decisions regarding alleged violations are considered on the basis of “more likely than not” to have occurred.
 - d. *Witnesses*: Witnesses are asked to wait in a designated waiting area while the review/hearing is conducted. Witnesses are called in at the discretion of the chair of the CSRB (or administrative official in an Administrative Review). Witnesses may not return to the room following their testimony. Witnesses may provide information or a written statement, with prior approval from the Associate Dean of Campus Life or designee.
 - e. *Chairperson of the CSRB/Administrative Review Official*: The chairperson has the authority to direct the review; call recesses; postpone reviews; take appropriate steps to maintain order; decide questions on the relevance of information in the case; recall or call for additional witnesses who are relevant and/or necessary to resolving the matter; monitor the presentation of questions to hearing participants; and ensure that established procedures are followed.
 - f. *Proceedings*: Proceedings include presentation of all information provided by the Associate Dean of Campus Life or designee; presentations by the respondent; questioning by a review official(s) of any party to the proceedings; questioning by the respondent; questioning by the complainant; and statements by the respondent
 - g. *Record of Proceedings*: CSRB proceedings are tape recorded by review official(s). Some Administrative Hearings may be taped depending on the severity of the case. No other tape recordings are allowed. This record is the property of the College and not considered part of a student’s educational record. A student may have access to a tape solely for the purpose of an appeal and it must be reviewed only in the presence of a designee in the Dean of Campus Life. Arrangements to access the tape must be made through the Dean of Campus Life. Tape recordings are kept until the appeal timeline has expired.
 - h. *Decision and Outcome*: The discussion and decision by a CSRB or review official is conducted in private. If the student is found in violation of the charges, then the review officials have access to a respondent’s prior student conduct record for the purposes of determining a suitable sanction after making a decision on the pending charges. The CSRB or Administrative Hearing Officers recommend appropriate sanctions to the Associate Dean for Campus Life or designee who then makes the final decision based on all information. The respondent will be notified of the outcome within 5 business days after the hearing.
 - i. *Privacy/Confidentiality of Review*: All reviews are confidential to the extent

possible. Information is released only on a need-to-know basis. The College Community Standards Review process is separate from state, local and federal court proceedings. The review is closed to everyone except the Dean of Campus Life Office, review official(s), the respondent, the complainant, advisors & witnesses.

- j. *Failure to Appear*: If a respondent fails to appear, the review may proceed without the respondent. It will be presumed that he or she has waived his or her right to a hearing. The information in support of the charges is presented to and considered by the review official(s).
- k. *Rights of a Complainant*: The following rights are provided to the complainant:
 - 1) file a report with the Department of Public Safety, the Office of Co-Curricular Programs, the Office of Residential Education or the Dean of Campus Life Office, that may be used to file charges against another student or recognized student organization; this report must include the facts of a situation, the person's name and the date of the incident in question;
 - 2) be present throughout a review conducted with the respondent in response to charges reported by the recipient or the College;
 - 3) testify without direct contact with the respondent, as long as there is no infringement upon the respondent's right to question the witness;
 - 4) ask questions of the respondent(s) through the designated Hearing Officer(s);
 - 5) to present witnesses that were present during the situation in question;
 - 6) to ask questions of witnesses through the hearing officers;
 - 7) to submit an impact statement;
 - 8) to request a separate waiting area in advance;
 - 9) to be kept informed about the process;
 - 10) and at the discretion of the Associate Dean of Campus Life or designee, be informed of the outcome of any disciplinary action against the respondent.
 - 11) In addition to the above, the following rights are also provided to a complainant who is the alleged victim of unwanted or aggressive/violent behavior:
 - a. No Contact Order: A No Contact Order is issued to students to cease further contact or harassment, verbal or otherwise, of individuals involved in a case. A No Contact Order extends to individuals who make contact or harass an individual on behalf of the respondent or complainant. Students violating this order are subject to disciplinary action by the Dean of Campus Life Office.
 - b. Request modification of on-campus living arrangements.
 - c. Be informed of the outcome of any disciplinary action when there has been unwanted, violent or aggressive behavior
 - 12) *Wagner Support Person*: The complainant and the respondent each are

permitted one advisor from the College community during the course of the Review Process. The support person may be an administrator, faculty member or another student. Attorneys and/or parents are not permitted to represent or be present during any part of the hearing. A student must speak on his or her own behalf and is not to be counseled by the support person during the hearing; support persons should be silent throughout the hearing. Students wishing to have a support person must inform the Associate Dean of Campus Life in advance of the hearing. Members of the Wagner community who are asked by students to serve as a support person are encouraged to discuss the situation with the student before the student conduct meeting takes place; the support person is advised to review the overall student conduct process in this Handbook. They can also call the Dean of Campus Life Office if they have any procedural questions. It is the responsibility of the student to inform the support person of the date, time and place of all review proceedings. A review will not be canceled or postponed due to a support person's inability to accompany a student. Inappropriate behavior exhibited by a support person, including speaking during the proceedings, acts of aggression or intimidation, attempts to sway a review official's decision or attempts to postpone or delay proceedings, may result in his or her dismissal from the proceedings at the discretion of a review official.

3. *Rights of the Respondent:* Respondents involved in a review process are entitled to the following rights:
 - 1) To receive written notice of complaint;
 - 2) To review all incident reports and statements provided to the hearing officer(s);
 - 3) To receive prior notice of 2 business days of a review date, time and place;
 - 4) To present witnesses that were present during the situation in question;
 - 5) To ask questions of witnesses through the hearing officers;
 - 6) To participate in the meeting;
 - 7) To receive written notice of findings and an appeal; and
 - 8) To appeal an outcome as provided by this document.
- 9) *Wagner Support Person:* The complainant and the respondent each are permitted one advisor from the College community during the course of the Review Process. The support person may be an administrator, faculty member or another student. Attorneys and/or parents are not permitted to represent or be present during any part of the hearing. A student must speak on his or her own behalf and is not to be counseled by the support person during the hearing; support persons should be silent throughout the hearing. Students wishing to have a support person must inform the Associate Dean of Campus Life in advance of the hearing. Members of the Wagner community who are asked by students to serve as a support person are encouraged to discuss the situation with the student before the student conduct meeting takes place; the support person is advised to review the overall student conduct process in this Handbook. They can also call the Dean of Campus Life Office if they have any

procedural questions. It is the responsibility of the student to inform the support person of the date, time and place of all review proceedings. A review will not be canceled or postponed due to a support person's inability to accompany a student. Inappropriate behavior exhibited by a support person, including speaking during the proceedings, acts of aggression or intimidation, attempts to sway a review official's decision or attempts to postpone or delay proceedings, may result in his or her dismissal from the proceedings at the discretion of a review official.

RANGE OF POSSIBLE SANCTIONS

Sanctions represent the outcome of a situation when a student is found responsible for code of conduct violations. The below represent a broad range of sanctions and are not a chronology of sanctions. Serious violations of the code of conduct, a series of lesser violations over time and/or not completing assigned sanctions could result in suspension from housing and/or suspension or expulsion from the College.

Examples include:

Disciplinary Warning: A disciplinary warning is a written notification to the student that his/her behavior is unacceptable in the College community and that repetition of that behavior will result in further and more serious disciplinary action. This sanction is usually combined with an educational assignment.

Educational Sanctions: Educational sanctions are intended to contribute to the education of the student, the education of the college community, and/or to be a form of social restitution.

Developmental Exercises: The student may be required to attend, plan or participate in a program, workshop, or other appropriate activity or to write a paper about an appropriate subject related to the offense.

Compulsory Service: The student may be required to work jointly with the hearing officer or Board to determine a compulsory service project that is in some way related to the offense.

Restitution: Restitution requires the student to pay for direct and indirect costs of damages caused to property or person.

Disciplinary Probation: This sanction is assigned for a definite period of time during which the student may be required to fulfill specified conditions or obligations, with the understanding that failure to meet the requirement of the probation or further infraction of College policy may result in more severe sanctions, including suspension or expulsion from the College. Students with Disciplinary Probation status are not eligible to participate in study abroad programs, including EYH and not eligible to hold leadership positions in student clubs and organizations, including Greek Letter organizations.

- a. For sanctions of disciplinary probation, a letter will be sent home to a parent or guardian.
- b. Individuals on Disciplinary Probation are not eligible to hold office in any student group or organization; are not eligible for certain employment positions on campus; and are not eligible to participate in study abroad programs or join a Greek Letter organization. This sanction may limit student participation in other College activities or programs as determined by the hearing officer.

Residence Hall Suspension: This sanction requires the student to terminate occupancy of on campus residence for a specified period of time, and is automatically accompanied by the assignment of a Persona Non Grata status, banning the student from all residence halls of the College.

Suspension: This sanction separates a student from the College for a specified period of time ranging from a portion or all of a given semester to a full calendar year, and is automatically accompanied by the assignment of a Persona Non Grata status, banning the student from the College. Conditions for return to the College, if any, must be outlined at the time of suspension.

Expulsion: Expulsion is the permanent separation of the student from the College. It is reserved for the most serious offenses against the College, and is automatically accompanied by the assignment of a Persona Non Grata status from the College.

THE APPEALS PROCESS

1. Grounds for Appeal: All appeals regarding a review must be based on one of the following criteria:
 - a. New information that was not available at the time of the hearing.
 - b. A significant procedural error that impacts the outcome of the review.
2. Appeal content requirement:
 - a. The name, address, email address, Wagner ID number and telephone number of the respondent; and
 - b. A clear statement explaining the nature of the circumstances of the appeal, citing specific examples.
3. Appeal Officer information is provided to all students in the sanction letter. Each letter will outline the Appeal Officers name, title, and contact information. The Appeal Officer only considers an appeal submitted by a respondent based on the above criteria. Failure to meet the necessary requirements may result in denial of an appeal. The Appeal Officer will not consider appeals submitted by third parties, including legal representation. Students who take responsibility for violating policy either in the initial conference through the Dean's office or during their hearing within the Office of Residential Education cannot appeal the outcome decision, but are encouraged to ask their conduct officer questions or set a meeting to discuss concerns.
4. Appeals Procedures
 - a. Time Requirements: A respondent who is sanctioned has two business days from receipt of the decision letter to submit an appeal to present supporting information to the Appeal Officer. Submissions should be delivered to the Office of the Appeal Officer.
 - b. On the basis of a review of this information only, the Appeal Officer determines if grounds for an appeal exist and, if so, whether or not to accept the appeal. If the Appeal Officer decides not to grant the appeal, the student is notified in writing and the sanction assigned at the initial review takes immediate effect.
 - c. If the Appeal Officer determines that grounds exist for an appeal, the Dean will review the case, the materials outlined above and all relevant documentation. Upon review of the case, the Appeal Officer will notify the student of the outcome in writing within 7 business days. Should an appeal be granted, a new

sanction letter will be issued and a full detailed listing regarding any changes of amendments will be provided. Once an appeal decision is reached, the case will be closed and all sanctions will be final.

COMPUTING POLICIES & PROCEDURES

The policies and guidelines outlined in this document apply to the entire Wagner College community: students, faculty, staff, alumni and friends of Wagner College. The use of any computer, telephone or network resource of Wagner College constitutes agreement to be bound by these policies. These policies and guidelines are subject to change as technology and state and federal laws develop and change. Suggestions or comments on these policies are welcomed and should be sent to the Director of Information Technology.

I. Responsible Use of Information and Computing Resources

All members of the Wagner College community who use the College's computing and network facilities need to use them in an ethical, responsible and legal manner. This means that individuals are personally responsible for their use of these resources and must be familiar with and follow the policies below. An attempt to engage in a prohibited activity is considered a violation whether the attempt is successful or not. The Wagner College network and computer infrastructure is a critical and finite resource. Community members rely on high availability and good performance to accomplish their work. Systems using excessive amounts of bandwidth, causing network disruption or that are deemed to be a security and/or privacy risk may be taken off the network or be otherwise limited without warning. Information Technology may employ automated systems that partition or restrict network bandwidth, protocols, or access either internally or at the Internet gateway. Wagner College provides computers, software, and network equipment for use by the College community. The College retains ownership and reserves the right to add, remove, upgrade and replace hardware and software on those systems as deemed necessary by Information Technology. Computers in residence halls must be registered with Wagner College before they will be allowed to access the Wagner College network. The registrant is responsible for all network activity originating from the registered computer regardless of the individual operating the computer, either directly or remotely. All network activity originating from the computer must follow the policies outlined in this document. Members of the Wagner College community must:

- Use resources supplied for purposes which are consistent with the business and mission of Wagner College.
- Use the College's computing facilities and information resources, including hardware, software and computer accounts, responsibly and appropriately.
- Respect the rights and property of others.
- Comply with all applicable federal, state, and local laws and College policy. Comply with all contractual and license agreements.
- Accept personal responsibility for the proper use of individual accounts and all activity associated with them.
- Follow all posted and published policies when using all computer laboratories and classrooms. Members of the Wagner College community may not:
- Share accounts, passwords or other computer or network authentication. Informa-

tion Technology staff may create group or organization accounts when there is a need.

- Use any means to view or intercept data or network traffic not intended for their viewing or use.
- View, copy, disclose or modify any files or data that do not belong to them, or to which they do not have specific permission.
- Use computing or network resources to harass, threaten or otherwise cause harm to others.
- Use the College's computing resources for commercial purposes not related to the academic, research, and scholarly mission of the College.
- Use any IT system in a way which suggests College endorsement of any political party, candidate or ballot initiative. This includes e-mailing political messages to any list service maintained by the College which is not explicitly purposed for the posting of political messages and including such messages in your signature.
- Interfere with the proper functioning of the Wagner College wired or wireless network. In particular, users may not perform service denial attacks and users may not install their own wireless access points on campus. • Use Wagner College IT systems to distribute, produce, publish and/or sell obscene or otherwise illegal content.

II. Information Security and Privacy

The College takes information security and privacy very seriously for all of its members and all of its systems.

Members of the Wagner College community must:

- Be personally responsible for the security and usage of any system connected to the Wagner College network that is not owned by Wagner College.
- Choose passwords that meet College standards and keep your passwords secure.
- Report unauthorized use of your accounts to your supervisor or to Information Technology. If you discover a possible security issue related to a College system, report the problem immediately to Information Technology.
- Use only those computers and computer accounts for which you have authorization. If you need additional privileges or access, contact your supervisor.
- Handle personally identifiable, sensitive or confidential data and files with the utmost care and explicitly adhere to FERPA rules, where appropriate.
- Comply with requests from Information Technology. The Information Technology staff will conduct periodic security checks on systems and networks. Individuals may be asked to change their password, upgrade software, apply a patch or perform some other action to improve system security. Noncompliance may result in access termination.
- Respect the rights, property and privacy of others.
- Members of the Wagner College community may not:
 - Disguise or attempt to disguise their identity or the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or identity.
 - Attempt to gain unauthorized access to any account or system.

- Copy, report or distribute any personally identifiable, sensitive or confidential data or files to which you as a user of College resources are not authorized or gain inadvertent access. Users must report any occurrences to the data owner.

The foregoing is not an all-inclusive list; the College reserves the right to determine what uses of its equipment and facilities fall within the bounds of the business and mission of the College. Report abuses of information or computing resources to Information Technology.

III. Email and Voicemail Guidelines

Email is the official method of communication for Wagner College and all official communication will be sent to the individual's Wagner email address. All students, faculty and staff must check their Wagner email on a regular basis. The only exception to this rule is when a communication contains confidential information or sensitive data. Neither email nor voicemail should be used for confidential communication or the transmission of sensitive data. All Wagner College email addresses are owned by Wagner College. Email and voicemail will be kept as private as possible, but Wagner College may access email and voicemail records when it has a legitimate business reason to do so. The President, or his/her designate, will determine what constitutes a legitimate business reason. In the normal course of managing the servers and the network, Information Technology staff may see your content. Administrators and Information Technology professionals will not read email that is not addressed to them nor listen to someone else's voicemail messages unless necessary in the course of their duties. Be aware that email that is improperly addressed may be delivered to an unintended recipient. Email that cannot be delivered may be directed to system administrators. The contents of an email message can easily be copied or redistributed by the recipient. Information Technology cannot guarantee that all email and voicemail will remain private. E-mail and voicemail messages are records that could be subject to review with just cause. All information in electronic form on central computers can be subpoenaed. Messages that the user has deleted may still exist on system's backup media for weeks or months. Certain types of email and voicemail and their uses are prohibited. These include, but are not limited to, chain letters, obscene messages, harassing messages, and unsolicited political messages. Email or voicemail that violates any College policy or is otherwise used for an illegal purpose is prohibited. All email sent through the College's systems and network must accurately show from whom the email originated. The College employs automated systems to reduce the amount of unwanted 'junk' mail or spam. It is known that this may on occasion reject a valid e-mail.

IV. Protecting Intellectual Property and Copyright

Copyright is a form of protection of intellectual property provided by the laws of the United States to the authors of original works. Copyright is an issue of particular seriousness because technology now allows the easy copying and transmission of some protected works. It is the responsibility of all students, faculty, and staff at Wagner College to understand and comply with the College's copyright policy. The College's designated agent for notices under the Digital Millennium Copyright Act is the Dean of the Library. Federal copyright laws also protect the software available for use on computers at Wagner College. The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses. Faculty, staff, or students must not copy or reproduce

any licensed software or intellectual property found on College computing equipment, except as expressly permitted by the software license, author, or granting authority. Faculty, staff, and students may not use unauthorized copies of licensed software on College-owned computers.

V. Problem Resolution and Policy Violations

In cases where a member of the College community has allegedly committed a policy violation, broken a law, or is causing harm to the information infrastructure, Information Technology may immediately revoke access privileges pending the outcome of a full review of the problem. In such cases, the individual will be notified as quickly as possible, by phone, electronic, campus or U.S. mail of the alleged violation. A representative of the Information Technology staff will contact the person to propose a meeting to discuss the alleged violation. Depending on the nature of the alleged offense, Information Technology may contact the appropriate senior college official (unit Vice President, Provost, Dean of Campus Life) or law enforcement agency alerting them of the alleged violation and conferring with them on the appropriate next steps. If the problem or issue in question overlaps with another disciplinary or law enforcement process, Information Technology will coordinate with the appropriate office or agency. Information Technology will fully cooperate with the authorities to provide any information necessary for the litigation process. Penalties for illegal activity or serious violations may be as severe as suspension or dismissal from the College or criminal prosecution.

VI. Reporting Abusive Incidents, Harassment or Irresponsible Behavior Related to Technology

If you are a victim of abusive incidents related to technology or you become aware of abusive use of College technology resources, report the violation to your supervisor or the Director of Information Technology. Keep copies of e-mail messages, a record of the time and date(s) of the occurrence, and all other information related to the incident for investigative purposes.

Residence Hall Computer Use

Residence Hall computers need to be registered with Wagner College in order to access the Internet and other resources. The registrant is responsible for all network activity originating from the registered computer regardless of any individual operating the computer, either directly or remotely, at the time. Wagner College strongly urges residence hall computer use to maintain a current update virus checking system on their computers. Any computer found propagating viruses or works via network or email would be disconnected from the network at the sole discretion of the network management. Any student responsible for this may be referred to the Community Standards Review Board and/or the Dean's Office.

Alumni Access

As a special benefit to alumni/ae who are looking for jobs or exploring career changes, Wagner College provides limited access to the College computers and selected external databases. IT will create an account for the duration of one semester upon request when presented with an Alumni Card. The Card, issued to all alumni after their graduation, is also valid for access to the Horrmann Library. The Alumni Office issues cards in Reynolds House. Alumni use of IT resources is provided only on a space-available basis and certain blackout periods apply (such as mid-term and final examination periods).

User Certification

Use of any computer or network resource of Wagner College will constitute agreement to be bound by these computing policies. Any person who uses the College computer facilities, communication systems or online systems, agrees to be bound by this posted and published policy by logging on to any part of the system (with or without authorization) and will be bound hereby. Use of the College computing facilities in violation of the above restrictions, in violation of applicable law, or in violation of other college rules and regulations governing conduct by members of the college community may result in suspension or termination of access to computing facilities, and to other disciplinary action as may be appropriate. Users agree that the College is not responsible for the loss of any data or files including losses due to the failure of College-owned hardware or software.

ACADEMIC DEPARTMENT DIRECTORY

(All numbers are in area code 718)

ANTHROPOLOGY 390-3253

ART 390-3192

BIOLOGICAL SCIENCES 390-3103

BUSINESS ADMINISTRATION 390-3447

CHEMISTRY 390-3125

ECONOMICS 390-3253

EDUCATION 390-3464

ENGLISH 390-3256

GOVERNMENT & POLITICS 390-3253

HISTORY 390-3253

LANGUAGES 390-3256

MATH/COMPUTER SCIENCE 390-3194

MUSIC 390-3313

NURSING 390-3436

PHILOSOPHY 390-3256

PHYSICIAN ASSISTANT PROGRAM 390-3361

PHYSICS 390-3125

POLITICAL SCIENCE 390-3253

PSYCHOLOGY 390-3253

RELIGION 390-3256

SOCIOLOGY 390-3253

THEATRE 390-3223

For a comprehensive directory of phone numbers and email addresses go to:

WWW.WAGNER.EDU/WAGCOM/DIRECTORY.HTML

IMPORTANT PHONE NUMBERS

(All numbers are in area code 718)

ACADEMIC AFFAIRS 390-3211

ACADEMIC ADVISEMENT 390-3416
ADMISSIONS 390-3411
ATHLETICS 390-3433
BOOKSTORE 390-3252
BUSINESS OFFICE STUDENT ACCOUNTS 390-3112/3114
CAMPUS LIFE/DEAN OF CAMPUS LIFE 390-3423
CAREER DEVELOPMENT 390-3181
CENTER FOR INTERCULTURAL ADVANCEMENT 420-4532
CHAPLAIN 390-3226
CO-CURRICULAR PROGRAMS 420-4257
COMPUTER HELP DESK 390-3410
COUNSELING SERVICES 390-3158
DEAN OF CAMPUS LIFE OFFICE 390-3423
DINING SERVICES 390-3246
EMERGENCY INFORMATION 390-3400
EXTERNAL & SUMMER PROGRAMS 390-3221
FINANCIAL AID 390-3183
GRADUATE STUDIES 390-3106
HEALTH SERVICES 390-3158
INTRAMURALS 390-3269
INTERNATIONAL STUDENTS OFFICE 390-3270
LIBRARY 390-3401
PEER TUTORING 390-3430
POSTAL CENTER 390-3101
PRESIDENT'S OFFICE 390-3131
PUBLIC SAFETY OFFICE 390-3165
PUBLIC SAFETY MAIN GATE 390-3148
REGISTRAR 390-3173
RESIDENTIAL EDUCATION 390-3420
SPIRO COMPUTER CENTER 390-3242
SPIRO SPORTS CENTER 420-4567
STUDY ABROAD 390-3369
THEATRE BOX OFFICE 390-3259
WRITING CENTER 390-3298

*This publication is a collaborative project between
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*Revised during the summer of 2009; any revisions or updates will be posted at
www.wagner.edu/campus_life.*

*Questions or suggestions for the Wagner College Student Planner & Handbook can be
directed to the Dean of Campus Life Office in Union 221; phone 718-390-3423 or the
SGA Office in Union 211.*