

STUDENT HANDBOOK

2008-2009

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WELCOME

Welcome from the Division of Student Affairs

Student Affairs at the C.W. Post Campus of Long Island University welcomes new and continuing students to a new academic year!

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

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

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

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

Sherri N. Coe-Perkins, Ph.D.
Associate Provost for Student Affairs

ETHOS STATEMENT

Division of Student Affairs – C.W. Post Campus, Long Island University

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

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

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

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

The C.W. Post Campus of Long Island University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Member of, the College Board, the Association for Continuing Higher Education, Inc., and Middle Atlantic Association of Colleges of Business Administration. The Student Handbook is prepared by the Student Affairs Office and edited by the C.W. Post Public Relations Office. Please call (516) 299-2255 regarding any revisions or corrections. C.W. Post administration reserves the right to change any of the terms of this Handbook in any section at any time.

MISSION STATEMENT

Division of Student Affairs – C.W. Post Campus, Long Island University

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

MISSION STATEMENT OF LONG ISLAND UNIVERSITY AND THE C.W. POST CAMPUS

THE VISION AND MISSION OF LONG ISLAND UNIVERSITY

VISION: Toward a More Peaceful and Humane World

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

MISSION: Excellence and Access

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

C.W. Post Mission Statement

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

HOW IT ALL BEGAN

Long Island University

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

C.W. Post Campus

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

Appeals granted the authorization for Long Island University to establish its Campus, and C.W. Post was formed in 1954.

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

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

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

Today, C.W. Post enrolls more than 12,000 students, is home to 323 full-time faculty members, and is the alma mater of more than 88,000 alumni. The expanded Campus still retains its original flavor – that of hard work, adventurous spirit and, of course, Post Pride.

For more details about the history of C.W. Post, visit our history web page at www.liu.edu/history.

WHAT YOU CAN EXPECT FROM C.W. POST

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

Statement of Educational Philosophy

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

Extracurricular and co-curricular activities are vital parts of the fabric of the university and play an important role in a student’s educational experience. While important, these activities must complement and not take the place of academic pursuits. Every member of the C.W. Post community is responsible for ensuring that C.W. Post maintains its commitment to academic excellence.

The Long Island University Plan

To help you achieve success in college, your career and your life, C.W. Post offers the Long Island University Plan, an award-winning and innovative program of counseling and practical experience. This comprehensive program draws on the resources of the entire University to address your concerns—academic, personal, financial and career-related.

Under the LIU Plan, all Long Island University undergraduates have an opportunity to earn a solid foundation in the liberal arts and sciences. At the same time, you’ll receive enhanced academic and personal counseling and practical, hands-on education, which includes professional-level work experience and work-study opportunities. This can help reduce your college costs.

Essential Literacies

A liberal arts foundation hones your analytic and writing skills, and familiarizes you with the precepts of culture and science — knowledge that is essential to understanding the modern world and adapting to change. Students with special talents participate in intensive academic enrichment programs. Practical, up-to-date courses are geared to the fast-changing careers of the present and the future.

Expanded Personal and Academic Counseling

Personal counselors provide you with ongoing assessments of your strengths and help you identify your goals.

Experience-Enriched Education

Professional-level work experiences and internships give you decisive advantages in the career field of your choice.

Earning While Learning

Job placements and flexible class scheduling minimize the financial burden on families and ensure that you graduate with the lowest debt possible.

Long Island University was the first university in the country to develop a counseling network that ties together all academic, career and financial advising. Advising begins with admission and continues through graduation and often, beyond.

For more information about the LIU Plan, visit the LIU Plan web page at www.liu.edu/liuplan/liuplan.html.

GETTING THINGS DONE

All non-academic departments at C.W. Post report to an Associate Provost who, in turn, reports to the Provost. To access a specific administrator, please consult the following list. All numbers are in the (516) area code with a 299 prefix.

TBA

Provost, C.W. Post Campus
Administration, Room 100
Campus extension: 2701
E-mail: joe.shenker@liu.edu

- CEO of C.W. Post
- Oversees Campus operations
- Coordinates administration to meet student, staff and faculty needs



Mr. Gary R. Bergman

Associate Provost for Enrollment Services
Administration, Room 205
Campus extension: 3230
E-mail: gary.bergman@liu.edu

- Academic Counseling
- Admissions
- Bursar
- Financial Assistance
- Registrar
- Adult Student Services
- Contract and Credit Contract Programs
- English Language Institute
- S.C.A.L.E.
- Weekend, Evening, Winter and Summer Sessions



Dr. Sherri N. Coe-Perkins

Associate Provost for Student Affairs

Administration, Room 201

Campus extension: 2255

E-mail: sherri.coe-perkins@liu.edu

- Higher Education Opportunity Program, Martin Luther King, Jr. Scholarship Program and Educational Achievement Program
- Intercollegiate Athletics
- International Student Services
- Learning Support Center
- Public Safety Recreational Sports & Pratt Recreation Center
- Religious Life
- Residence Life
- Student Conduct and Community Education
- Student Life and Leadership Development
- Student Health and Counseling



Ms. Rita Langdon

Associate Provost/Director of Public Relations

Administration, Room 211

Campus extension: 2333

E-mail: rita.langdon@liu.edu

- Community Relations
- Internal and External Communications
- Media Relations
- Public Relations
- Sports Information



Dr. Pamela Lennox

Associate Provost for Campus Services

Administration, Room 103

Campus extension: 2824

E-mail: plennox@liu.edu

- Bookstore
- Conference Services
- Dining Services
- Equestrian Center
- Facilities Services
- Professional Experience and Career Planning (PEP)

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



Mr. Francis Bonsignore

Dean, College of Management
Roth Hall, Room 309

Campus Extension: 3017

E-mail: cmanage@cwpost.liu.edu

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



Dr. Rhoda Grauer

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

Campus Extension: 2395

E-mail: rhoda.grauer@liu.edu

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



Dr. Theodora Grauer

Dean, School of Health Professions and Nursing
Life Science, Room 144A

Campus Extension: 2485

E-mail: healprof@liu.edu

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



Dr. Katherine Hill-Miller

Dean, College of Liberal Arts and Sciences
Administration Courtyard

Campus Extension: 2233

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

- Biology
- Chemistry
- Earth & Environmental Science
- Economics
- English
- Environmental Studies
- Foreign Languages
- History

- Honors
- Interdisciplinary Studies (IDS)
- International Studies
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Psy.D. (doctoral)
- Sociology/Anthropology



Dr. Robert Manheimer

Dean, School of Education
 Library, Room 310
 Campus Extension: 2210
 E-mail: educate@cwpost.liu.edu

- Department of Communication Sciences and Disorders
- Department of Counseling and Development
- Department of Curriculum and Instruction
- Department of Educational Leadership and Administration
- Department of Educational Technology
- Department of Health, Physical Education, and Movement Science
- Department of Special Education and Literacy



Dr. Donald L. Ungarelli

Dean, University Libraries
 Director, B. Davis Schwartz Memorial Library
 Library, Room 214
 Campus Extension: 2307
 E-mail: donald.ungarelli@liu.edu

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



Dr. Mary Westermann-Cicio

Dean Pro Tem, College of Information and Computer Science Library, Room 330
 Campus Extension: 4109
 E-mail: john.regazzi@liu.edu

- Palmer School of Library and Information Science: Archives and Records Management, Information Studies (Ph.D.), Library and Information Science
- Information Management and Technology
- Computer Science/Management Engineering/Information Systems

STUDENT AFFAIRS OFFICES

The departments in the Student Affairs area play a key role in your life as a student. They affect nearly every part of your life as a C.W. Post student and they rely on your involvement. These offices are briefly described below.

The **Office of the Associate Provost for Student Affairs** is responsible for the Division of Student Affairs and provides oversight to 11 departments. This office also serves as an advocate for the needs of C.W. Post students. In addition, the office administers the Student Code of Conduct. We encourage students to stop by with concerns, problems and comments. (extension 2255, Winnick House, Room 201, www.cwpost.liu.edu/cwis/cwp/stuact/sahp.htm)

The **Arthur O. Eve Higher Education Opportunity Program (HEOP), Martin Luther King, Jr. (MLK) Scholarship and Educational Achievement Program (EAP)** offers a wide range of support services for students, including tutoring, academic advising, career and personal counseling and financial assistance. The office is located on the lower level in Post Hall, at extension 2397, or by visiting the H.E.O.P. Web page at www.cwpost.liu.edu/cwis/cwp/stuact/heop/heop.html.

Intercollegiate Athletics is the source for all information about C.W. Post's 15 intercollegiate sports for men and women. Men's sports include football, soccer, cross country, basketball, lacrosse and baseball. Women's sports include basketball, field hockey, volleyball, lacrosse, softball, swimming, cross country, tennis and soccer. Cheer on the athletes at C.W. Post as a member of the cheerleading squad or dance team. For further information about try-outs and participation, the Athletic Department is easily accessible,- located on the second floor of the Field House-, and it's staff is always willing to help and can be reached at extension 2288. Check out the Athletics Web page at: www.cwpostpioneers.com

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

The **Learning Support Center**, located in Post Hall (lower level, east wing), administers five programs designed to help C.W. Post students achieve academic success. The **Program for Academic Success (PAS)** was created to assist promising students who would otherwise not have qualified for acceptance to C.W. Post. Participants carry a reduced course load while they study a specially designed curriculum offered in small class settings. Support services such as tutoring and guidance are also available. The **Academic Resource Program (ARP)** is a comprehensive support program designed to meet the needs of undergraduate college students who have been evaluated by a qualified professional and certified as having a learning disability and/or ADD. The Academic Resource Program provides its students with one-to-one contact with a trained learning assistant for two hours per week. As they work with the Learning Assistants, students are guided and motivated to become independent, successful learners and self-advocates. There is an additional fee for this Program. **Disabilities Support Services** provides advocacy and coordination services at no charge to assist in arranging reasonable accommodations as mandated by federal/state laws, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. For more information please refer to the Policy for Students with Special Needs. The **College 101 Peer Mentor Program** trains students to serve as Peer Mentors in the College 101 Freshmen Seminar classes. The Peer Mentors help new students adjust to college life by serving as guides, advisors, confidantes, and friends. The **C.W. Post Tutoring Program** provides trained, qualified, peer tutors to work with students in need of assistance. Tutoring is available free of charge both individually and in small groups. For information about the Program for Academic Success, the Academic Resource Program, Peer Mentoring, or the C.W. Post Tutoring Program, call The Learning Support Center at extension 3057.

Public Safety is concerned with the welfare and safety of all members of the Campus community and their guests. The Department serves the Campus 24 hours a day, 7 days a week year-round and may be reached by dialing extension 2214 or 2222 for emergencies (add prefix 299 when using outside lines), or Public Safety may be reached from one of the many "blue-light" emergency phones located strategically throughout the Campus. Public Safety Officers are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act. The activities of the Department are enhanced by its close relationship

with the Old Brookville, Old Westbury, and Nassau County Police Departments. The Department of Public Safety is located in the Facilities Services building at the northeast corner of the Campus.

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

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

Contact Recreational Sports at extension 3605 for further information or visit www.liu.edu/recreationcenter - Everyone is welcome.

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

Residence Life is the key office for all resident students and is responsible for anything pertaining to on-campus living, from your room assignment to programs and special events. Residence Life is located in the lower level of Post Hall, or at extension 2326. For detailed information, visit the Residence Life web page at www.cwpost.liu.edu/cwis/cwp/stuact/housing/housing.html or e-mail residencelife@cwpost.liu.edu.

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

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

GET INVOLVED IN STUDENT LIFE!

Student Life and Leadership Development encourages you to get involved during your college years. There are more than 60 registered clubs and organizations on the C.W. Post Campus. These clubs and organizations are funded through your student activity fee to provide programs for the student body.

The following list of all registered student organizations will tell you the purpose of each group and the type of membership it offers. If you are interested in forming a new organization or wish to find out about any listed organization, please contact Student Life and Leadership Development at extension 2800, or visit us in Hillwood Commons. New organizations are formed every semester, and the office makes every effort to provide the type

of organizations that fit *your* interests. Be sure to ask about our new clubs, or to inquire about starting a new one!

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

THE ARTS

C.W. Post Anime Club

The Anime Club introduces an appreciation for Asian culture through, but not limited to, the art of Japanese Animation.

C.W. Post Art Therapy Club

Students, faculty and alumni work together to educate and inform our campus community about the growing licensed field of Creative Art Therapy.

Post Television Station (PTV)

PTV provides medium of entertainment and explores new and creative ways to educate and entertain the television-viewing community. PTV shows new and recent classic movies daily as well as student-created shows. PTV also shows Student Government Association meetings and campus events.

Emerging Student Theatre Artists (ESTA)

ESTA is a creative outlet for theater students to meet outside of the classroom and discuss new ideas and visions, while also bringing a greater sense of harmony to the Post Theater Company. ESTA welcomes non-theatre majors to participate in productions!

Say Anything Improv

Say Anything Improv is an organization that exists solely to play some improvisational games in an attempt at getting a laugh or two. No experience is necessary! Everyone is welcome to come and play with Say Anything Improv, but performing is optional. Suggestions for skits and improv ideas are always welcome.

Student Art League

The Student Art League is a vehicle to facilitate an artistic environment for students interested in art. The organization is open to both art majors and non-art majors alike, and works to bring student artwork to our campus community.

Student Dance Organization (SDO)

SDO gives students an opportunity to learn and experience various types of dance. Jazz, tap and interpretive dance are all areas explored and practiced by SDO.

Teknique – Hip Hop Dance Club

Teknique is a unique and creative dance organization that routinely entertains the C.W. Post community. Joining this group will enhance both your dancing and athletic abilities!

X-Factor Step Team

X-Factor is a co-curricular activity for students who are interested in stepping, a popular and innovative mixture of choreography and rhythmic moves.

Orchestras, Bands and Ensembles

For more information on the following groups, please contact the Music Department at (516) 299 - 2474.

- C.W. Post Chorus
- C.W. Post Concert Band
- C.W. Post Jazz Ensemble
- C.W. Post Orchestra

- C.W. Post Vocal Jazz Ensemble
- L.I.U. Chamber Singers
- Madrigal Singers
- Merriweather Consort
- Pep Band
- Perriot Consort
- Symphonic Winds

CAMPUS LIFE ORGANIZATIONS

Association for Campus Programming (ACP)

ACP works diligently to provide the C.W. Post community with diversified programming of social, cultural, educational and recreational activities and to assist other campus organizations with the planning and development of activities and services.

Commuter Student Association (CSA)

CSA actively integrates the commuter student population into campus life through social activities, educational programs and fundraising. This organization provides a forum for commuters to meet other students and share their experiences at C.W. Post.

Inter-Residence Council (IRC)

IRC serves as a link between the resident students and the Residence Life staff, increases campus awareness, supports students socially and academically, and acts as a vehicle of addressing resident student concerns.

Pioneer Pack

Promoting and supporting the Pioneer athletic teams at C.W. Post. The Pack provides programs that promote school pride at athletic events and acknowledges sports at C.W. Post. Post Pride!

Student Government Association (SGA)

This organization was established to provide the campus Administration with a student perspective on matters of mutual concern and to foster administration consideration of student opinions and desires, and to act on all matters, which belong to the students and affect their life on campus.

CULTURAL & RELIGIOUS ORGANIZATIONS

Anointed Voices Gospel Choir

Encouraging spiritual growth through music, the Gospel Choir inspires the campus community through musical praise.

Black Students United (BSU)

BSU provides cultural enrichment for its members and the entire campus community. BSU sponsors many events throughout the semester, and works diligently to promote diversity and cultural education programs to the community. All students are encouraged to attend meetings and become active members in this organization.

Brothers And Sisters In Christ (BASIC)

B.A.S.I.C. is a Bible-based, Christ-centered, student led organization that seeks to equip and encourage its members through Bible study, fellowship and community service.

Caribbean Culture Club (CCC)

CCC actively informs and educates students and the campus community at large to become aware of the myriad cultures and traditions of the Caribbean people.

Hillel (Jewish Student Association)

Educates the community on the historic lore and culture of the Jewish tradition. Hillel provides a place for the discussion of Judaism. Hillel also serves as a meeting ground for all Jewish students for the purpose of meeting others of a similar heritage.

Italian Culture Club

Celebrates and acknowledges the history and culture of Italy and Italian heritage while incorporating the Italian culture within programs and services.

Korean Students Association (KSA)

The Korean Students Association provides both international and Korean-American students with an opportunity for educational and social activities based upon Korean culture.

Latin American Student Organization (LASO)

LASO promotes and shares views of the Latin culture within the Post community through events, lectures and other activities which complement both the academic and social aspects of education and diversity programming.

Latin-American Womens Society (LAWS)

LAWS provides the women of the C.W. Post campus with an important forum for discussing their experiences and furthering their understanding of social and cultural issues within not only the Latina society, but also shared experiences of the female gender.

National Association for the Advancement of Colored People (NAACP)

Informing the community of the problems and issues affecting African Americans and other racial and ethnic minorities; to advance the economic, education, social and political status of African Americans. Programming is geared towards stimulating the African Diaspora and to develop an intelligent and effective leadership.

Newman Club (Catholic Student Organization)

The Newman club is a Catholic Organization that offers students the opportunity to get involved with community service on and off campus, grow as an individual, and have fun! The organization challenges its members spiritually and intellectually by hosting service, social, and spiritual programs as well as lectures that teach more about the Catholic faith. Some activities throughout the year include trips, parties, retreats, and community services projects including visiting soup kitchens and building dignified homes in Mexico. The purposes of such activities are to learn how to serve God and see how He is present in our everyday lives. The club welcomes all Catholic and non-Catholic students.

People About Goddesses/Gods and New Age Studies (PAGANS)

The PAGANS research and study the traditions of Wicca and New Age studies. Hosting rituals and learning more about the powers of mysticism and crystals, the PAGANS are an active and unique part of campus life.

Christian Campus Ministries

This club provides students a safe haven away from the hustle and bustle of everyday living. Aside from worship, CCM hosts social events, trips, educational programs, and events just focusing on getting to know and appreciate one another. The club welcomes all Protestants as well as non-Protestant students to join. God has placed us here for a reason, together we can explore it.

Rainbow Alliance

Rainbow Alliance offers a community of acceptance and support to any person "coming out", be they in conflict or simply wishing to mix with others who are gay. The club wishes to reach and educate the non-gay public to open lines of communication on a highly misunderstood and prejudiced population. All persons of any sexual orientation who are open-minded and accepting of others are welcome!

GREEK LIFE

Fraternities & Sororities

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

Greek Councils

Inter-Fraternity / Sorority Council (IFSC)
National Pan-Hellenic Council (NPHC)
Womens' Panhellenic Council (WPC)
Latino Greek Council (LGC)
Inter-Fraternity Council (IFC)

Fraternities

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

Sororities

Alpha Epsilon Phi
Alpha Xi Delta
Chi Upsilon Sigma
Delta Phi Epsilon
Delta Sigma Theta

Cultural Greek Council (CGC)

Omega Phi Beta
Sigma Alpha Mu
Phi Sigma Sigma
Sigma Iota Alpha
Zeta Phi Beta
Alpha Kappa Alpha

HONOR SOCIETIES

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

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

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

MEDICAL, SCIENCE AND HEALTH ORGANIZATIONS

C.W. Post Nutrition Club

The Nutrition Association provides students with the opportunity to exchange ideas, interact with nutrition professionals and to gain practical experience in matters directly involving nutrition and food service. This organization also works to promote the health and well-being of the C.W. Post community.

Forensic Science Club

The forensic Science Club seeks to broaden the knowledge of students interested in Forensic Science with hands-on experience outside the classroom. This organization also provides entertainment and social activities based on the complexities and mysteries presented through forensic studies and clues.

Health & Physical Education Majors Club

This organization provides an outlet for students to discuss interests and needs regarding health and physical education theory and practice.

Medical Imaging Society

The Medical Imaging Society integrates hands-on medical experience and academic studies through professional interaction to enhance the education of the Radiologic Technology Program students.

National Student Speech, Hearing and Language Association (NSSHLA)

NSSHLA gives students the opportunity to discover new information in the field and to provide an environment for discussing these developments.

MISCELLANEOUS ORGANIZATIONS

Legends of Gaming (LOGs)

Dedicated to the pursuit of mastering both video and traditional gaming, LOGs is an active group at C.W. Post who meet weekly to socialize and practice their skills and strategy.

Protecting Every Aspect Concerning the Environment (PEACE)

Focusing on social activism and social responsibility, PEACE is an organization committed to the betterment of our environment. Campus clean-ups, recycling, animal rights speakers, and various other important issues are tackled by this active organization.

Sigma Delta Phi Epsilon

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

Delta X – Ski & Snowboard

Delta X provides an opportunity for all students to participate in extreme sports, which will challenge an individual physically and mentally. As these abilities are challenged, an increase in confidence and community involvement will be produced, allowing for an experience to enhance campus life.

OTHER STUDENT LEADERSHIP OPPORTUNITIES

Pioneer Leadership Development Program

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

Hillwood Commons & Student Life & Leadership Development Staff

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

Escort Service

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

Orientation Leader

OL's serve as mentors to new students by introducing them to the campus and helping to ease their transition to C.W. Post. Being a leader is the ultimate leadership experience, an excellent summer job, and an exciting and challenging leadership opportunity. Please contact Student Life for more information, at (516) 299-2606.

Peer Mentor

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

Resident Assistant

A Resident Assistant is the liaison between the Residence Life staff and the resident students. As an R.A. you are responsible for working with all students to promote an environment in your hall and on your floor, which is

conducive to academic achievement, social and personal growth, and the assumption of personal and group responsibilities. Please call Residence Life at (516) 299-2326 for more information.

PROFESSIONAL & ACADEMIC ORGANIZATIONS

Accounting Society

The Accounting Society serves as a link between college students and the accounting profession as a means of promoting scholarship and networking opportunities to students. The goal of the Accounting Society is to provide the accounting student body, the School of Professional Accountancy and the entire campus community with a tutorial program while also educating interested students in the field of accounting.

C.W Post Counseling Students Association

This graduate organization focuses on learning outside the classroom and focusing on new developments in the field of counseling and development. They work to increase knowledge and understanding of psychological and counseling-related issues.

Financial Management Association (FMA)

FMA assists in the professional, educational, and social development of college students interested in finance, banking, and investments.

Music Educators National Conference (MENC)

MENC offers students an opportunity for professional orientation and development in the music industry, to enable students to gain and understand basic truths that underlie the role of music in human life, to encourage professional interest of members involved, and to increase knowledge and practices of music through chapter activity.

MSW Graduate Student Association

The MSW Graduate Student Association is an organization formulated to enhance the education and professional network of graduate social work students and to provide the C.W. Post community with opportunities for volunteer and community service.

Pre-Law Association

The Pre-Law Association exists to bring together students from the campus community that have an interest in the field of law to participate in discussions and group activities related to the pursuit of education and justice. The club also provides a support system as students prepare for the LSAT and go through the law school admissions process.

Psychology Club

The Psychology Club promotes the intellectual interest among students involved in the field of psychology through educational and social interaction and activities.

Radio Active Productions

Radio Active Productions works to provide additional training in the areas of radio broadcasting in conjunction with WCWP. Student organizations can work with Radio Active Productions to advertise their events and to get some additional experience in the field of radio promotions.

Social Work Club

The Social Work Club educates and assists Social Work students and benefits the people of Long Island through community service projects and fundraising events.

PUBLICATIONS

Loomings

Loomings is a student-run literary publication of uncensored creative expression. Students are welcome to submit poetry, lyrical writing, art, or any other form of artistic expression they would like published.

***The Opticon* (Yearbook)**

The *Opticon* is the annual yearbook that captures memories of students collegiate years on film and in writing. Campus events, memorable moments, senior photos, and special messages are all included in this keepsake.

Pioneer (Weekly Newspaper)

The student-run newspaper at C.W. Post. The *Pioneer* offers opportunities in news reporting, entertainment writing, art/layout, business experience and copy editing in the newsprint field. A great resume-builder for journalism, art, business, and writing enthusiasts alike.

The Bottom Line

The Bottom Line is a bi-weekly newsletter/web-site that is socially conscious and reflective of the diverse perspectives that make up the C.W. Post campus of Long Island University. *The Bottom Line* strives to provide an engaging, intelligent and relevant portrayal of the world according to C.W. Post students.

SPORTS & RECREATION

Crew/Rowing Team

The C.W. Post Crew Team is a competitive, coed rowing club that represents the university in the sport of collegiate rowing. No rowing experience is needed to join. Most alumni and members of the team never rowed before college. People with no rowing experience can join and practice with the men's or women's novice team to learn the basics of rowing and do light workouts as they prepare to compete on the next level.

Equestrian Team

This team fosters interest in Intercollegiate Horse Shows and offers beginner riders the training that is necessary to prepare them to participate and compete in shows. The Equestrian Team is open to beginner as well as advanced riders.

Ice Hockey Team

This team provides an opportunity for members to participate in ice hockey at the college level and compete in this exciting and exhilarating sport.

For more information on recreational organizations, please contact Recreational Sports at (516) 299-3605.

Please feel free to stop by Student Life and Leadership Development located in Hillwood Commons with any questions you may have. A staff member will be happy to assist you. If you are interested in something we do not offer, please request information on starting a club or organization. New clubs and organizations are started each semester, so be sure to ask about any new groups that have joined our roster. Please call extension 2606 for more information.

WHAT TO DO AND SEE AT C.W. POST

Student Life and Leadership Development has information on Campus-wide events for students. They have the latest news on student-run events and attractions. Call extension 2800 for details, or access the Student Life Web page at www.cwpost.liu.edu/cwis/cwp/stuact/activity/index.html. Resident students may also check the daily calendar of events on Campus television Channel 73.

For information about joining one of C.W. Post's 75 clubs and activities, check out the Clubs and Organizations Web page, located at www.liu.edu/clubs.

The **Office of Conference Services** publishes a calendar of on-Campus events including social events, movies, meetings, lectures, athletic events and other activities run by students, departments and off-campus entities. Call extension 2781 for information or visit www.liu.edu/cwpostconferenceservices.

The calendar is also available at Hillwood Commons Information Desk.

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

The Pioneer, the official student-run newspaper of the C.W. Post Campus, is the best pick for news, activities, and on-campus events. Issued weekly, *The Pioneer* is available in bins located in every academic building and residence hall, as well as Hillwood Commons. Pick up an issue each week to get involved in the happenings at Post! Call extension 2618 to speak with *The Pioneer* staff to list an event of your own.

C.W. Post's Web Page lists many on-campus events and activities for you to enjoy. Access the C.W. Post Calendar of Events at www.liu.edu/postnews, and click the calendar of events button. To add an event to the calendar or for a version by snail-mail, contact the C.W. Post Public Relations Office at extension 2333.

With 15 varsity sports at C.W. Post, there is always a game to see. The latest statistics and a schedule of games, both home and away, can be accessed through the **Athletic Department's** web page at: www.liu.edu/cwpsport. Choose a sport and join the loyal legion of Pioneer fans! Or, for more information, contact the Athletic Department at extension 2288, or the Sports Information Office at extension 4156.

The **Office of Alumni Relations** hosts events for alumni throughout the year. The Alumni Association Board of Directors and a number of alumni chapters work hard to plan events where you, as a present student, can mingle, network and meet some of our most successful alumni. Whether it's for Homecoming or a meet-and-mingle party, check with the Office of Alumni Relations at extension 2263 for details about fun events with our 66,000 alums. And, don't forget to sign up for the alumni mailing list before you graduate!

Campus Movies, run by the Association for Campus Programming (ACP), are held weekly during the school semester in the Hillwood Cinema. Students can enjoy recent films, film festivals, and special theme nights. Times and movie titles are available through the ACP at extension 2828, or on the Hillwood Cinema marquee. Twice yearly the ACP runs free movies in Riggs Park where students can bring their blankets, chairs and couches to enjoy popular new releases with popcorn and other snacks on the lawn. In addition, movies are shown on Post TV - Channel 73 during weeknights and all day on weekends.

Keep your eyes open for the bulletin boards, signs and fliers on Campus which announce upcoming events. To post a flier about your event, take your materials to Student Life and Leadership Development, located in Hillwood Commons, Room 119 to have it approved for posting.

GALLERIES, MUSEUMS AND EXHIBITS

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

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

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

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

COMPETITION AND RECREATION

C.W. Post also sponsors a number of sport clubs including the Equestrian Club, the Crew/Rowing Club and the Ice Hockey Club. For information, contact the Recreational Sports office at extension 3605 or go online to www.liu.edu/recreationcenter.

Recreational sports abound at C.W. Post, with a recreational program that includes softball, basketball, volleyball, flag football, indoor soccer, swimming and tennis. Contact Recreational Sports at extension 3605 for further information or visit www.liu.edu/recreationcenter.

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

WRITING

The Pioneer, the official student-run newspaper of the C.W. Post Campus, welcomes student submissions and letters to the editor. Each year, openings are posted for positions on the staff. Call The Pioneer at extension 2618 for details or e-mail pioneer@liu.edu.

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

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

RADIO AND TELEVISION

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

The Post Television Station, **PTV**, exists as a venue for students of the Media Arts Department to learn, perform, and fine tune their craft. The TV studio is located in Humanities Hall room 214 from which it regularly broadcasts student produced, original programming to the Campus via a closed-circuit cable system on Channel 73. The original programming works as a public service by providing diversified and relevant material for the Campus community. Students who are involved in the program not only watch television, they make television.

Did you know? Long Island University students may purchase tickets to most events at the **Tilles Center for the Performing Arts** for \$10, up to four tickets per student with a current, valid, full-time LIU student ID. The opportunity to attend world-class performance here on campus shouldn't be missed. In 2007-08 you can see incredible performances by Terence Blanchard, Miami City Ballet, *Gypsy*, *Annie*, *Evita*, Maude Maggart, New York Philharmonic, Paul Taylor Dance Company, Martha Graham Dance Company, Yamato Drummers of Japan, Shaolin Warriors and so many, many more. Students with a valid LIU ID may also attend pre-performance events in the Performance PLUS! series at no cost. Student tickets will be available for purchase at Tilles Center's Box Office in late September. Call the Box Office at 516.299.3100 or visit tillescenter.org for more information.

"MONEY, THAT'S WHAT I WANT!"

FINANCIAL ASSISTANCE OFFICE

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

To apply for financial aid, you must annually file a Free Application for Federal Student Aid (FAFSA) and a College Scholarship Service/Financial Aid Profile prior to your first year of enrollment. Both are available in the Financial Assistance Office. You will want to pick up the forms in December, as they require a great deal of information to complete. Each form has a mailing envelope for processing. Additionally, these applications can be filed over the internet. Their respective addresses are: the FAFSA – www.fafsa.ed.gov and the CSS Profile – www.collegeboard.com. The College Scholarship Service processes the Financial Aid Profile and forwards it to the Campus within six weeks. The FAFSA is processed and a Student Aid Report (SAR) is generated and mailed or e-mailed to the student. New York State residents should also file the Tuition Assistance (TAP) Application which can be accessed at the completion of the online FAFSA application. For paper FAFSA files, the TAP application will be mailed directly to your home some time after April each year, provided you listed C.W. Post on your FAFSA.

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

After your freshman year, you must file the Renewal FAFSA no later than March 1 each year in order to apply for continued aid. Applications for the Renewal FAFSA are mailed to your home during early December. The TAP application will be sent to your home once the FAFSA is processed.

Every applicant for financial aid is assigned a financial assistance counselor. Please know your counselor's name and have your paperwork in order if you call or stop in; this makes the financial aid process a smooth one.

For more information about specific aid programs, scholarships, grants and loans, stop by the Financial Assistance Office or pick up a copy of the yearly Guide to Scholarships and Financial Aid, published by the Financial Assistance Office. Or, make an appointment to speak with your counselor for one-on-one help. Also, keep your eyes open for notices about special financial aid events — like seminars on form completion — which are run periodically on Campus. For more information and specific filing instructions, call the Financial Assistance Office at extension 2338 or visit the Financial Assistance Web page at www.liu.edu/finaid.

Financial Aid Timeline:

October-November: Pick up the CSS/Financial Aid Profile forms from the Financial Assistance Office.

December: Pick up FAFSA forms from the Financial Assistance Office.

January-March 1: Submit the FAFSA and the CSS/Financial Aid Profile for processing and forwarding to C.W. Post. Please use code #002751 on your FAFSA and #2070 on your CSS/Financial Aid Profile to designate C.W. Post as the recipient institution.

May-August: Financial Assistance Office mails out financial aid packages. Students must notify the Campus in writing of acceptance or rejection within the required response time. Through the summer, the staff of the Financial Assistance Office is available to discuss your financial arrangements and alternative paying options.

JOBS AND CAREERS

JobNet

All students should register in PEP's new database, JobNet. Students will be able to apply directly to jobs listed in the system by uploading their resumes and checking job postings. You will be notified of all recruiting events including career fairs, internship fairs, on-campus interviews and career workshops. You can continue to update your resume until you graduate, making changes and adding new work experience and activities.

On-Campus Jobs

Do you need a job to pay for your college education? Drop by the Professional Experience and Career Planning (PEP) Office in the lower level of Kumble Hall. That's the central place where you can find information about all positions at C.W. Post. Bring your Work Study Approval letter with you to the PEP office.

Students who are eligible for Federal Work-Study jobs (check with the Financial Assistance Office) should report to the PEP Office as soon as school begins to be placed in a work-study job.

If you are looking for part-time work, ask at the counter for the part-time job listings book. Area businesses in need of help fax personnel requests to PEP, and you can browse through the listings for a job in which you are interested.

Cooperative Education Internships

If you are looking to enhance your educational experience with an internship, PEP is the best place to start. First, sign up with your academic counselor for the Experience Enriched Education (EEE) course. A four-week, non-credit course, EEE trains you to write a resumé, learn interview strategies while learning about the co-op program. After that, make an appointment with a PEP counselor. Designated by major(undeclared students are eligible as well) counselors can help you find an internship in your field of study. Internships, called co-ops, look great on a resumé and give you practical work experience while you are still in school. Many co-op opportunities are available with companies and organizations throughout Long Island and New York City and work schedules may be arranged to fit in with your classes.

Career Counseling

Still trying to figure out which career is right for you? Call or drop in to the PEP office and make an appointment with one of our career counselors. You can take a number of career tests while you explore your options with the help of an experienced counselor. You can even talk to a C.W. Post alumnus who is working in a field that interests you through our "Career Advisor Network" (CAN).

Getting close to graduation?

Register in JobNet, PEP's new job posting and recruitment database. You will be notified of all recruiting events through JobNet. You can upload your resume into the system and send it by e-mail directly to employers who post jobs in the system. Be sure to check in with your counselor at PEP for real-world preparation. PEP's counselors can critique your resumé, give you practice interviews, and help you with your job search. And, with PEP's extensive recruitment program, you might be able to get a job without even leaving Campus! For more information about PEP, EEE, co-op or internships, please contact the PEP office at extension 2435. Visit the PEP Web page at www.liu.edu/pep or e-mail us at pep@cwpost.liu.edu.

Freshmen: Register for EEE-1. Acquire computer skills and an e-mail address. Read about career options in PEP's Career Resource Library. Seek a summer co-op or internship to build your resumé. Visit the PEP Career Fair in the spring.

Sophomores: Take a variety of courses to identify your interests. Become involved in student activities or work. Update your resumé and have it critiqued by your Co-op Coordinator. Visit the PEP website (www.liu.edu/pep) and check out careers on "What Can I Do with a Major in...?" Gather information about co-ops and work/study abroad. Visit the PEP Career Fair in the spring. Declare a major by the end of the academic year.

Juniors: Concentrate on maintaining a competitive GPA. Update your resumé and have it critiqued by your Co-op Coordinator. Talk to your Co-op Coordinator about your career goals. Build practical experience through internships, co-ops and volunteer work. Become a leader or officer in any organizations or activities in which you are involved. Become familiar with graduate school admissions procedures. Speak to professionals in your field through the Career Advisor program. Check with your academic counselor to make sure you have completed course requirements for your major.

Seniors: Register for on-campus recruitment at JobNet. Complete your course requirements. Visit the PEP Career Fair in the spring. Go to Career Development Workshops and brush up on resumé and interview skills. Familiarize yourself with on-campus recruiting procedures. Speak to professionals in your field through the Career Advisor program. Meet with your Career Counselor to start your job search. Collect letters of recommendation for your file.

A DAY IN THE LIFE....

Whether you are a commuter or a resident, an undergraduate, graduate, or non-traditional student, everyone at

C.W. Post strives to make your daily life as convenient as possible. For study or recreation, the following is a handy list of resources to assist you as a student at C.W. Post.

BANKING

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

BOOKSTORE

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

CAMPUS SHUTTLE

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

COMPUTER LABS

The computer labs which dot the Campus provide places for students to do homework, explore the Internet, or connect electronically with friends. The Information Technology Office and Labs, located in the east wing of the library, gives students free access to IBM and Macintosh computers, printers, scanners and several major software and data base systems, as well as the Internet. Every student gets a free e-mail account. Information Technology Labs are open during all of the normal library hours, seven days a week. In addition, there are computer labs located in the lower level of the South Residence Complex (open late-nights) as well as in Hillwood Commons (second floor), Humanities Hall, Pell Hall/Life Science, and the Palmer School. If you live in the residence halls, you can connect for free to the University's network using your own computer. Terminal connections are located on the wall, in the phone/cable connection outlet. Wireless communication allows students the flexibility to work in many locations on Campus including the Library Lobby, Hillwood Commons cafeteria, the Commuter Student Lounge, the lobby of Lorber Hall, some classrooms, Winnick Student Center main cafeteria and the beautiful Great Lawn where students can also enjoy the beauty of the great outdoors. Call Information Technology, extension 2281, for specific computer lab locations and hours, or access the Information Technology web page at www.liu.edu/it/cwpost.

COPIERS

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

E-MAIL & INTERNET ACCESS

All C.W. Post students get a free e-mail account and free on-campus access to the Internet. There are approximately 500 computers on Campus for student use. There are computer labs in Hillwood Commons and the South Residence Complex, as well as many major-specific computer labs. The Information Technology Center (located in the Library) houses 150 Macs and PCs for you to use for e-mailing, accessing the Internet and working on projects. E-mail is an important mode of communication at C.W. Post; you can communicate with professors, other students, and even your family, and you will receive Campus-wide informational updates.

EMERGENCY SERVICES

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

ESCORT SERVICES

The Department of Public Safety operates an Escort Service on Campus. By calling extension 2200 or by pressing the button on the emergency phone pole, you can summon a trained volunteer escort to walk you to your class, car, or residence hall. During the academic year, the Escort Service operates Monday through Thursday, 6 p.m. to midnight and Friday, 6 p.m. to 9 p.m. There is no charge for use of the Escort Service.

FOOD OPTIONS

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

Arnold S. Winnick Student Center

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

Humanities Grab & Go

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

Bookmark Cafe

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

The Ocelot

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

Winnick Express

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

The Hillwood Cafe

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

Java City

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

The Outpost

* Located in Nassau Hall, main lobby.
*Coffee, cold drinks, soups, pre-, salads, packaged salads Sushi, sandwiches, baked goods, salty and sweet snacks.

Subway

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

For details on meal plans, budgets and hours of operation, access the Dining Programs Web page at <http://www.campusdish.com/en-US/CSE/LIUWPost/>. Schedules of hours for each location may be obtained from the Dining Services staff at that location.

LIU CARD - YOUR KEY TO C.W. POST

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

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

If you live on Campus, your LIU Card also serves as the key to the main entry of your residence hall. If you are visiting a resident student you will need your card to be granted access from the front desk. Most of all, your LIU Card serves as your official identification as a student of the C.W. Post Campus. You are required to show it whenever asked by any member of the C.W. Post Campus community.

LIU Cards are not exchangeable! This means that your friends and relatives cannot use the card to make purchases, take out books, or get into buildings. If someone else uses your card and is caught, the card will be confiscated immediately. Be careful - replacement of a confiscated card costs \$10, and after the second confiscation it will not be returned.

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

INFORMATION DESK

For quick information, a good place to call is the Hillwood Information Desk. Staffed by students, the Information Desk can provide quick answers about Campus events, times of operation of Hillwood Commons businesses and contact information for student groups on Campus. Stop by the Hillwood Information Desk in the main lobby of Hillwood Commons, call extension 2611 for answers or access the Hillwood Commons Web site at www.cwpost.liu.edu/cwis/cwp/stuact/activity/index.htm.

LAUNDRY

Coin operated washers and dryers are located on the lower levels of each residence hall. If the washer or dryer fails to work properly, notify a Residence Life staff member immediately.

LIBRARY

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

LOCAL SHOPPING

For off-campus shopping, see the Off-Campus Fun notes in the What to See and Do at C.W. Post section of this book. The nearest shopping center to C.W. Post is Wheatley Plaza, two miles west on Northern Boulevard (Route 25A) in Greenvale; it consists of a Pathmark supermarket, banking, restaurants, a record store, and several clothing stores. The Campus shuttle also travels to the Pathmark in Hicksville, the Broadway Mall and the Hicksville train station. A shuttle van to area malls, shops and the Hicksville Train Station is sponsored by the

Student Government Association (SGA). Call the Hillwood Information Desk (extension 2611) for schedules. For more information visit www.liu.edu/visit.

MAIL

C.W. Post's Mail Room, located in King's Hall, has regularly scheduled mail deliveries. To mail a package or letter, be sure to affix proper postage and place your mail in the slot marked "Stamped Outgoing Mail." The Mail Room does not sell stamps. For stamp purchase, go to the C.W. Post Bookstore.

All resident students will be assigned an on-campus mailbox. The resident student mailroom is located on the lower level of Kings Hall. Resident students are provided with the box number and combination upon check-in to the residence halls. To receive mail on Campus, tell your friends and family to send mail to:

Your Name
Kings Hall Box No. ____
Long Island University
C.W. Post Campus
720 Northern Boulevard
Brookville, New York 11548-1300

SNOW CLOSING INFORMATION

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

Radio stations which are notified of cancellations include:

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

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

The television channel notified of cancellations is NEWS 12.

STUDY LOUNGES

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

STUDENT TECHNOLOGY CENTER

The Student Technology Center is a special computer lab run by students for students. The lab contains a number of desktop computers with graphics software. Student technology assistants provide support to other students using Microsoft Office, web page editors and graphic-manipulation programs.

Color printing, laser printing, photo copying and faxing capabilities are all provided at a very minimal charge based on quantities printed per day. Students may also avail themselves of the large format printer for printing large poster-size class and club projects.

The most popular aspect of the lab, however, is the \$1 per day laptop rentals. Students can borrow laptop computers on a daily basis for just one dollar a day.

TELEPHONE SERVICES

Pay telephones for student use are located in all residence halls and most buildings on campus. In addition, on-campus phones for student use are located in various buildings throughout the campus.

Each resident student has a telephone jack in his/her room and is assigned a Student Phone Account and Personal Security Code (PSC) from our telephone service provider. To use your telephone service, dial 9 from any on-campus phone (excluding pay phones), then the phone number you are dialing (1 + area code if not in 516 area), and wait for the tone. Then, dial the PIN code you were assigned. Each student is billed separately for phone calls. All calls to on-campus extensions are free of charge; simply pick up the phone and dial the extension number only to reach any department or residence hall room.

If you have problems with your phone system or voicemail service, please call the CW Post I.T. office ext. 2281 a helpdesk technician will place a log call for you, and deliver it to the field technicians. For account or billing problems, try the Student Telephone Service at (800) 947-4787. For balance inquiries only, call (800) 747-4787.

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

SOLVING A PROBLEM

TO SETTLE A DISPUTE OF ANY KIND, remember to always follow the chain of command, whether academic or non-academic. Remember also to utilize different methods of resolving a dispute: written, face-to-face, and over the phone. No matter how you do it, remember to keep your cool. You are much more likely to get results if you are calm, collected and mature rather than if you are frazzled. See the Campus Policies section of the Student Handbook (page 29) for official policies in regard to such matters.

ACADEMIC DISPUTES

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

NON-ACADEMIC DISPUTES

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

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

Unfortunately, some problems cannot be solved easily, especially if the problem is a personal one. But being part of the C.W. Post community means that you always have someone to turn to, including friends, faculty, staff and clergy, who understand what you're going through and are willing to help. If you have a problem and don't know where to turn, speak to your academic counselor, one of the Campus religious leaders, your residence assistant

or residence hall director, a faculty member with whom you are comfortable, a counselor at Student Health and Counseling, or the Associate Provost for Student Affairs. If you think the matter must be kept confidential, verify this with the person you speak to; sometimes, it cannot be guaranteed, except by the Student Health and Counseling Center, where everything is always confidential unless it threatens your safety or the safety of someone else.

UNDERSTANDING CAMPUS POLICIES

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

Be advised that these policies apply to all undergraduate, graduate, doctoral and students involved in special programs. These policies are those communicated elsewhere in this Handbook, University or Campus publications, verbal directives by Campus officials or as posted by any department.

POLICIES AND PROCEDURES CONTAINED WITHIN THIS HANDBOOK

Academic Conduct	X
Alcohol and Substance Abuse	X
Enforcement of Alcohol and Substance Abuse Policy	
Bias Crime Policy and Procedure	X
Campus Fire Safety Procedures	X
Campus Visitors	X
Code of Conduct – Ethos Statement	
Disciplinary Actions and Sanctions for Violations	X
Cyber Community Policy	X
Giving Notice of Planned Assembly, Demonstration, Picketing	X
New York State Law on Hazing	X
Non-discrimination Policy	X
Policy Regarding Use of Profanity in Student Media	X
Policy for Students with Special Needs	X
Residence Life Policies	X
Rights under the Family Education Rights and Privacy Act (FERPA) for Postsecondary Institutions	X
Sexual Assault Policy, Procedures, and Information	X
Sexual Harassment Policy	X
Smoking Policy	X
Vehicle Regulations	X

ACADEMIC CONDUCT

Ethos Statement

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

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

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

Academic Respect for the Work of Others²

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

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

Academic Self-Respect

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

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

Academic Honesty

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

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

Academic Originality

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

1. crediting source material that was not used for research; or
2. presenting results from research that was not performed; or

3. altering data to support research; or
4. presenting fabricated excuses for missed assignments, tests, or classes; or
5. falsifying documents or records related to credit, grades, status, or other academic matters.

Academic Fairness

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

DISCIPLINARY PROCESS

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

Level One

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

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

Appeals Process Level One

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

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

Level Two

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

1. The instructor fills out an Academic Misconduct Form and sends it to his or her chair (or program director).

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

Appeals Process

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

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

Student Rights

Students have the following rights:

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

Student Conduct Records

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

Notes

1. Students are accountable for adhering to all regulations in the C. W. Post Student Handbook. An updated version of the Student Handbook can be found on our website at www.liu.edu – click on C. W. Post. The most current version of the Code of Conduct can be found at <http://www.cwpost.liu.edu/cwis/cwp/stuact/judicial/index.html>
2. Definitions and descriptions are adapted from the UCLA Statement of Academic Integrity in the Department of Student Affairs.

ALCOHOL AND SUBSTANCE ABUSE POLICY

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

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

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

- 12) All residence hall room/lounge parties should be registered with the Residence Hall Director. No alcohol will be allowed at these parties, unless express permission is granted by the Associate Provost for Students Affairs or her designee.
- 13) Kegs of beer and/or bulk alcohol are not permitted on the C.W. Post Campus without appropriate approval. Bulk alcohol is defined as: alcohol in amounts not considered moderate (i.e., more alcohol than could reasonably and responsibly be consumed by one or two people during a specified period of time).
- 14) The Campus supports Federal, State, and Local laws regarding illegal drugs, narcotics and other controlled substances. Possession or sale of such substances is a violation of Campus policy.
- 15) Applies to any student or guest of a student in a room, suite, or campus facility, in which one person is twenty-one and the other(s) is/are underage.
- 16) Engaging in games designed to promote consumption of alcohol, including, but not limited to, activities such as "beer or liquor pong," is prohibited.
- 17) Possessing items designed to promote consumption of alcohol, including, but not limited to, bars, funnels, and beer/liquor pong table(s), is prohibited.
- 18) Drug paraphernalia includes but is not limited to any device designed or utilized for drug(s) use, hookahs, bong, or smoking devices.
- 19) No person may acquire, possess, consume or be in the presence of any illegal drug(s), narcotics and other controlled substances on the Campus.

ENFORCEMENT OF ALCOHOL AND SUBSTANCE ABUSE POLICY

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

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

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

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

2. Alcohol – There is a range of sanctions for violations of the laws pertaining to alcohol; these include fines, community service and imprisonment.

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

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

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

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

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

Physical health risks include:

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

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

Alcohol Facts

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

TREATMENT AND COUNSELING SERVICES AVAILABLE

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

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

NEW YORK STATE PENAL LAW

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

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

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

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

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

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

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

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

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

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

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

New York State Law: Illegal Sale or Possession of Alcohol

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

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

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

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

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

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

BIAS CRIME POLICY AND PROCEDURE

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

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

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

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

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

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

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

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

BIAS CRIME PREVENTION

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

NYS LAWS AND PENALTIES REGARDING BIAS CRIMES

NYS Penal Law:

Definition of a Hate Crime:

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

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

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

Specified Offenses and Penalties

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

Stalking first degree	D Felony	C Felony
Stalking second degree	E Felony	D Felony
Stalking third degree	A Misdemeanor	E Felony
Stalking fourth degree	B Misdemeanor	A Misdemeanor
Unlawful Imprisonment first degree	E Felony	D Felony
Unlawful Imprisonment second degree	A Misdemeanor	E Felony

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

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

The Facts about Bias Crime:

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

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

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

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

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

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

** From FBI Hate Crime Statistics, 2002.

CAMPUS FIRE SAFETY PROCEDURES

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

In Your Building

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

In the Event of Fire

- Remain calm. Act quickly, not rashly. Your object is to survive. If you can exit safely, do so. If not, you must work quickly to defend yourself against smoke and flame.
- Never open a door without first checking for heat or smoke. Close doors behind you.
- Do not allow doors to lock behind you. You may be forced to return.
- If smoke is encountered during egress, do not walk upright ... crawl. The air is cooler and less toxic nearer the floor.
- Never use an elevator.
- If smoke is present in a stairwell, avoid it. Choose another route.
- If your clothes catch fire ... stop, drop and roll to extinguish the flames.

- If you are in the room where the fire starts, leave quickly. Close the door and/or call Public Safety at 2222.
- Upon exiting, move at least 70 yards from the building. Make yourself or a group designee available to the Public Safety Officers or Firefighters in order to give as much information about the fire situation as possible. Be factual, be calm.

If You Are Trapped in a Room

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

ALWAYS REMEMBER

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

RESIDENCE HALL FIRE SAFETY GUIDELINES

Resident Students May Not:

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

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

CAMPUS VISITORS

Visitor Status

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

Late Night Entry: Visitor/Guest Procedure

The gates to the C.W. Post Campus close nightly at approximately 11:30 p.m. Once closed, all vehicles entering the Campus must be cleared by the officer at the West Gate booth. Resident students are required to show a valid C.W. Post Campus Identification card (LIU CARD) to be admitted.

Non-resident students, visitors and guests will be admitted on to Campus between 11:30 p.m. and 2 a.m. only if the resident student whom they are visiting first calls the Department of Public Safety at 299-2214 to provide the name of the guest and whom they are visiting. This should be done by 11 p.m. Non-resident students, visitors and guests will not be admitted after 2 a.m. unless accompanied by a residence hall student with proper, valid C.W. Post Campus identification. C.W. Post students are responsible for the actions of their guests.

CODE OF CONDUCT – ETHOS STATEMENT

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

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

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

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

Students are accountable for adhering to all regulations in the C.W. Post Campus Student Handbook. An updated version of the Student Handbook can be found on our website at www.liu.edu and click on C.W. Post and click on Student Services. The most current version of our Code of Conduct can be found at <http://www.cwpost.liu.edu/cwis/cwp/stuact/judicial/index.html>.

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

Action involving non-academic conduct is the responsibility of the Office for Student Affairs through the Associate Provost for Student Affairs. Examples of violations of the Code of Conduct are listed below, framed by the principles of the Ethos Statement.

RESPECT FOR ONESELF

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

- A. Violence or Threat of Violence
Behavior which jeopardizes the safety or well-being of oneself; this includes but is not limited to causing or subjecting oneself to physical injury.
- B. Alcohol and Drugs
 1. Violation of Alcohol and Substance Abuse Policy. (See Campus Policy section of this Handbook)
 2. The sale, purchase, possession, or use of any illegal drug(s) and/or drug paraphernalia.
- C. Conduct Unbecoming a Student

1. Behavioral characteristics or actions demonstrated by a student, which are contrary to the Division of Student Affairs' Ethos Statement.
 2. Public Lewdness
- D. Violation of the Cyber Community Policy. (see Campus Policy section of this Handbook.)

RESPECT FOR OTHERS

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

- E. Stalking and/or Aggravated Stalking
A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.
- F. Verbal or Physical Harassment
1. Inappropriate physical, verbal or written actions against members of the Campus community or their guests, or against visitors to the Campus, which interfere with an individual's personal freedom or privacy, including but not limited to speech of an offensive nature when it targets a particular individual or group (ex. "hate speech"). This includes harassment or an attempt to harass via electronic e-mails, text messages and/or instant messages.
 2. Violation of Harassment Policy. (See Campus Policy section of this Handbook.)
 3. Violation of Discrimination Policy. (See Campus Policy section of this Handbook.)
 4. Violation of the Profanity in Student Media Policy (see Campus Policy section of this Handbook).
 5. Violation of the Roommate Bill of Rights (see Campus Policy section of this Handbook).
 6. Violation of the Cyber Community Policy (see Campus Policy section of this Handbook.)
- G. Weapons and Dangerous Items
Possession and/or use of weapons and dangerous items, including but not limited to firearms, knives, firecrackers, CO₂ weapons, BB weapons, paint ball weapons and equipment, prop, replica, toy or play weapons, simulated weapons or devices, handcuffs, swords, martial arts equipment, pepper gas or spray, and propane.
- H. Violence or Threat of Violence
1. Behavior which jeopardizes the safety and well-being of other persons; this includes, but is not limited to, physical injury or behavior such as physical assault, threats or intimidation or extortion, and either physical, verbal, or written abuse.
 2. Sexual Assault or Sexual Abuse. Acts of sexual violence or intimidation, including "date" or "acquaintance" rape.
 3. Behavior or actions which may indicate domestic violence of any kind.
 4. Violation of Bias Crime Policy. (See Campus Policy section of this Handbook.)
- I. Theft and/or Possession of Stolen Property
1. Theft or other misuse of property.
 2. Possession of stolen goods.
 - a. Unauthorized possession of university owned furniture or equipment, including but not limited to items from residence, academic, or recreational facilities, in a student room.
 3. Theft of services.
- J. Hazing
1. The participation in or encouragement of any action or situation which endangers the mental or physical health, safety or welfare of another, or involves the forced or coerced consumption of alcohol, a solid substance or drugs for the purpose of initiation into or affiliation with any organization.
 2. Violation of Student Life and Leadership Development Hazing/Pledging policy. (see Policy section of the Greek Organization Handbook)
 3. Violation of New York State Law on Hazing. (see Campus Policy section of this Handbook.)
- K. Fire Safety
1. Intentionally creating smoke or fire.
 2. Filing a false fire alarm.
 3. Activating a smoke detector.
 4. Activating a sprinkler system.
 5. Tampering with fire equipment.

- a. Inappropriate use or tampering with fire extinguishers, fire hoses, or any other safety apparatus.
 - b. Obstructing a door so as to prohibit or encourage direct entrance to and/or exit from a room or building.
 - c. Covering overhead lights, doorways, smoke detectors, sprinkler system, air conditioning units, walls sockets, etc.
 - d. Wall covering of any kind exceeding 5'x7' and/or hanging any item from the ceiling.
 - e. Possessing water filled or lofted beds.
6. Failure to evacuate during a fire alarm.
7. Possession of prohibited items, including but not limited to candles (lit or unlit), incense and incense holder, electric appliances, air conditioning units not approved by the Office of Residence Life and the Student Health and Counseling Center, portable heaters, combustible liquids, barbecues, decorative lights, extension cords or any other item deemed unsafe by University Official(s) or New York State Fire Safety Officer(s).
- L. ~~Disruption of Campus Community~~
 Behavioral or verbal actions that disrupt the Campus community.
- a. Campus Courtesy Hours
 - 1. Disruption of the Residence Life community, including making excessive noise in residential areas, including but not limited to the Quad, Riggs Park, alcoves and building front steps, parking areas, roadways and other grounds in, adjacent to or around the residence halls.
 - 2. Disruption of academic areas, including the internal and external areas of all academic facilities.
 - b. Skateboarding or use of skateboarding equipment is prohibited

RESPECT FOR PROPERTY

In accordance with our Campus Ethos Statement, C.W. Post students are expected to demonstrate actions that reflect the responsible use of Campus property, environment and equipment by complying with the principal of **respect for property**. Examples of conduct inconsistent with this principal and which will require Campus action are:

- M. Vandalism
- 1. Destroying Campus property.
 - a. Chalking or defacing of property with various materials
 - 2. Destroying the property of another person.
 - 3. Littering on Campus.
 - a. Improper disposal of any solid or liquid object(s) in any area not identified or authorized for disposal.
- N. Computers
- 1. The use of computers or electronic equipment for the violation of personal privacy or for the committing of crimes.
 - a. Unauthorized use of computers and/or peripheral systems
 - b. Unauthorized access/alteration to computer programs or files.
 - c. Unauthorized duplicating or use of computer programs files.
 - d. Making unauthorized changes to a computer account, or other deliberate action which disrupts the operation of computer systems serving other students or the University community.

RESPECT FOR AUTHORITY

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

- O. Illegal Possession of Keys, Unlawful Entry, Exit or Presence
- 1. Illegal possession, duplication, or unauthorized use of keys, access cards, or access codes.
 - 2. Forcible or unauthorized entry/exit of any Campus room or facility.
 - a. Entering or exiting through a window.
 - b. Entering anytime or exiting through a residence hall through a side door between 5:00 PM and 7:00 AM.

- c. Using or allowing another person to use a bathroom or shower facility designated for use of the opposite sex.
- 3. Failure to properly sign in to any Campus room, event or facility.
- 4. Failure to properly sign guest(s) in to any Campus room, event or facility.
- 5. Failure to escort guest(s) at all times on Campus.
- 6. Presence in any Campus room, event or facility after the student has been suspended from that room, event or facility.
- 7. Failure to abide by the Residence Life Visitation Policy. (see Campus Policy Section of this Handbook)
- P. Smoking
Violation of Smoking Policy. (See Campus Policy section of this Handbook.)
- Q. Traffic Regulations
 - 1. Violation of Campus traffic regulations.
 - 2. Flagrant and/or frequent traffic offenses.
- R. Solicitation/Commercial Activities
Soliciting and/or commercial activities by a student or an on-campus or off-campus organization, vendor or business, initiated by either a student or visitor. Those activities which support charitable organizations and do not violate Campus contractual obligations may be permitted with the written approval of the Office of Student Affairs.
 - a. Distribution and/or posting of unauthorized handbills or other materials.
 - b. Chalking or defacing of property with various materials to solicit off-campus events
 - c. Selling services or products, seeking funds, signatures, merchandise or supplies.
 - d. Receiving unauthorized business offers or goods in the residence halls for business purposes of any nature.
- S. Gambling
Illegal gambling anywhere on the premises or at any Campus sponsored function or any of its student groups, organizations or affiliates.
- T. Failure to Cooperate
 - 1. Providing false or misleading information to Campus officials, including but not limited to Public Safety Officers and Residence Assistants.
 - 2. Failure to cooperate in an investigation.
 - 3. Failure to cooperate with a Campus official acting within the scope of his/her duties, including but not limited to failure to provide identification when requested to do so.
 - 4. Disrespectful conduct towards a Campus official acting within the scope of his/her duties.
 - 5. Failure to comply with a student conduct sanction.
 - 6. Participation in an organization and/or demonstration which has not been approved.
 - 7. Failure to comply with the written or verbal directives of Campus officials or other authorized individuals, including but not limited to Public Safety officers, Residence Hall Directors and Resident Assistants.
- U. Violation of University or Campus policies.
This includes all policies communicated elsewhere in this Handbook, University or Campus publications, verbal directives by campus officials or as posted by any department.

HONESTY

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

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

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

- W. Forgery and Falsification of Records

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

CODE OF CONDUCT - DISCIPLINARY ACTIONS AND SANCTIONS FOR VIOLATIONS

The purpose of disciplinary action is to achieve appropriate student behavior with regard to Campus community norms, standards and policies. When imposing a sanction, the student's past disciplinary record will be taken into consideration.

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

A. Verbal Warning

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

B. Written Warning

A written warning is a written notification from a Campus official to a student containing a warning that repeated infractions of rules and regulations may result in more severe disciplinary actions, such as suspension. A record of the action is kept by the official writing the letter and in the Campus disciplinary files. Examples of violations which would warrant a written warning or a more serious sanction include but are not limited to: failure to cooperate, soliciting/commercial activities, ignoring courtesy hours.

C. Disciplinary Probation

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

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

D. Restrictions

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

E. Fines

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

F. Residence Halls – Room Re-Assignment

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

G. Residence Halls – Suspension

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

H. Residence Halls – Expulsion

Permanent dismissal from the residence halls.

I. Suspension from the Campus

A student who is suspended from the Campus for a definite period of time must sever academic and non-academic connections completely with the Campus. His/her presence on Campus is not permitted nor may s/he take part in the academic or social activities of the Campus or those sponsored by Campus organizations off campus. At the end of this period of suspension the student may apply for readmission. Readmission may be contingent upon certain requirements being met. Examples of violations which would warrant suspension include, but are not limited to: repeated alcohol and/or substance abuse, extreme acts of vandalism and certain fire safety violations.

J. Expulsion from the Campus

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

K. Additional Sanctions

Additional sanctions such as educational classes, mandatory referrals to the Student Health and Counseling Center, community service projects, disciplinary block on registration, payment of damages and Campus restrictions may be imposed.

Behavior that is specific to the residence halls may be dealt with under Residence Life judicial processes. Students who repeatedly are found in violation of Residence Life policies may be referred to the Director of Student Conduct and Community Education.

EMERGENCY INTERIM ADMINISTRATIVE ACTION

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

JUDICIAL PROCESS

A. INCIDENT OCCURS

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

B. INVESTIGATION

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

C. FILING OF CHARGES

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

D. PROCESS AND TIMELINE FOR HEARING and DECISION

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

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

1. The student will receive a letter from the Director of Student Conduct and Community Education notifying him/her of the alleged charges and requiring the scheduling of an administrative hearing.
2. The student has three (3) business days from the receipt of the letter to schedule an appointment with the Student Conduct officer specified in the letter.
3. The administrative hearing is convened in two phases, as described above.
4. The outcome of the administrative hearing, in conjunction with other evidence, will be communicated within three (3) to five (5) business days after the hearing through a letter that will be either delivered or mailed to the student.
5. If the student wishes to request an appeal to the outcome of his/her case, the student must complete and return the Appeal Request Form, available in the Office of Student Affairs, within three (3) days of the receipt of the outcome letter.
6. The student will be notified within three (3) business days as to whether or not an appeal hearing is granted.
7. If an appeal hearing is granted, the student will be required to schedule an appointment with the appeal officer within three (3) business days.
8. The outcome of the appeal hearing will be communicated within five (5) to seven (7) days after the hearing through a letter that will be either delivered or mailed to the student. (Refer to "Appeals Procedure," below, for further details.)

Important notes:

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

SANCTIONS

If the student is found responsible for the violation(s), a sanction will be determined by the Director of Student Conduct and Community Education. The sanction is the action which will be taken against the student.

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

Important Notes

- Notification and all correspondences from the Office of Student Affairs and the Office of Student Conduct and Community Education regarding the judicial process require a signature for receipt.

- The university reserves the right after 45 days to render a decision when deemed appropriate by the Associate Provost for Student Affairs or designee if every reasonable effort has been made to contact the student involved in the judicial process.

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

APPEALS PROCEDURE

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

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

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

The Appeal Request Form may be obtained from the Office for Student Affairs.

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

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

STUDENT CONDUCT RECORDS RETENTION POLICY

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

Student conduct records are retained by the Office of Student Affairs for a minimum of seven years from the date of the most recent incident in the student's file. The Office of Student Affairs retains the right to maintain student conduct records that reflect a suspension, expulsion, other prohibition from future enrollment, or other withdrawal for disciplinary or medical reasons indefinitely.

STUDENT RIGHTS IN THE CONDUCT SYSTEM

Students have the following rights in the conduct system:

1. To request in writing prior to the Administrative Hearing that any person conducting an Administrative Hearing be disqualified on the grounds of conflict of interest.
2. To be considered innocent of the charges until proven responsible by a preponderance (51%) of evidence.

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

CYBER COMMUNITY POLICY

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

GIVING NOTICE OF PLANNED ASSEMBLY, DEMONSTRATION OR PICKETING

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

1. Request a location by completing a Scheduling Reservation Form from Conference Services in Hillwood Commons, Room 139.
2. Complete the Request for Planned Assembly, Demonstration, Picketing Form from the office of the Associate Provost for Student Affairs in Administration Building, Room 201.
3. All publicity for the event must be stamped and approved by Student Life and Leadership Development in Hillwood Commons, Room 119. The event organizers must remove all publicity after the event.
4. The Public Relations Department must be notified of any invitations for attendance to outside groups or media. Public Relations may be reached at 299-2333.

NEW YORK STATE LAW ON HAZING

HAZING IN THE FIRST DEGREE

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

HAZING IN THE SECOND DEGREE

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

NON-DISCRIMINATION POLICY

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

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

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

POLICY REGARDING USE OF PROFANITY IN STUDENT MEDIA

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

POLICY FOR STUDENTS WITH SPECIAL NEEDS

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

Under the law, reasonable accommodations are offered at the C.W. Post Campus of Long Island University for individuals with disabilities.

Students with disabilities will receive basic academic accommodations by their individual professors and their academic departments. Accommodations will be made by other Campus departments as required for non-academic matters. Students with disabilities, who desire accommodations, must submit appropriate documentation of their disability to the office of Disability Support Services located in the Learning Support Center. Appropriate professional staff will review and evaluate this documentation, establish confidential files, and provide the student with appropriate Accommodations Forms that the student will then present to the teaching faculty. Prior to the beginning of each semester students with disabilities must meet with the assistant director who oversees DSS to obtain the appropriate Accommodations Forms to present to the professors. Other Campus departments will be notified, as necessary, of the needs for additional accommodations noted in the student's documentation.

RESIDENCE LIFE POLICIES

ROOM SELECTION AND ASSIGNMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

Please note: There are **NO** refunds for Meal Plans.

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

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

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

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

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

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

POLICY REGARDING THE ROOMMATE BILL OF RIGHTS

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

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

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

ROOM RESPONSIBILITY POLICY

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

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

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

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

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

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

Common Area Liability - Each student is, along with the other residents, jointly responsible for the proper use and care of the public areas of the residence hall (i.e.: bathroom, corridor, lounge, etc.). In situations involving damages or vandalism of a common area, unless an investigation by the Residence Life staff results in documented proof identifying the responsible individuals, a group bill will be shared by all the students living in the suite, wing, floor, or building. Additionally, occurrences of common-area damages may result in the reassignment of some or all of the residents of that area and/or other disciplinary action.

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

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

Fire Safety – Students are required to abide by all campus fire safety procedures. Items that are deemed unsafe by New York State Fire Safety Personnel, appropriate campus administrator, and/or Residence Life representative may be confiscated without notice. The University reserves the right to provide appropriate safety equipment to students at an additional cost to the student.

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

VISITATION POLICY

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

Guest Visitation –guests are not permitted to enter any residence hall unless: the guest has a valid photo ID; the guest has signed in with proper campus official; the guest is not suspected to be under the influence of alcohol and/or other drugs. Guests suspended and/or banned from a residence hall or involved in any policy violation are subject to suspension from the C.W. Post Campus. A "guest" is someone who is visiting a specific resident or has been allowed to visit a room or function by a resident, whether invited or uninvited. Guest(s) previously trespassed from Campus will be subject to criminal prosecution and/or arrest. Children 12 years and younger not permitted to stay overnight in halls. Ages 12-17 are permitted with parental consent.

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

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

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

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

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

POLICY FOR ROOM ENTRANCE BY CAMPUS OFFICIALS

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

- Maintenance services necessary as mandated by the Campus or at the request of the resident.
- Maintenance or health inspections.
- Fire safety inspections.
- A facilities-related and/or health-related emergency.
- Fire alarm room inspection.
- Reasonable belief that a law and/or Campus policy is being violated.

POLICY FOR FIRE SAFETY INSPECTIONS

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

ENFORCEMENT POLICY

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

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

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

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

PET POLICY

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

HEALTH, THEFT AND FIRE INSURANCE POLICY

University policy requires all resident students to have health insurance. All residents will be automatically billed for the university-sponsored health insurance plan on their bursar account. You have an opportunity to waive this charge by complying with the waiver procedures. If you wish to waive the charge you must complete the on-line Health Insurance Waiver form, visit <https://secure.visit-ci.com/enrollment/home/LIU.htm> or call 800-322-9901 within the specified time frame or you will be automatically enrolled in the University Health Plan. All students are encouraged to obtain a printed receipt of the completed waiver as a receipt.

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

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

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

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

Students should be asked to consider carefully the consequences of any decision to withhold such Directory Information. Should a student decide not to release any of the information, any request for such information from Long Island University will be refused.

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

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

C. Authorizing Parental Access – Under the Family Rights and Privacy Act, the rights afforded to parents regarding the ability to review their childrens' records, pass from the parent to the student upon the student's 18th birthday

or when the student is enrolled in a college or university. Students wishing to allow their parents access to their student records must file the appropriate authorization available in the registrar's office.

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

SEXUAL ASSAULT POLICY, PROCEDURES, AND INFORMATION

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

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

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

Acquaintance rape, sexual assault that occurs between people who know each other, is far more common on college Campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

If you are sexually assaulted

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

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

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

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

Sexual Assault Prevention

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

- Know your sexual desires and limits. Communicate them clearly.

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

NYS Laws and Penalties Regarding Sex Offenses

NYS Penal Law:

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

- A) Mentally Defective: a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct.
- B) Mentally Incapacitated: a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
- C) Physically helpless: a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- D) Forcible compulsion: to compel by either (a) use of physical force; or (b) a threat, express or implied, which placed a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
- E) Age: male/female less than 17 years of age is incapable of consenting to any act as per NYS Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a "statutory" offense.

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

RAPE

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

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

CRIMINAL SEXUAL ACT

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

SEXUAL MISCONDUCT

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

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

SEXUAL ABUSE

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

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

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

"Crime" means a misdemeanor or a felony.

SEXUAL HARASSMENT POLICY

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

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

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

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

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

SMOKING POLICY

No person shall be permitted to smoke or carry a lighted cigar, cigarette, pipe or any other form of smoking object or service in any public building on the Campus. This includes not only classrooms, but also hallways, entry

foyers and all offices (including - but not limited to – faculty offices), smoke free residence hall areas, buildings, wings, floors, and rooms. Additionally no person may maintain smoking devices, including, but not limited to, hookahs, bongs, and pipes. There shall be no exceptions to the foregoing. Those found to be in violation of these rules will be subject to all penalties as provided by law and will be reported to their respective supervisors, or to the Associate Provost for Student Affairs in the case of student violators, for appropriate discipline.

VEHICLE REGULATIONS

PARKING AND USE OF VEHICLES ON THE C.W. POST CAMPUS IS AT YOUR OWN RISK.

TRAFFIC SAFETY

In an effort to provide the highest level of safety and security within the Campus community, members' cooperation is needed when parking their vehicles. Park only in those areas authorized. In addition, members' vehicles must be parked only in designated parking stalls within their prescribed areas. Failure to do so could

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

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

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

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

PARKING AREAS – (See map on page 51) A legal parking space consists of two parallel lines.

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

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

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

*****PROHIBITED PARKING*****

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

REGISTRATION OF VEHICLES AND PARKING

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

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

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

1. No parking permit/improperly affixed permit
2. Parked in a reserved area or space
3. Parked outside of lines
4. Disregarding a stop sign
5. Disregarding a traffic control device
6. Excessive speed
7. Obstructing traffic

8. Parked in front of a closed gate or barricade
9. Driving or parked on grass or dirt areas
10. Parked in/blocking tow away area
11. Parked in/blocking roadways
12. Parked in/blocking walkways
13. Parked in/blocking loading zone
14. Parked in/blocking bus stop
15. Blocking other vehicles
16. Parked in/blocking access roads, driveways and lanes within parking lots
17. Parked in fire lane
18. Parked within 15 feet of a fire hydrant
19. Parked in a handicapped area without a permit

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

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

PARKING SUMMONS APPEAL PROCESS –

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

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

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

For further information, or for a copy of the brochure, contact the Department of Public Safety at extension 2214, or access the Public Safety Web site at www.cwpost.liu.edu/cwis/cwp/stuact/secure/index.html.

ANNUAL SECURITY REPORT

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

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

GENERAL SAFETY TIPS

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

ACADEMIC CALENDAR 2008-2009

FALL TERM 2008

Classes Begin	September 2
Add/Drop and Late Registration	September 2 – 15
Award of September Degrees	September 19
Rosh Hashanah - NO CLASSES	September 29 – October 1
Yom Kippur – NO CLASSES after 4:10 PM	October 8
Yom Kippur – NO CLASSES	October 9 - 10
Registration Begins For Spring 2009	October 13
Columbus Day – NO HOLIDAY – CLASSES IN SESSION	October 13
Last Day to File For January 2009 Degree	October 17
Election Day - HOLIDAY - NO CLASSES	November 4
Last Day to Opt P/F or W	November 14
Make-Up Day – Official Use Only	November 26
Thanksgiving Recess - NO CLASSES	November 27 – 30
Monday classes suspended, Wednesday Evening classes meet	December 15
Final Examinations	December 16 - 22
Term Ends	December 22

WINTER TERM 2008 - 2009

Classes Begin	December 29
Add/Drop and Late Registration	December 29
New Years Holiday – NO CLASSES	December 31 – January 1
Last Day to Opt P/F or W	January 5
Classes End	January 13

SPRING TERM 2009

Classes Begin	January 14
Add/Drop and Late Registration	January 14 – 28
Conferral of January 2009 Degrees	January 16
Martin Luther King Day – NO CLASSES	January 19
Last Day to File For May 2009 Degrees	February 6
Presidents' Weekend - NO CLASSES	February 14 – 16
Monday Classes meet – Tuesday classes suspended	February 17
Registration Begins For Summer and Fall 2009	March 2
Spring Recess – NO CLASSES	March 9 - 15
Last Day to Opt P/F or W	April 3
Passover/Easter – NO CLASSES	April 8 – 12
Study Day	April 29
Final Examinations	April 30 – May 6
Make-up Exams	May 7
Term Ends	May 8
Commencement 2009	May 10
Conferral of May 2009 Degrees	May 15

SUMMER TERM 2009

SUMMER SESSION I *

Undergraduate and Graduate Courses	May 18 - June 19
Graduate Business, Graduate Health Care and Public Administration and Advanced Undergraduate Accounting Courses	May 18 - July 24
Graduate Accounting Courses	May 18 - August 7
Undergraduate and Graduate Nursing	May 18 - July 24

Late Registration Drop/Add	May 18 - 19
Memorial Day – NO CLASSES HOLIDAY (MAKE-UP 5/29)	May 25
Make-up Day for 5/25	May 29
Last Day to Opt P/F or W in Summer Session I	June 12

SUMMER SESSION II *

Undergraduate Courses, Graduate Health Care and Public Administration Courses	June 22 - July 24
Advanced Accounting Courses	June 22 - August 21
Graduate Education and Palmer School Courses	June 29 – July 31
Late Registration Drop/Add	June 22 - 23
Independence Day Weekend - HOLIDAY	July 4 - 5
Last Day to File For September 2009 Degrees	July 10
Last Day to Opt P/F or W in Summer Session II	July 17

SUMMER SESSION III *

Undergraduate (except Mathematics & Sciences Courses), Graduate Health Care and Public Administration Courses, Graduate Undergraduate Mathematics and Sciences Courses	July 27 - August 21
Undergraduate Mathematics and Sciences Courses	July 27 - August 28
Graduate Education and Palmer School Courses	August 3 – August 28
Late Registration, Drop/Add	July 27 - 28
Last Day to Opt P/F or W for Summer Session III	August 14

*Late Registration and Program Change Period (Add/Drop) through second day of session. Last day to withdraw from a course or elect Pass/Fail option is: 5 week course - 1 week prior to end of session; 10 week course - 2 weeks prior to end of session; more than 10 weeks - 3 weeks prior to end of session.

WEEKEND COLLEGE 2008-2009

SESSION I, FALL 2008

A: September 13 - October 18
 C: September 6 - 7; September 27 - 28; October 18 - 19
 C: Off Campus: September 13 - 14; October 4 - 5; October 25 - 26
 D: September 6 – October 11
 E: September 7 – October 12
 F: September 6 - October 25
 G: September 9 - October 26

SESSION II, FALL 2008-2009

A: November 8 – December 20
 C: November 1 - 2; November 22 - 23; December 20 - 21
 C: Off Campus: November 8 - 9; December 6 - 7; January 3 - 4
 D: November 1 – December 13
 E: November 2 – December 14
 F: November 1 - January 3
 G: November 2 - January 4

**NO CLASSES: NOVEMBER 27 - 30, THANKSGIVING RECESS
 DECEMBER 23 - 28, CHRISTMAS
 DECEMBER 31 - JANUARY 1, NEW YEAR'S**

SESSION III, SPRING 2009

A: January 24 - March 7
 C: January 17 - 18; February 21 - 22; March 7 - 8
 C: Off Campus: January 24 – 25; February 28 – March 1; March 21 - 22

D: January 17 – February 28
E: January 18 – February 29
F: January 7 - March 21
G: January 8 - March 22

**NO CLASSES: FEBRUARY 14 - 16, PRESIDENTS' DAY HOLIDAY
MARCH 9 – 15, SPRING RECESS**

SESSION IV, SPRING 2009

A: April 18 - June 6
C: April 4 - 5; May 2 - 3; May 30 - 31
C: Off Campus: April 18 - 19; May 16 - 17; June 6 – 7
D: April 4 - May 16
E: April 5 - May 17
F: April 4 - June 13
G: April 5 - June 14

**NO CLASSES: APRIL 8 - 12, PASSOVER, GOOD FRIDAY, EASTER
MAY 9 - 10, COMMENCEMENT WEEKEND
MAY 23 - 25, MEMORIAL DAY HOLIDAY**

SESSION V, SUMMER 2009

A: July 11 - August 15
C: June 27 - 28; July 18 - 19; August 15 - 16
C: Off Campus: July 11 – July 12; July 25 - 26; August 22 - 23
F: June 27 - August 25
G: June 28 - August 26

NO CLASSES: JULY 4 - 5, INDEPENDENCE DAY HOLIDAY

*Late Registration and Program Change Period (Add/Drop) through second day of session. Last day to withdraw from a course or elect Pass/Fail option is: 5 week course - 1 week prior to end of session; 10 week course - 2 weeks prior to end of session; more than 10 weeks - 3 weeks prior to end of session.

TELEPHONE CONTACT INFORMATION

All numbers are in the 516 area code and have 299 as a prefix, except where noted.

	E-mail address	Extension/Phone
Main Switchboard		(516) 299-2000
Academic Counseling Center		2746
Academic Standing		2508
Admissions	enroll@cwpost.liu.edu	2900
Adult Student Services		2445
Alumni Relations and Development		2263
Anthropology and Sociology Department		2404
Art Museum, Hillwood	museum@cwpost.liu.edu	4073
Athletics	athletics@cwpost.liu.edu	2288
Athletic Trainers Room		2675
Audio Visual		2311
Biology Department		2481
Bookstore	bkschwpost@bncollege.com	2639
Brentwood Campus		(631) 273-5112
Bursar	bursar@cwpost.liu.edu	2323
Campus Services, Office of the Associate Provost for		2824
Chemistry Department		2492
College of Information and Computer Science	mary.westermann-cicio@liu.edu	4109
College of Liberal Arts and Sciences	katherine.hill-miller@liu.edu	2233
College of Management	cmanage@cwpost.liu.edu	3017
School of Business:		
Management	jane.tisi@liu.edu	2361
Marketing	peggy.collica@liu.edu	2143
Finance	aoneill@liu.edu	2308
School of Public Service:		
Department of Health Care/ Public Administration	hcpa@cwpost.liu.edu	2716
Department of Criminal Justice and Security Administration		2467
Department of Social Work	socialwk@cwpost.liu.edu	3924
School of Professional Accountancy	professional.accountancy@cwpost.liu.edu	2364
Computer Science/ Management Engineering Department	susan.dorchak@liu.edu	2293
Contract Programs		2211
Conference Services	theresa.duggan@liu.edu	2781
Continuing Education & Professional Studies	ceps@cwpost.liu.edu	2236
Credit Union		2766
Dining Facilities:		
Director		3666
Cafeteria, Hillwood Commons		2473
Winnick Student Center		2641
Top of the Commons		3089
Earth and Environmental Science	maboorst@liu.edu	2318
Economics Department	economics@cwpost.liu.edu	2321
Education, School of	educate@cwpost.liu.edu	2210
Communication Sciences and Disorders		2436
Counseling and Development		2815
Curriculum and Instruction		2372/2374
Educational Leadership and Administration		2244
Educational Technology	bes@liu.edu	2147
Health, Physical Education, and Movement Science	mtrotto@liu.edu	2671
Special Education and Literacy		2245
English Department		2391
Enrollment Services, Office of the Associate Provost for	gary.bergman@liu.edu	3230
Environmental Studies Program		2428
Evening, Weekend and Summer Programs		2431
Facilities Services		2277
Financial Assistance	finaid@cwpost.liu.edu	2338
Fire Safety	michael.conklin@liu.edu	4033
Foreign Language Department	foreign.language@cwpost.liu.edu	2385
Graduate Admissions	enroll@cwpost.liu.edu	2900
Health Professions and Nursing, School of	healprof@cwpost.liu.edu	2485
Biomedical Sciences Department		3047
Health Information Management Program		2485
Nutrition	frances.gizis@liu.edu	2762
Nursing Department	minna.kapp@liu.edu	2320

Pre-Pharmacy		2485
Pre-Respiratory		2485
Radiologic Technology Program	kathi.yanatos@liu.edu	2743
HEOP/MLK/EAP	heop@cwpost.liu.edu	2397
Hillel		2217
Hillwood Art Museum	museum@cwpost.liu.edu	4073
Hillwood Commons		
Business		2575
Conference Services	theresa.duggan@liu.edu	2781
Information		2611
Student Life and Leadership Development	studentlife@cwpost.liu.edu	2800
History Department	barbara.zahra@liu.edu	2407
Honors Program/Merit Fellowship	joan.digby@liu.edu	2840
Information Management and Technology (College of Information and Computer Science)		2046
Information Technology Office	jane.mignanelli@liu.edu	2281
Interdisciplinary Studies		2233
Interfaith Center		2416
International Admissions	enroll@cwpost.liu.edu	2900
International Student Services	iss@cwpost.liu.edu	1451
Learning Support Center	learningsupport@cwpost.liu.edu	3057
Academic Resource Program		
Disability Support Services		
Peer Mentor Program		
Library:		
Acquisitions		2835
Business Research, Center for		2832
Cataloging		2831
Circulation/Reserve		2303
Dean	donald.ungarelli@liu.edu	2307
Government Information		2842
Instructional Media Center		2895
Interlibrary Loan		2898
Library and Information Science Library		2826
Periodicals		2872
Reference	referenc@liu.edu	2305
Special Collections/Gifts and Exchange/Rare Books		2880
Library and Information Science (see Palmer School)		2866
Life Experience		2445
Literacy and Learning Development Center and America Reads		2207
Little Theater Box Office		2356
Mail Room		2230
Mathematics Department		2448
MBA Advising	campusmba@cwpost.liu.edu	2722
Media Arts Department	arlene.veydig@liu.edu	2382
Music Department	lisa.meyer@liu.edu	2474
Nursing, Department of	nursing@cwpost.liu.edu	2320
Office Services (On Campus)		2248
Opticon		2631
Palmer School of Library and Information Science	palmer@liu.edu	2866
Personnel	debra.annibel@liu.edu	2253
Philosophy Department		2341
Physics Department	dgelman@liu.edu	2495
The Pioneer	pioneer@liu.edu	2619
Political Science/International Studies	roger.goldstein@liu.edu	2407
Pratt Recreation Center (Information Desk)		3250
Athletics		2288
Health, Physical Education and Movement Science		2671
Recreational Sports		3605
Pre-Law Advisor	jeremy.buchman@liu.edu	3023
Pre-Medical and Pre-Dental Committee		4157
Printmaking Studio		2401
Professional Experience and Career Planning		
Career Services Center	pep@cwpost.liu.edu	2251
Cooperative Education Center	pep@cwpost.liu.edu	2435
Provost	joe.shenker@liu.edu	2701
Psychology Department	gerald.lachter@liu.edu	2377
Clinical, Psy.D.	doctoral.psychology@liu.edu	2090
Public Relations Office	pr@cwpost.liu.edu	2333
Public Safety:		
General	publicsafety@cwpost.liu.edu	2214
Emergency		2222
Radio Station, WCWP/88.1 FM:		

Monday-Friday, 9 a.m. to 5 p.m.		2683
After 5 p.m. Monday-Friday and weekends		2626
Records and Registration		2756
Recreational Sports	recsport@cwpost.liu.edu	3605
Update/Info Line		3600
Front Desk		3250
Registrar	registra@cwpost.liu.edu	2756
Religious Life:		
Catholic Chaplain	catholic@cwpost.liu.edu	2229
Jewish Chaplain	jewish@cwpost.liu.edu	4005
Protestant Chaplain	protestant@cwpost.liu.edu	3207
Residence Life	residence@liu.edu	2326
Resident Student Association		2994
SCALE (Contract Programs)	scale@liu.edu	2211
Slide Library		2928
Sociology and Anthropology Department	sociology@cwpost.liu.edu	2404
Student Affairs,		
Office of the Associate Provost for	studentaffairs@cwpost.liu.edu	2255
Student Conduct and Community Education	studentconduct@cwpost.liu.edu	2255
Student Government Association		2807
Student Health and Counseling Services	studenthealth@cwpost.liu.edu	2345
Immunization Fax Number		4113
Student Life and Leadership Development	studentlife@cwpost.liu.edu	2800
Summer Programs		2431
Telephone Services (HELP Desk)		4357
Tilles Center Box Office		3100
Administrative Offices		2752
Transfer Admissions	enroll@cwpost.liu.edu	2900
Undergraduate Admissions	enroll@cwpost.liu.edu	2900
Visual and Performing Arts, School of:		
Dean's Office	jfraser@liu.edu	2395
Art Department		2464
Media Arts		2382
Music Department	lisa.meyer@liu.edu	2474
Radio Station, WCWP/88.1 FM		
Monday - Friday, 9 a.m. to 5 p.m.		2683
After 5 p.m. Monday-Friday and weekends		2626
Theatre, Film, Dance and Arts Management Department		2353
Weekend Programs		2431
Winter Session		2431
Writing Center	writing@cwpost.liu.edu	2732
EMERGENCY/PUBLIC SAFETY		299-2222

ALMA MATER

"When Evening Falls"

Mates-Wolpe

Verse

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

Chorus

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

Verse

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