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

Mission

EXCELLENCE AND ACCESS

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

LIU Post Mission Statement

At its core a liberal arts institution, LIU Post is dedicated to meeting the needs and expanding the horizons of all our students, whether in the arts and sciences, or professional schools or through life-long learning. We at LIU Post are committed to providing highly individualized educational experiences in every department and program from the freshman year through advanced doctoral research in selected areas. The emphasis on the student learner is evident; in our faculty’s devotion to excellence in teaching, our intensive advisement system, and our encouragement of experiential learning through cooperative education, internships, community service, study abroad, research projects, and artistic performance. Our students benefit as well from the campus’ participation in one of the nation’s largest private university systems, and from our ability to draw on the unparalleled cultural and professional resources of New York City and Long Island. Graduates of LIU Post will have developed strong critical and expressive abilities, civic responsibility, and a mature understanding of the ideas, events and forces shaping the modern world.
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 one of the largest private universities in America, with five campuses, 20,000 students, and more than 500 degree and certificate programs. The University today bears the motto “Urbi et Orbi,” Latin for “Of the City and Of The World,” is a descriptive phrase about the impact and location of Long Island University.

LIU Post

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

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

The Pioneers, meanwhile, set out to establish traditions for their newly formed campus. They selected the school colors (green and gold) based on its location on the famed “Gold Coast” and the campus, 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 322 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. The expanded campus still retains its original flavor – that of hard work, adventurous spirit and, of course, Post Pride.

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

For more details about the history of LIU Post, visit our history web page at www.liu.edu/post/about/history.aspx
As an educational community, LIU Post is dedicated to the pursuit of academic excellence. The faculty and administration are committed to creating an environment where students are encouraged and supported in their intellectual endeavors. As members of this educational community, students are expected to maximize their academic potentials. Student are responsible for their academic growth. Attendance, class participation, completion of course work, and a resolve to push their intellectual capabilities to the fullest potential are students’ primary responsibilities.

Extracurricular and co-curricular activities are vital parts of the fabric of the University and play an important role in students’ educational experience. While important, these activities must complement and not take the place of academic pursuits.
IMPORTANT OFFICES AT LIU POST

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

OFFICE OF COMMUNITY STANDARDS
The Office of Community Standards provides for the adjudication of all student conduct matters relating to alleged violations of the principles of the Ethos Statement and the established policies as outlined in the Code of Conduct. All students – undergraduate, graduate, and doctoral (commuter and residents) and students utilizing LIU Post’s special programs, are provided a judicious and educational adjudication process. The goal is to promote a better understanding of ethical behavior, to encourage personal development, and to develop a sense of importance to becoming a contributing member of the community. Sanctions for the Code of Conduct violations are geared toward educating the individual involved and protecting the safety and well-being of the LIU Post community. The Office of Community Standards maintains conduct records, serves as the repository for academic conduct case files and also provides background investigatory support for both on-campus and off-campus requests.

CENTER FOR HEALTHY LIVING
The LIU Post Center for Healthy Living provides psychological counseling, nutrition counseling, and health services to current students. We have licensed mental health professionals, nutritionists, and a registered nurse available to provide consultation and support. Our goal is to assist students in maintaining their health while navigating and working toward success both academically and personally. All services are FREE and CONFIDENTIAL to LIU Post students who are currently enrolled in courses. We are located in the Life Science Building/Pell Hall in Room 154. Our office hours are Monday – Friday from 9 a.m. – 5 p.m. and Wednesday evenings from 5 p.m. – 8 p.m. Please contact our staff if you have any questions.

Lynne A. Schwartz, LCSW, BCD, CASAC – Director lynne.schwartz@liu.edu or 516-299-4162 or Cindy Woldar, MS, LMHC, NCC – Associate Director cindy.woldar@liu.edu or 516-299-4072. For additional information, please call 516-299-3468 or email us at Post-healthyliving@liu.edu

DEPARTMENT OF RECREATIONAL SPORTS
The Department of Recreational Sports coordinates a diverse range of programs for the University community, including Intramural Sport leagues and tournaments (softball, basketball, volleyball, flag football, indoor soccer, swimming and tennis), Club Sports (Crew, Equestrian, Ice Hockey, Baseball, Soccer Softball, and Sailing), Informal Open Recreation, Group Fitness classes (Yoga, Pilates, Zumba, etc.), and Special Events (5k Turkey Trot and the annual Pratt After Dark). The athletic facilities at LIU Post are perfect for fitness enthusiasts, and were expanded with the completion of a state-of-the-art recreation center. The Pratt Recreation Center includes an 8-lane swimming pool, three full-size basketball courts, an indoor jogging track, racquetball courts, weight and aerobic rooms and a stadium-style arena. Outdoor facilities include the newly renovated Bethpage Federal Credit Union Field Hickox Field and over 70 acres of playing fields and trails that wind through the woods and fields across LIU Post’s 307 acres. Contact Recreational Sports at (516) 299-3605 for further information. Everyone is welcome. http://www.liu.edu/post/recreationcenter

LEARNING SUPPORT CENTER
LIU Post’s Learning Support Center provides diverse students with support services, strategies, information, and opportunities to help them achieve their personal, academic, and career goals through its individualized programs: Academic Resource Program, Disability Support Services, and Peer Tutoring Program; and educates the campus community about policies, procedures, and available services. Please visit our website at: www.liu.edu/post/learningsupport Contact us by calling (516) 299-3057 or emailing Post-LearningSupport@liu.edu
RELIGIOUS AND SPIRITUAL LIFE
Religious and Spiritual Life takes an active role in serving your spiritualistic needs while LIU Post’s faculty educates your mind. Created to foster a sense of community and a greater spiritual dimension of campus life, the office includes religious representatives of several faiths and assists in coordinating and completing community service projects for individual students, student groups, and other entities. Religious leaders who are Jewish, Protestant, and Catholic are available on campus to assist students, faculty and staff of any faith. LIU Post maintains a strong relationship with religious communities of other faiths which do not have religious workers on campus, including Islamic, Buddhist and Hindu. The on-site religious workers can help any student find a local religious community. They also regularly sponsor lectures, workshops, seminars and community service projects, in addition to regular worship services. The chaplains are always willing to meet with students for pastoral counseling. With main offices in the Interfaith Center, you can contact each of the campus religious leaders by phone or visit the Religious Life web page at http://www.liu.edu/Post/studentlife/services/religious-life

OFFICE OF CAMPUS LIFE
The Office of Campus Life provides a wide variety of programs and services that complement a student’s experience on the campus. The areas that Campus Life oversees are; Clubs and Organizations, Orientation, Campus Wide-Programming, Residence Halls/Living on Campus, Commuter Life, Fraternities and Sororities, Community Service Programs, Leadership Programs, New Student Orientation, Ocelot Shuttle, Hillwood Commons/ Campus Concierge, and much more.

Campus Life facilitates hundreds of programs each academic year, including Homecoming, Pratt After Dark, Relay for Life, Welcome Weeks, and weekly movies in the Gold Coast Cinema. In addition, there are over 70 student organizations for students to participate in. These clubs and organizations are funded through the student activity fee to provide programs for the entire community.

The Office of Campus Life is committed to ensuring that students have a fun, safe, and memorable experience at LIU Post. Our staff is available during the day and in the evenings to be accessible to student and their needs. If a student is interested in joining a student organization, getting involved on campus, or living on campus, contact Campus Life in Hillwood Commons, Rm. 102 at 516-299-3564 or post-campuslife@liu.edu. Visit Campus Life on the web at www.liu.edu/post/campuslife.

OFFICE OF VETERAN AND MILITARY AFFAIRS
The Office of Veteran and Military Affairs provides a host of services for students who are currently serving in the U.S. Armed Forces, who have served and are veterans, or for students utilizing benefits transferred under a variety of Veterans Administration Educational entitlement programs. The office also serves as the liaison between the above mentioned students and various academic and non-academic departments to assist both entities as the students navigate their collegiate experience. Additionally, the office provides support as the Veterans Administration School Certifying Official or SCO. The office, through a variety of outreach programs also provides training, seminars, and educational sessions to educate both veteran and non-veterans of the veteran and military member educational experience. For more information about the Office of Veteran and Military Affairs, please visit http://www.liu.edu/Post/StudentLife/Services/Veterans.
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. Joining a fraternal organization is a lifelong commitment and LIU Post is dedicated to making that experience as valuable as possible. Engaged students are proven to succeed at higher rates during their collegiate careers and we work closely with our community to ensure they are active and engaged on campus and in the community.

The LIU Post Greek community consists of four governing councils:

Greek Advisory Board
This is the overarching body of all LIU Post Greek organizations

Panhellenic Association

Sororities
- Alpha Epsilon Phi
- Alpha Xi Delta
- Delta Zeta
- Sigma Delta Tau

Interfraternity Council

Fraternities
- Tau Kappa Epsilon
- Theta Chi
- Phi Sigma Kappa
- Sigma Alpha Epsilon

Multicultural Greek Council

Sororities
- Omega Phi Beta Sorority, Inc.

Fraternities
- Alpha Phi Alpha Fraternity, Inc.
Unrecognized Groups

We would like to advise all students, parents, and guardians that there are groups that are not recognized by the University. For your own well-being, you should not affiliate with any unrecognized Greek or other student organizations. LIU Post does not advise or control the actions of any unrecognized groups. Inactive and unrecognized Greek chapters are not permitted to recruit, hold events, or induct new members. If you have any questions about whether a group is recognized or authorized to operate at the University, please contact the Office of Campus Life at Post-CampusLife@liu.edu or by phone at 516-299-3594.

Please be advised, the known unrecognized groups are listed in the table below.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NICKNAME</th>
<th>YEAR REMOVED</th>
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<tbody>
<tr>
<td>Sigma Alpha Mu</td>
<td>SAMMY</td>
<td>2010</td>
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<td>Alpha Kappa Alpha</td>
<td>AKA’s</td>
<td>2012</td>
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<td>Phi Sigma Phi</td>
<td>PSP, Phi Sig Phi</td>
<td>2012</td>
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<td>Delta Phi Epsilon</td>
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<td>2013</td>
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<td>Phi Sigma Sigma</td>
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<td>Kappa Sigma</td>
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<td>Lambda Sigma Upsilon</td>
<td>LSU</td>
<td>2014</td>
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<td>Kappa Alpha Psi Fraternity, Inc.</td>
<td>Kappas</td>
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<tr>
<td>Sigma Iota Alpha Sorority, Inc.</td>
<td>SIA</td>
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<tr>
<td>Lambda Upsilon Lambda Fraternity, Inc.</td>
<td>L-U-L</td>
<td>2015</td>
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<td>Lambda Pi Chi Sorority, Inc.</td>
<td>L-P-C, Las Hermanas</td>
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<td>Zeta Phi Beta Sorority, Inc.</td>
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<td>Chi Nu Alpha Sorority, Inc.</td>
<td>XNA</td>
<td>2016</td>
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<tr>
<td>Delta Sigma Theta Sorority, Inc.</td>
<td>Deltas</td>
<td>2017</td>
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<tr>
<td>Phi Iota Alpha Fraternity, Inc.</td>
<td>Phiotas</td>
<td>2017</td>
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Community-based Chapters

Long Island University Post does not recognize student’s membership in fraternity/sorority community-based chapters. It is not permitted for LIU Post students to join fraternity/sorority community chapters. Students are encouraged to explore membership in on-campus recognized organizations.

*For a comprehensive list of policies and information on Greek Life, please contact the Office of Campus Life at Post-CampusLife@liu.edu or by phone at 516-299-3594.
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  Adult Student Honor Society  Criminal Justice  Business Administration  Natural Sciences and Mathematics
Alpha Sigma Lambda  Accounting  Biology  Mathematics  Co-op/Professional Experience & Career Planning
Alpha Phi Sigma  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Beta Alpha Psi  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Beta Beta Beta  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Beta Gamma Sigma  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Beta Kappa Chi  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Kappa Mu Epsilon  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Kappa Sigma Lambda  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Omicron Delta Epsilon  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Alpha Alpha  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Alpha Theta  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Epsilon Kappa  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Eta Honor Society  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Eta Sigma  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Sigma Alpha  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Phi Sigma Tau  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Pi Gamma Mu  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Psi Chi  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Sigma Delta Pi  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Sigma Phi Omega  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Sigma Tau Delta  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning
Theta Xi  Business Administration  Mathematics  Co-op/Professional Experience & Career Planning

Anti-Hazing Policy

Hazing is against the law; therefore, all forms of hazing are prohibited.

Hazing is defined as any action taken or situation created, with or without consent, intentionally or unintentionally, whether on or off university premises, that endangers the life or safety of a member or has the potential to cause bodily injury, that produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities that are not consistent with the regulations and policies of LIU Post’s New Member guidelines. A New Member Packet may be obtained from the Office of Campus Life in Hillwood Commons, room 100.

It is a responsibility of all LIU Post students, faculty, staff, and community members to report any acts of hazing. Please call the LIU Post Hazing Hotline at 516-299-2911.

Violation of New York State Law on Hazing (see Campus Policy section of this Handbook)

PUBLICATIONS

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

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

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

Athletic Department
With 24 varsity sports at LIU Post, there is always a game to see. The latest statistics and a schedule of games both home and away, can be accessed through the department’s web page at: www.liupostpioneers.com. Choose a sport and join the loyal legion of Pioneer fans! Or, for more information, contact the Athletic Department at (516) 299-2288, or the Sports Information Office at (516) 299-4156.
LIU Post’s Enrollment Services Office, located on the first floor of Kumble Hall, provides a variety of services for LIU Post students. From registration to bill payment to financial aid to academic advising, our one-stop shop is here to serve undergraduate, graduate, and transfer students. Financial counseling assistance is provided for students who need information on how to manage their educational financial obligations. Information is available regarding scholarships or grants, loans and work study to pay for tuition and other college expenses. Our Enrollment Services Representatives are available to provide one-on-one financial aid counseling and payment plan information. Additionally, Enrollment Services Counselors provide Academic Counseling to students in the following categories: students who transfer to LIU Post with 30 or more credits; part-time undergraduate students; HEOP students and adult undergraduate students.

Important information regarding Financial Assistance:

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

Financial aid decisions can only be made after all of your forms are received by the campus. All decisions are made on a rolling, funds-available basis. It is important to apply early! The FAFSA should be filed no later than February 15 each year in order to maximize all available student financial aid resources. Once the Enrollment Services Office has evaluated your forms, a financial aid award letter is sent directly to you, listing the amount of aid for which you are eligible. All award information is also accessible through your MyLIU account. You must respond online through your MyLIU account to accept or decline loans and work study. If selected, the verification process for students must be completed before the start of classes.

After your freshman year, you must file a renewal FAFSA online no later than February 15 each year in order to receive financial aid.

Your MyLIU account makes it easier than ever to manage your financial obligations. To view your current account balance, simply log into your MyLIU account online at my.liu.edu and click on the Account Inquiry link in the Finances section of your Student Center homepage. Students must make acceptable payment arrangements or officially withdraw prior to the start of classes to remain in good financial standing. Acceptable payment arrangements include:

- Payment in full
- Approved financial aid covering all charges
- Signed and approved University Payment Agreement
- Participation in an approved third-party payment agreement.

Financial Aid Timeline:

**October-February 15:** Complete your FAFSA online using the LIU school code 002751.

**By February 15:** Apply for TAP online at www.hesc.ny.gov using school code 0403.

**March-August:** The Enrollment Services Office mails out financial aid award letters. Students must accept or decline their loans and work study online at my.liu.edu. Through the summer, the staff of the Enrollment Services Office is available to discuss your educational funding and financing options.

For more information about specific aid programs, scholarships, grants, work study and loans, stop by the Enrollment Services Office or you can make an appointment to speak with an Enrollment Services Representative for one-on-one assistance. Also, keep your eyes open for notices about special financial aid events — like seminars on FAFSA form completion — which are run periodically on campus. For more information and specific filing instructions, call the Enrollment Services Office at (516) 299-2323, email our office at post-enrollmentservices@liu.edu or visit liu.edu/post/finaid.
LIU Promise is our commitment to ensuring that students have the right tools, guidance and support to achieve their goals. First year students will be assigned an LIU Promise Success Coach who will work with them from pre-enrollment through graduation. An LIU Promise Success Coach is the one point of contact for everything a student needs—from academic and career counseling to campus activities to financial aid.

On-Campus Work-Study and Budget Jobs
Students who are eligible for Federal Work-Study jobs (check with the Enrollment Services Office) should accept their work study award on their MYLIU account. Once accepted, students can search for jobs on our job and internship database, Handshake (handshake.liu.edu) to find and apply for a job on campus. Bring your Work-Study Authorization letter with you to the department in which you wish to work. Your Authorization letter will be emailed to your MyLIU email account.

Some offices on campus offer job opportunities known as “budget jobs”. Budget jobs are open to any qualified student who does not have work study funding. If departments report these jobs to Career Success, they will be found on Handshake. We recommend that you also contact a department to inquire if a budget position is available as not all available jobs are reported to Career Success.

Cooperative Education and Internships
To secure a cooperative education or internship experience (EEE), LIU Promise Career Success is the best place to start. Cooperative education and internship experiences enhance your understanding of your academic work through practical application of concept. They are also highly regarded by employers and provide you with work experience while you are still in school. Co-op/internship opportunities are available with companies and organizations throughout Long Island, in New York City and can also be arranged in another state. Your work schedules will be arranged with your employer to fit into your class schedule for a maximum of 20 hours per week. Co-op/internships can also be completed over the summer.

Once you have secured your internship experience, visit LIU Promise to start the process. An LIU Promise Success Coach will assist you with the guidelines and expectations of your EEE Co-op Experience. The requirements to successfully complete the EEE co-op internship include implementation of learning goals, as well as answering discussion questions via Blackboard throughout your internship. At the completion of an internship, students must submit a student and employer evaluation, as well as a one page reflection assignment. If you would like to complete an internship for credit, you will need to communicate with your academic department to help you begin the process.

Career Success: Additional Services
Be sure to meet with a Success Coach for essential career and job search preparation. Success Coaches will help you to review your resume and teach you current job search techniques. For more information about Career Success, EEE co-op internships, resume critiques, networking tips, mock interviews, or job search skills, please contact LIU Promise Career Success at (516) 299-3737 or e-mail us at post-careersuccess@liu.edu.
A DAY IN THE LIFE

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

BANKING
Students at LIU Post may join the Bethpage Federal Credit Union. The bank is located on the second floor of the Hillwood Commons.

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

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, scanners and several major software and database systems, as well as the Internet. Nominal charges apply for printing. Information Technology Labs are open during all of the normal library hours, seven days a week. In addition, there are computer labs located in Hillwood Commons (second floor), as well as other discipline-specific labs located throughout Life Science, Pell Hall and Humanities. Of particular note, the Hillwood Commons computer lab is staffed by students who are trained to answer questions about Microsoft Word, Excel and PowerPoint, as well as Adobe Creative Suite.

If you live in the residence halls, you can connect to the University’s network using your own computer. Terminal connections are located on the wall, in the phone/cable connection outlet. Wireless Internet access (Wi-Fi) is available throughout the campus including the Library, Hillwood Commons, and all classrooms. Even our beautiful Great Lawn is a Wi-Fi-enabled location, where students can also enjoy the beauty of the great outdoors. Some residence halls have selected wi-fi locations. Call Information Technology, (516) 299-2281, for specific computer lab locations and hours.

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

COPIERS
Copiers for student use are located just off the main lobby of the Library, the Periodicals room and Center for Business Research in the Library, and in the Student Tech Center, Hillwood Commons on the first floor. Copies are 10¢ each; copy cards are available in the card catalog room in the Library. Using your LIU card, you can make copies on campus copiers without the hassle of finding exact change. For more information, contact the Circulation Desk at the Library, (516) 299-2303.
E-MAIL & INTERNET ACCESS
All LIU Post students get a free email account, with 25 GB of web-based storage. Email is an important mode of communication at LIU Post; you can communicate with professors, other students, and even your family, and you will receive campus-wide informational updates. Your MyLIU account is how we will reach you with communications from the Registrar, Bursar, Financial Assistance and Advising Offices. Wi-Fi access is available almost everywhere. There are approximately 500 computers on campus for student use. There are computer labs in Hillwood Commons as well as many major-specific computer labs. The Information Technology Center (located in the Library) provides numerous Macs and PCs for you to use for emailing, accessing the Internet and working on projects.

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

SAFETY ESCORTS
The Department of Public Safety escorts students by requests for their safety on campus. Student Escorts serve in pairs to aid the campus community in the evening hours and offer a “safe walk” for students, faculty or visitors who may need to be escorted to campus residence halls or parking lots. During the academic year, the service operates Monday through Thursday, 6 p.m. to 11 p.m. By calling (516) 299-2200 or by pressing the button on an emergency phone pole, you can summon a trained student escort to walk you to your car or residence hall. There is no charge for use of the service. In the event an escort is needed outside the hours of operation or for more information contact the Department of Public Safety at (516) 299-2214.

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

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<tr>
<th>Arnold S. Winnick Student Center</th>
<th>Residence Hall Quad</th>
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<tbody>
<tr>
<td>All-you-care-to-eat residential dining facility featuring hot international and traditional home-style favorites, soup &amp; salad bar, grill, deli, pizza and pasta</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Hillwood Cafe</th>
<th>Hillwood Commons, main level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot traditional home-style favorites, individually wrapped sandwiches, prepared wraps, deli, soup &amp; salad bar, grill, pre-packaged foods, sushi, pizza and a chopped salad station</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Humanities Grab &amp; Go</th>
<th>Humanities Hall, main lobby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee, cold drinks, pre-packaged salads, snacks, baked goods</td>
<td></td>
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<table>
<thead>
<tr>
<th>Starbucks</th>
<th>Hillwood Commons, main level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gourmet coffee, baked foods, specialty sandwiches, salads</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Bleaker Street Cafe</th>
<th>Library main floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee, cold drinks, soups, pre-packaged sandwiches, baked goods, salty and sweet snacks</td>
<td></td>
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<table>
<thead>
<tr>
<th>Twisted Taco</th>
<th>Hillwood Commons, 1st floor</th>
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<table>
<thead>
<tr>
<th>Time Out</th>
<th>Main floor of the Pratt Recreation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold drinks, soups, pre-packaged salads, sushi, sandwiches, baked goods, salty and sweet snacks and smoothie</td>
<td></td>
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<table>
<thead>
<tr>
<th>The POD</th>
<th>Pell Hall/Life Science, lower level</th>
</tr>
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<tbody>
<tr>
<td>Snacks, pre-packaged foods, light lunch fare</td>
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<table>
<thead>
<tr>
<th>Subway</th>
<th>Hillwood Commons</th>
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<tbody>
<tr>
<td>Main level sandwich and salad options</td>
<td></td>
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<table>
<thead>
<tr>
<th>Winnick Express</th>
<th>Hillwood Commons, 1st floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepts meal plan swipes and offers a variety of Hot entrees, sandwiches, salads, soups and much more.</td>
<td></td>
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<table>
<thead>
<tr>
<th>The POD at Winnick</th>
<th>Hillwood Commons, 1st floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold drinks, pre-packaged sandwiches, salads and desserts, baked goods, salty and sweet snacks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The End Zone</th>
<th>Hillwood Commons, 1st floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A great place to catch the big game with friends. Wings, burgers and plenty of televisions. Open late!</td>
<td></td>
</tr>
</tbody>
</table>
LIU CARD - YOUR KEY TO LIU POST

Every student at LIU is issued a Long Island University photo ID card. The LIU Card serves many functions at both the LIU Post and LIU Brooklyn campuses. It can be used in the Library, Computer labs and the Gym. Dining purchases are also available at both campuses tax-free for students. You can add money to your LIU Card for food purchases with our electronic fund deposit machines located in the main cafeteria areas on campus. One of the new features available to the University community is the ability to place funds on your LIU Card through E-Accounts using your Blackboard account.

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

If you live on Campus, your LIU Card 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. The LIU Card serves as your official identification as a student of Long Island University. You are required to show it whenever asked by any member of the LIU 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 $25, and after the second confiscation it will not be returned.

To obtain your LIU Card, go to the Public Safety office located in the Facilities Services building at the northeast corner of the Campus. If you lose your LIU Card, you can deactivate a lost card and you have the ability to reactivate the same card if it is found before your replace it, through your Blackboard e-account. You can also contact Public Safety at extension 2222 to have the card cancelled. (If you do not cancel the LIU Card, it could be used by someone else to get into your building, buy food, or take books out of the library). Non-residents can also call Public Safety at extension 2222. There is a $25 fee for a replacement card; you have the option to pay at the Bursar or have Public Safety bill your account for a replacement card. If you decide to pay at Bursar bring your receipt to Public Safety to receive a replacement card.

For your information regarding e-Account, here are a few important points:

The online LIU Card deposit functionality is now available for LIU Students at Post and Brooklyn.

- The link to access e-Accounts is: http://eaccounts.liu.edu
- Students should enter their MyLIU credentials.
- Tutorial is at the following link: http://it.liu.edu/Tutorials/Documents/eAccounts

We encourage you to visit the local Center for Student Information (CSI) at LIU Post or LIU Brooklyn to address any technical questions they have about this new feature.
LAUNDRY FREE
Washers and dryers are located in each residence hall and are available to residents 24 hours per day. Vending cards are available at Hillwood Commons and the Winnick Student Center for a fee. If the washer or dryer fails to work properly, notify a Campus Life staff member immediately.

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

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

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

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

SHUTTLE SERVICES - PIONEER WAGON
LIU Post operates an on-campus shuttle service, Pioneer Wagon, 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. For more information go to www.liu.edu/post/pioneerwagon.

The SGA provides an off-campus shuttle service to Hicksville, including the Hicksville Railroad Station and Broadway Mall as well as to Stop and Shop in Greenvale. Schedules are available online and at the Campus Concierge. There is no charge for this service, but you must present your LIU Post ID card.

Campus Concierge
For quick information, a good place to call is the Campus Concierge. Staffed by students, the Campus Concierge can provide quick answers about campus events, times of operation of Hillwood Commons businesses and contact information for student groups on campus. In addition to a great one-stop for information, the Campus Concierge provides:

- Answers to all of your LIU related questions
- Pens, Highlighters, Ice Scrapers, Note-Pads, Personal Products, and other essentials
- Rental Services at Hillwood Lockers
- Lending programs for umbrellas, game room equipment, calculators, etc.
- Discounted movie tickets (valid at any AMC, Lowes, or Multiplex Theatre)
- Drop off laundry and dry cleaning service (payments made at the desk)
- Ticket sales for off-campus and on-campus student events and trips, including the LIU Post Tilles Center for the Performing Arts, Broadway shows, sporting events, and other attractions

Stop by the Campus Concierge in the main lobby of Hillwood Commons, call (516) 299-2611 for answers or access the Hillwood Commons Web site at www.liu.edu/cwpost/studentlife/activities/hillwood-commons.aspx.
SNOW/EMERGENCY CLOSING INFORMATION

In the event of inclement weather, power outages and other emergencies, commuter students should call (516) 299-2000 for information about class cancellations; resident students should call (516) 299-3637 (EMER). Information is also available online at www.liu.edu

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 are NEWS 12, and FIOS 1.

STUDY LOUNGES

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

STUDENT AND PROSPECTIVE STUDENT COMPLAINTS
Pursuant to the United States Department of Education’s Program Integrity Rules, LIU is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence education within that state. In all cases, students should attempt to resolve any grievance through the proper internal channels at LIU, which are identified in the Student Handbook and/or current Academic Bulletin. Students are advised that most external complaint processes require that the student exhaust avenues of complaint internal to the institution before they will consider a grievance. If the grievance is not resolved to the student’s satisfaction, the link below provides access to a list of contacts from each state in which a student may file a complaint: http://www.sheeo.org/stateauth/stateauth-agency.htm

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. However, being part of the LIU Post community means that you always have someone to turn to, including friends, faculty, staff, and clergy, who understand what you’re going through and are willing to help. If you have a problem and don’t know where to turn, speak to your academic counselor, one of the campus religious leaders, your residence assistant or Campus Life Coordinator, a faculty member with whom you are comfortable, a counselor at the Center for Healthy Living, or the Dean of Students or an Associate Dean of Students. 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 Center for Healthy Living, where everything is always confidential unless it threatens your safety or the safety of someone else.
LIU Post has developed policies to ensure that all members of the campus community are provided with an environment that is conducive to active learning and participation in the activities of the campus, as well as providing one which is safe and orderly. As a member of the campus community, you are responsible for understanding and abiding by these policies. If you have questions about them, contact the office which administers the policy or the Dean of Students Office.

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

Academic Conduct

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

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

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

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; or
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, head phones, PDAs, and other wireless handheld devices; or
4. altering an exam or paper after it has been graded and requesting a grade change; or
5. collaborating by sharing information or requesting assistance, when such collaboration has been explicitly prohibited by the instructor; or
6. making use of another person’s data or work without proper citation in an assignment; or
7. allowing another person to take a quiz, exam, or similar evaluation for you; or
8. submitting work with identical or similar content in concurrent courses without permission of the instructors; or
9. resubmitting a work that has already received credit with identical or substantially similar content in another course without consent of the present instructor.
Academic Originality

D. FABRICATION: Falsification or invention of any information or citation in an academic activity, including but not limited to:
1. crediting source material that was not used for research; or
2. presenting results from research that was not performed; or
3. altering data to support research; or
4. presenting fabricated excuses for missed assignments, tests, or classes; or
5. falsifying documents or records related to credit, grades, status, or other academic matters.

Academic Fairness

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

Disciplinary Process

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

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

Appeals Process

A student accused of any academic violation has the right to an appeal. However, the student must be aware that at this level only the grade can be appealed. An appeal will automatically create a first offense even if the instructor had decided that no institutional awareness of this incident was necessary.
1. If the student disputes the instructor’s decision, s/he can seek a solution from the chair of the department involved.
2. If still not satisfied, student meets with appropriate dean or the dean’s designee for a solution. The student will be notified in writing of the dean’s decision within seven (7) business days.
3. If the student wishes to request an appeal to the outcome of his or her case, the student must submit an Appeal Request form, available in the dean’s office, to the Chair of the Faculty Student Appeals Board within three (3) business days after receiving the dean's letter.
4. The Faculty Student Appeals Board shall convene a meeting, in a timely fashion, to consider the appeal. Statements from both the student and the professor will be heard. The decision of this committee is final.
5. The outcome of the decision will be communicated to the student, the instructor, the appropriate chair and dean, and (if applicable) the Registrar within seven (7) business days.
6. A copy of the decision of the Faculty Student Appeals Board shall be forwarded to the Office of Community Standards.

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:
The instructor fills out an Academic Misconduct Form and sends it to his or her chair (or program director).
1. The chair notifies the student in writing that an Academic Misconduct Form has been filed.
2. 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 Community Standards, which shall serve as the repository of reports of academic misconduct. And, if the case requires further action, b) contacts the chair of the Faculty Student Appeals Board to inform him or her of the case.

5. The chair of the Faculty Student Appeals Board 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 Faculty Student Appeals Board will then hold a hearing to review the case against the student for merit and will, if appropriate, impose a sanction. Statements from both the student and the instructor will be heard. The Committee will consider such matters as whether the violation was a result of ignorance, carelessness, or dishonesty before deciding whether a sanction is warranted. Sanctions may include suspension or dismissal from LIU Post.

7. Notification of the decision and the sanction will be sent to the student, the appropriate chair and dean, and (if applicable) the Registrar within seven (7) business days. The student will be made aware of how s/he may appeal the decision.

8. The sanction goes into effect immediately. If the student requests an appeal, s/he will be allowed to continue attending class until the appeal is heard and a decision is rendered.

9. A copy of the decision of the Faculty Student Appeals Board shall be forwarded to the Office of Community Standards, which shall serve as the repository for these reports.

APPEALS PROCESS
A student has the right to appeal the decision of the Faculty Student Appeals Board.

1. The student submits an Appeal Request Form, available in the dean’s office, to the Vice President for Academic Affairs within three (3) business days after receiving the decision of the Faculty Student Appeals Board.

2. The Vice President for Academic Affairs shall consider the appeal. The recommendation of the Vice President for Academic Affairs 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 Vice President for Academic Affairs shall be forwarded to the Office of Community Standards.

Student Rights
Students have the following rights:

1. To be notified in writing of any alleged violations prior to the hearing.

2. To have the violation(s) explained at every level of the sanctioning and the appeals process by the dean or the dean’s designee.

3. To have the right to request information about the composition of the Board and to request the replacement of any member of the Board who may be biased. The Faculty Student Appeals Board will review the request for merit and their decision shall be final.

4. To be advised by a person of their choice. Advisors must be members of the campus community. Advisors may not speak during any proceedings.

5. Students also have the right to consult with an attorney but that right does not extend to active participation by the attorney at the proceeding.

6. To see all written statements concerning the charges.

7. To refute oral and written statements made against them.

8. To be advised of the appropriate appeal process.
STUDENT CONDUCT RECORDS
Family Educational Rights and Privacy Act of 1974 as amended guidelines will govern all communication and maintenance of all student conduct records.

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

Community Standards
LIU ETHOS STATEMENT
LIU 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.

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

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

LIU STUDENT CODE OF CONDUCT
LIU Post can make its maximum contribution as an institution of higher learning only if the highest standards are maintained by every member of the Campus community.

Such is the spirit in which the rules and regulations set forth in the Code of Conduct have been formulated. Students have participated in their formulation. The Code expresses our commitment to the values of responsible freedom and interdependence. It expresses our concern for the right to privacy and safety, as well as personal responsibilities, and responsibilities to one another. It is designed to assure respect and equitable treatment of all individuals. It is designed to ensure that student life at LIU Post can develop in an atmosphere conducive to learning and personal growth. The LIU Student Code of Conduct is founded on the principles of 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 LIU campus must expect that appropriate disciplinary action will be taken.

Action involving non-academic conduct is the responsibility of the Office of the Dean of Students and designated Community Standards officers. The Dean of Students and Community Standards officers, or other designated officer or official, at the specific LIU campus may suspend or expel a student under this policy. LIU recognizes that campus disciplinary jurisdiction may extend to off-campus activities. The University has the discretion to exercise jurisdiction over off-campus behavior if it:
1. Adversely affects the health, safety, or security of any member of the campus community or
2. Adversely affects the interests of the University. In determining whether or not to exercise off-campus jurisdiction, the University will consider the seriousness of the alleged harm, the risk of harm involved, whether the victim(s) are members of the campus community or whether the off-campus conduct is part of a series of actions which occurred both on and off campus.

Students are accountable for adhering to all regulations in the LIU Student Handbook. As noted under Respect for Authority, Violation of University or campus policies, students must understand that they are subject to “all policies communicated elsewhere in this Handbook, University or campus publications, verbal directives by campus officials or as posted by any department”.

LIU students taking classes at other campuses of Long Island University and students from other campuses of Long Island University who are taking classes at Post LIU who are involved in disciplinary matters may be subject to disciplinary sanctions on both campuses. The offices of the Dean of Students at the appropriate campuses shall confer in such instances and determine the appropriate course of action and designate an appropriate Community Standards officer as applicable.

RESPECT FOR ONESELF
In accordance with our Ethos Statement, LIU 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
Violation of Alcohol and Substance Abuse Policy. The sale, purchase, possession, presence of, or use of any illegal drug(s) and/or drug paraphernalia.

C) Conduct Unbecoming of a Student
Behavioral characteristics or actions demonstrated by a student, which are contrary to the LIU Ethos Statement. Public Lewdness.

D) Violation of the Cyber Community Policy

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

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

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 actions of an offensive nature which target a particular individual or group’s national origin or gender identity (“hate crimes”). This includes harassment or an attempt to harass via emails, text messages and/or instant messages, or the unauthorized use of videotaping.
2. Violation of LIU’s Harassment Policy.
3. Violation of LIU’s Discrimination Policy.
4. Violation of LIU’s Profanity in Student Media Policy.
5. Violation of the LIU’s Roommate Bill of Rights as listed in the Campus Life Policies.
6. Violation of LIU’s Cyber Community Policy

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, paintball 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 Violence, Stalking, Dating Violence, Domestic Violence, as defined by the University’s Title IX policy.
3. Violation of Bias Crime Policy.

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 taken from residence halls, academic classrooms, or recreational facilities, or from a student’s residence hall room.
3. Theft of services: Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community. Specific violations of this standard include, but are not limited to:
   a. The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the University, by the Campus Bookstore, or any other Campus vendor; another student, a person attending a University sponsored event, or any other person;
   b. The unauthorized taking or use of any University owned or contracted service without paying for such 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. (LIU Post – refer to the Office of Student Life and Leadership Development, Hillwood Commons, Room 102. LIU Brooklyn – refer to Metcalfe Bldg., Rm. M 311).
3. Violation of New York State Law on Hazing
K) Fire Safety
1. Intentionally creating smoke or fire.
2. Reporting 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 or hanging any item from the ceiling.
   e. Possessing water filled or lofted beds.
1. Failure to evacuate during a fire alarm.
2. 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 Campus Life, Office of Campus Life and Housing, Medical Center, or the Center for Healthy Living; portable heaters; combustible liquids; barbecues; decorative light; extension cords; or any other item deemed unsafe by University Official(s) or New York State/City Fire Safety Officer(s).

L) Disruption of Campus Community
Behavioral or verbal actions that disrupt the campus community.
1. Campus Courtesy Hours
   a. Disruption of the Campus 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.
   b. Disruption of academic areas, including the internal and external areas of all academic facilities
2. Skateboarding or use of skateboarding equipment and the use of equipment that may pose a risk to an individual, community members, or university or personal property including but not limited to activities such as “slacklining” are prohibited.
3. Use or storage of bicycles, bicycle equipment or other items that may obstruct common areas of the residence halls, including hallways, lobby areas, and stairwells, etc., and in the exterior areas, including areas in which egress is jeopardized, is prohibited at all times.

RESPECT FOR PROPERTY
In accordance with the LIU Ethos Statement, LIU students are expected to demonstrate actions that reflect the responsible use of campus property, environment and equipment by complying with the principle of respect for property. Examples of conduct inconsistent with this principle and which will require campus action are:

M) Vandalism
1. Destroying Campus property; classroom property; or residential housing 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
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 or files.
   d. Making unauthorized changes to a computer account, the utilization of a wireless router, or any other deliberate or undeliberate action which disrupts the operation of computer systems serving other students or the University community.
RESPECT FOR AUTHORITY
In accordance with the LIU Ethos Statement, LIU students are expected to demonstrate actions that are respectful to campus officials and support campus regulations by complying with the principle of respect for authority. Examples of conduct inconsistent with this principal and which will require campus action are:

O) Illegal Possession of Keys, Access Cards/Codes
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 p.m. and 7 a.m.
   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 Campus Life Visitation Policy (see Campus Policy Section of this Handbook – Campus Life Policies – LIU Post and LIU Brooklyn).

P) Pet Policy
Violation of the Pet Policy.

Q) Smoking
Violation of Smoking Policy.

R) Traffic Regulations
1. Violation of campus traffic regulations.
2. Flagrant and/or frequent traffic offenses.

S) Solicitation/Commercial Activities
Unauthorized 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 Associate Provost for International Student Services and Community Development.
1. Distribution and/or posting of unauthorized handbills or other materials.
2. Chalking or defacing of property with various materials to solicit off-campus events.
3. Selling unauthorized services or products, seeking funds, signatures, merchandise or supplies.
4. Receiving unauthorized business offers or goods in the residence halls for business purposes of any nature.

T) Gambling
Illegal gambling anywhere on the premises or at any campus sponsored function or by any student groups, organizations or affiliates.

U) Failure to Cooperate
1. Providing false or misleading information to campus officials, including but not limited to Public Safety Officers and Resident 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 the written or verbal directives of campus officials or other authorized individuals, including but not limited to Public Safety officers, Campus Life Coordinators, Campus Life Coordinators, and Resident Assistants.
4. Disrespectful conduct towards a campus official acting within the scope of his/her duties.
5. Failure to comply with a student conduct sanction, directive, or mandate.
6. Participation in an organization and/or demonstration which has not been approved.
7. Failure to comply with the written or verbal directives of campus officials or other authorized individuals, including but not limited to Public Safety officers, Campus Life Coordinators, Campus Life Coordinators, and Resident Assistants.

V) 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 the LIU Ethos Statement, LIU 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:

W) Honesty & Integrity
Dishonest behavior or actions displayed that are contrary to the LIU 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.

X) 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.

The following sanctions or directives may be imposed at the discretion of the Dean of Students or designee:

Administrative Warning
A formal notification to a student documenting that a violation of the Code of Student Conduct has occurred. Warnings may be oral or written.

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. In most cases, a Written Warning may include restrictions and additional sanctions.

DISCIPLINARY ACTIONS AND SANCTIONS FOR VIOLATIONS
The purpose of disciplinary action is to encourage appropriate student behavior with regard to campus community norms, standards and policies. When imposing sanction(s), the student’s past disciplinary record will be taken into consideration to determine the appropriate level of action/sanctioning.

The Dean of Students Offices’ designee reserves the right to provide to the student a written directive(s) in lieu of a formal sanction when a preponderance of evidence is not found to find a student responsible for the alleged violation of the LIU Code of Conduct, if the complete adjudication process is unnecessary to compel compliance/clarify concern, or in instances where the safety and welfare of the student(s) involved in the incident require additional directives to be completed or followed by the student(s) involved in the incident.
Disciplinary Probation

Serves as a formal notification that the activity in question is unacceptable and that if continued or other inappropriate behavior follows, more severe action may be taken. Additional violations of the Code of Student Conduct while on Disciplinary Probation will likely result in a higher level of inactive sanction. In most cases, Disciplinary Probation will not exceed one year but may include restrictions and additional sanctions such as:

1. The terms of probation may include a recommendation for substance abuse/psychological counseling or satisfactory attendance at a substance abuse education workshop, program, or group, or the completion of other projects and service to the campus or its related bodies.

2. Students found responsible for violations of the LIU 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 at an LIU campus for the duration of the probationary period.

3. Students placed on disciplinary probation may be restricted from participating in certain specified events and activities and may be prohibited from entering certain facilities and offices. This may include participation in intercollegiate sports.

4. Students on disciplinary probation may also be prohibited from living and/or working on campus during the summer.

5. Probation follow-up may include the scheduling of periodic meetings with the Dean of Students 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.

7. Housing Probation is a higher level of probation status that remains in place for a specified period of time. Housing Probation indicates that any similar or more severe violation of the Code of Student Conduct while on this status will generally result in placement on University Probation and/or the imposition of a suspension or dismissal from University housing.

8. University Probation is the highest level of probation status, which remains in place for a specified period of time. University Probation indicates that similar or more severe violations of the Code of Student Conduct while on this status will result in the mandatory imposition of a suspension or dismissal from the University, the length being a minimum of the balance of the semester or one full semester. University Probation is a serious matter. While on University Probation, certain privileges may not be available to the student based upon the discretion of the hearing officer.

9. Suspension from University Housing Requires moving out of housing for the length of time specified at the hearing.

10. Housing Dismissal Requires permanently moving out of housing. The student may not reapply for residency and is permanently banned from University housing.

11. Delay in Awarding Degrees The University reserves the right to delay the awarding of any degree in instances where an allegation remains pending against a student.

12. Revocation of Degree A student may have his/her degree revoked, and such revocation would be noted on the student’s academic transcript.

13. Suspension (Held in Abeyance) Suspension, Held in Abeyance, may be for a specific period of time up to a maximum of one year. A person who has been Suspended, Held in Abeyance, may be permitted to attend classes provided that there be no further violations of LIU’s policies. Further violations of LIU’s policies will result in the immediate imposition of the sanction of Suspension without further disciplinary proceedings. Suspension, Held in Abeyance, may include Special Conditions or restrictions.

14. University Suspension Requires that the student no longer be present on any LIU owned or leased property for the time specified at the hearing (minimum of one semester or the balance of the semester). While on suspension, a student may not take courses to advance his or her degree. Students cannot be readmitted until after the date their suspension ends, nor may they register or pre-register for the following semester’s courses. The graduation date will be adjusted upon readmission according to the length of the suspension. Students should contact their academic dean’s office for additional information about the impact of a University suspension upon their graduation date. In addition, students who have been suspended from the university may have lost certain privileges upon their return to the University at the discretion of the hearing officer including, but not limited to, study abroad and leadership position restrictions. Students returning from University Suspension will have a sanction of University Probation for at least one full semester upon their return to campus.

15. Dismissal from the University Requires that the student completely and permanently sever any and all connection with LIU’s undergraduate, graduate, and professional schools. A dismissal for conduct reasons will be indicated on the student’s transcript.

16. Privilege Sanctions Privilege sanctions limit and/or restrict a student from being able to participate in and/or utilize specified programs, services, and/or processes.

17. No contact Order/Campus Ban Student is banned from utilizing specified programs, services, and/or processes.

18. 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.

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

20. 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.

21. Additional Sanctions Additional sanctions such as educational classes, mandatory referrals to the Center for Healthy Living, community service projects, negative service indicator, or disciplinary block on the student’s account, payment of damages, and campus restrictions may be imposed.

EMERGENCY INTERIM ADMINISTRATIVE ACTION
The Dean of Students or designee shall have the authority to immediately suspend a student from the campus or a residence hall, relocate an individual within the residence halls, and restrict activities of the individual on campus, pending disciplinary procedures, when it is believed that the presence of the student would seriously disrupt the campus or constitute a danger to the health, safety, or welfare of the campus, to property, to others, or to the student. Suspension is for a specified time period and is a complete removal from the campus premises and off premises events. The student will be notified in writing of the emergency administrative action. 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) AN INCIDENT OCCURS
This results in a written report by Public Safety, Campus Life/Student Affairs, or any member of the campus community.

B) INVESTIGATION
The object of the investigation is to ascertain facts and determine whether or not charges should be filed against one or more students. It is conducted by the Department of Public Safety and the Dean of Students 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 electronically to their my.liu.edu email address which outlines the requirement of 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 Dean of Students or designee.

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 Dean of Students or designee notifying him/her of the alleged charges and requiring the scheduling of an administrative hearing. This Pre-Hearing Letter will be issued electronically to the student’s my.liu.edu email address. Failure to check or utilize the email account will not be the responsibility of the Dean of Students or designee serving as the adjudicator of the pending case/investigation.

2. The student has three (3) business days from the electronic issuance of the letter to schedule an appointment with the Student Conduct officer specified in the letter.

The administrative hearing will include a review of the conduct process and a review of the student’s rights. The hearing officer and the respondent will discuss the evidence presented in the case and the alleged violations to the Code of Conduct. The respondent will have the opportunity to discuss and reflect upon their actions with the hearing officer. Hearing officers will make a determination if the student is responsible or not responsible for the alleged violations; and they will issue a decision letter including appropriate sanctions via email to the respondent’s my.liu.edu account.

Important Notes

- The judicial process timeline is approximate and may require adjustment due to continuing investigations by the Department of Public Safety, the Dean of Students or designee and/or other campus officials. The timeline may also require adjustment because of the academic calendar; university holidays; availability of the student and/or hearing officer, faculty and staff.
- Every student has the right not attend a hearing. If a student chooses to exercise this right, he or she must do so in writing. A hearing will still be conducted and evidence in support of the charge will still be presented and considered in his/her absence and 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 Dean of Students or designee to the student’s my.liu.edu email address, following the completion of the investigation and subsequent hearing.
- The appeal hearing is not automatic. It must be requested on the basis of the criteria detailed in the section below, “Appeals Procedure.”
3. The outcome of the administrative hearing, in conjunction with other evidence, will be communicated, electronically to the student’s my.liu.edu email address, within five (5) business days after the hearing in the form of a Decision Letter.

4. 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 Community Standards, Hillwood Commons, Room 209 within three (3) business days of the receipt of the outcome letter.

5. The student will be notified, electronically to the student’s my.liu.edu email address, within three (3) business days as to whether or not an appeal hearing is granted.

6. If an appeal hearing is granted, the student will be required to schedule an appointment with the appeal officer within three (3) business days.

7. The outcome of the appeal hearing will be communicated electronically to the student’s my.liu.edu email address, within five (5) business days. (Refer to “Appeals Procedure,” below, for further details)

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

Notification of the decision and the sanction(s) will be sent to the student electronically to the student’s my.liu.edu email address following the hearing by the Dean of Students or designee.

- Notification and all correspondence regarding the community standards process are issued electronically to the student’s my.liu.edu email address.

The sanction(s) goes into effect immediately. If the student requests an appeal, the sanction(s) may be temporarily suspended or modified at the discretion of the Dean of Students or designee.

APPEALS PROCEDURE
If a student wishes to appeal the sanction of a discipline letter, s/he may request an appeal to the Dean of Students or designee. A request for an appeal must be made to the Dean of Students 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:

- Significant procedural rules were not adhered to, to the detriment of the party requesting the appeal.
- Sanction, only if found to be arbitrary or capricious and not in keeping with the gravity of the violation.
- 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 Dean of Students or designee.

The Appeal Request Form may be obtained from the Associate Director of Community Standards, Hillwood Commons, Room 209 at LIU Post.

The Dean of Students 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 Dean of Students 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 to request an Administrative Review for possible modification of his/her sanction(s). This request shall be addressed to the Dean of Students or designee and will only be entertained if the student has not been involved in any disciplinary incidents and has demonstrated significant personal progress. The Dean of Students or designee shall consult with the appropriate Associate Dean or designee in all Administrative Review cases to determine the appropriateness of a student request for sanction modification.
STUDENT CONDUCT RECORDS
RETENTION POLICY
With the exception of those conduct records which have been successfully appealed by the student, and/or the student was otherwise exonerated of the charges, the existence of all student conduct records and the contents of such records are kept and maintained by the Dean of Students Office or designee in accordance with the Family Educational Rights and Privacy Act of 1974, as amended; and in accordance with the policies and procedures outlined by Long Island University. While most records will be retained for a period of seven years, at its discretion, the University reserves the right to retain student conduct files permanently in accordance with the policies and procedures outlined by the University; and pursuant to U.S. Department of Education, Office of Civil Rights.

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

STUDENT RIGHTS IN THE CONDUCT SYSTEM
Students have the following rights in the conduct system:

1. To request in writing prior to the Administrative Hearing that any person conducting an Administrative Hearing be disqualified on the grounds of conflict of interest.
2. To be considered innocent of the charges until proven responsible by a preponderance (51 percent) 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. Not to participate in their proceedings, understanding that in their absense, 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.

Specific Campus Points of Contact

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>POINT OF CONTACT</th>
<th>EMAIL/PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIU Brentwood</td>
<td>Nicole Thomas</td>
<td><a href="mailto:nicole.thomas@liu.edu">nicole.thomas@liu.edu</a></td>
</tr>
<tr>
<td>LIU Post</td>
<td>Associate Director of Communications Standards</td>
<td>516-299-3909</td>
</tr>
<tr>
<td>LIU Riverhead</td>
<td>Code of Conduct General Email Inquiries</td>
<td><a href="mailto:Post-StudentConduct@liu.edu">Post-StudentConduct@liu.edu</a></td>
</tr>
<tr>
<td>LIU Global</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIU Brooklyn</td>
<td>Associate Dean of Students</td>
<td><a href="mailto:Pia.Haynes@liu.edu">Pia.Haynes@liu.edu</a></td>
</tr>
<tr>
<td>LIU Hudson Valley</td>
<td>Code of Conduct General Email Inquiries</td>
<td>718-480-6545</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Brooklyn-Campuslife@liu.edu">Brooklyn-Campuslife@liu.edu</a></td>
</tr>
</tbody>
</table>
Alcohol and Substance Abuse Policy

LIU 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 (exterior grounds) except in areas or functions approved by the Dean of Students or her designee. Exceptions may include but are not limited to residence hall rooms of students over the age of 21.
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 any person under the age of twenty-one (21) years or 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 Dean of Students 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 Dean of Students Office.
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 Dean of Students or her designee.
7. Alcoholic beverages will not be served at any student function except with approval of the Dean of Students 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 LIU Post Office of Conference Services or LIU Brooklyn Residence Life.
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 Campus Life Coordinator. No alcohol will be allowed at these parties.
13. Kegs of beer and/or bulk alcohol are not permitted at LIU 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, bongs, or smoking devices.
19. No person may acquire, possess, consume or be in the presence of any caffinated alcohol energy beverage(s) on the campus.
20. No person may acquire, possess, consume or be in the presence of any illegal drug(s), narcotics, and other controlled substances including inhalants and other prescription drugs used in non-prescribed methods on the campus.
21. No person may acquire, possess, consume or be in the presence of any item(s) available for purchase over the counter that are utilized in any manner no prescribed, directed, or as originally intended.
ENFORCEMENT OF ALCOHOL AND SUBSTANCE ABUSE POLICY
The Dean of Students or her designee is responsible for administration and enforcement of the Alcohol and Substance Abuse Policy. However, all members of the campus community are bound by the regulations set forth in these policies and consequently are responsible for becoming familiar with the provisions of the policy. The Dean of Students is responsible for the dissemination of the policy and will offer information and advice concerning the policy to students, faculty, staff or alumni.

1. Individuals – Individuals who fail to comply with any provisions of the Alcohol and Substance Abuse Policy or who violate any laws or ordinances pertaining to such matters will be charged with a violation of the LIU Code of Conduct and referred to the LIU Post Office of Community Standards or LIU Brooklyn Dean of Students Office. Individuals who violate these policies will be subject to appropriate disciplinary action, up to and including expulsion from the campus. Other requirements may include attendance at a Substance Abuse-Related Workshop, enrollment in an on-going Alcohol/Drug Prevention Program and/or enrollment in a testing or treatment program.

2. Groups – Sponsoring student organizations may also be held responsible for violations of the Alcohol and Substance Abuse Policy. Recognized student organizations may have funding revoked or other penalties imposed. Non-recognized student organizations may be barred from future official SGA recognition. Individuals within the organization may also be held personally responsible. Individuals and organizations sponsoring events at which alcohol is served must follow established procedures to ensure that persons under age 21 are not admitted.

3. Violations by persons or organizations not members of the LIU 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/illicit 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

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.

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, ABUSE OF PRESCRIPTION DRUGS AND THE ABUSE OF ALCOHOL

The use of illicit drugs, abuse of prescription drugs and abuse of alcohol involve various psychological and physical health risks, and may result in problematic and/or dangerous behavioral changes. Psychological effects include: depression (and possible suicide); poor judgment; disorientation; extreme emotions such as fear, anger, etc.; loss of inhibitions; impaired thinking processes; and poor concentration. In addition, frequent drinking to intoxication and/or drug use can result in serious mental health issues, social and familial conflicts, increased stress and isolation.

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

PHYSICAL HEALTH RISKS INCLUDE:

Drugs – Lethargy and fatigue; poor muscle control, possibly combined with flaccid or rigid muscles; fast or irregular heart beat and the possibility of a 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; loss of appetite or sudden and unexplained weight loss; seizures 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.

NEW YORK STATE PENAL LAW
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.

Treatment and Counseling Service Available
Education, assessment and initial counseling services for problems related to alcohol and other drug abuse are available to students through LIU Post Center for Healthy Living at (516) 299-3468 or (516) 299-4162 or (800) LIFE NET. All services are free and confidential. Off campus referral information: http://www.aa.org and Narcotics Anonymous 24 Hour Help-Line (516-827-9500) www.na.org.
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 to the LIU Post Department of Public Safety at 516-299-2222 or LIU Brooklyn Department of Public Safety 718-488-1078. 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. Students can access such services by calling LIU Post Center for Healthy Living at (516) 299-2345. LIU Brooklyn Student Counseling Services at (718) 488-1266 or (800) LIFE NET.

Procedures are in place for on-campus disciplinary action in cases of alleged bias crime. Any individual found responsible for a bias crime following an 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 Dean of Students Office, Office of Community Standards and the Department of Public Safety. Additionally, specialized training in diversity, hate crimes, domestic violence and Special Needs Awareness is provided for all Public Safety Officers, Campus Life staff, and members of the respective student health office.

NYS LAWS AND PENALTIES REGARDING BIAS CRIMES

NYS Penal Law:
Definition of a Hate Crime:
A person commits a hate crime when he or she commits a specified offense and either:
- Intentionally selects the person against whom the offense is committed or intended to be committed; or
- 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.

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.
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<tr>
<th>OFFENSES</th>
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* 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.
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.
- Familiarize 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. Always 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: Immediately, 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 LIU Post Public Safety at 516-299-2222. 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 LIU Post Public Safety at 516-299-2222, report the fire location and your situation.
- Tie a towel or clothing (preferably wet) around your nose and mouth if necessary to filter smoke. Do not jump.

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

RESIDENCE HALL FIRE SAFETY GUIDELINES
Resident Students May Not:
- Intentionally cause smoke or a fire; including burning candles or incense.
- Obstruct (penny, glue, or jam) a door so as to prohibit entrance and/or exit from a room.
- Affix tapestries and other room decorations to the ceiling, light fixtures, or in doorways.
- Accidentally or intentionally misuse fire safety equipment, including but not limited to fire hoses, fire extinguishers, sprinklers, pull-stations, fire alarms bells and smoke detectors.

- Use extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
- Have live cut trees present in room.
- Use or possess open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas.
- Cook or use any cooking utensils.
- Install personal air conditioning units or portable electric or fuel powered heaters without approval from LIU.

If you have any questions, please contact the LIU Post Fire Safety Officer at 516-299-4033 and/or contact the LIU Post Department of Public Safety at 516-299-2222 (emergencies) or 516-299-2214 (general inquiries). LIU Brooklyn Department of Public Safety at 718-488-1078.
Campus Visitors
Visitors shall include all persons who have no affiliation, association, connection or relationship with the campus as a student, faculty member, administrator, staff member, or employee and who operate any vehicle which displays no officially issued campus permit on campus grounds. Visitors should obey all traffic and parking regulations posted on campus and are subject to a summons upon violation of any traffic or parking rules. If a summons is issued to a visitor, the visitor is responsible for payment. If a summons is issued to a visitor who is associated with a student or staff member, the visitor must appear at the Department of Public Safety on the same day the summons is issued.

Late Night Entry: Visitor/Guest Procedure
LIU Post: The gates to the LIU Post campus close nightly at approximately 12:00 a.m. Once closed, all vehicles entering the campus must be cleared by the officer at the West Gate booth. Resident students are required to show a valid LIU Post identification card (LIU CARD) to be admitted. LIU Post non-resident students, visitors and guests will be admitted onto campus between 12:00 a.m. and 2 a.m. only if the resident student whom they are visiting first calls the Department of Public Safety at 516-299-2214 to provide the name of the guest and whom they are visiting. This should be done by 11 p.m. Non-resident students, visitors and guests will not be admitted after 2 a.m. unless accompanied by a residence hall student with proper, valid LIU Post identification. LIU Post students are responsible for the actions of their guests.

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

Giving notice of Planned Assembly, Demonstration or Picketing
LIU supports the rights of individuals, clubs and organizations, who are members of the LIU 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 LIU Post Campus Life Office.
2. Complete the Request for Planned Assembly, Demonstration, and Picketing Form
3. All publicity for the event must be stamped and approved by LIU Post Campus Life Office. 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. LIU Public Relations may be reached at (516) 299-4129.
Missing Student Policy

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

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

New York State Law on Hazing

NEW YORK STATE PENAL LAW, CHAPTER 716, SECTION 1

HAZING IN THE FIRST DEGREE

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

HAZING IN THE SECOND DEGREE

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

Non-Discrimination Policy

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

Discrimination (including sexual harassment, which is a form of discrimination based on one’s sex) will not be tolerated at LIU. 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 Dean of Students or his/her designee.

Policy Regarding Use of Profanity in Social Media

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

Policy for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008, Long Island University does not discriminate against qualified individuals with disabilities. Long Island University is committed to ensuring access and providing opportunities for all students to participate in University programs and activities.

Under the ADA, a person with a disability is defined as one who has any physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

REQUEST FOR REASONABLE ACCOMMODATIONS

Qualified students with disabilities who require accommodations must submit supporting documentation to the respective disability support office on their campus:
LIU Post Office of Disability Support Services (DSS)
Location: Learning Support Center, Post Hall, Lower Level-East Wing
Contact Number: (516) 299-3057
Hours of Operation: Monday – Tuesday 8 a.m.-7 p.m.; Wednesday – Thursday 8 a.m.-5 p.m.; Friday 9 a.m.-5 p.m.
Email: Post-LearningSupport@liu.edu
Website: https://www.liu.edu/post/dss

Upon receipt of a student’s request for accommodations, professional staff will review and evaluate supporting documentation, and meet with the student to ascertain their needs. Subsequent to approval, the student will be provided with an Accommodations Form (LIU Post) or Accommodation Letter (Brooklyn Campus) which outlines their approved accommodations. This should be presented to teaching faculty to ensure timely implementation of accommodations. Where necessary, campus departments will be notified, of the need for additional accommodations. Accommodation Forms/Letters must be obtained each semester. DSS or Student Support Services files are confidential and maintained in accordance with established privacy laws.

ACCOMMODATIONS
An accommodation is a modification or adjustment to policy, practice, or procedure that will enable a qualified student with a disability the opportunity to participate in and benefit from services offered by the University. Accommodations will be considered reasonable when they do not fundamentally alter the nature of a program, course or service or present an undue administrative burden on the University. Students requesting accommodations are required to submit supporting documentation to verify eligibility under the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973.

Supporting documentation of the disability must be provided so that DSS/SSS can: 1) determine the student’s eligibility for accommodation; and 2) if the student is eligible, evaluate the appropriateness of the requested accommodations. Disability documentation must be current, from a licensed professional, establish the nature and extent of the disability, while also including the basis for the diagnosis. The documentation must also establish the current need for an accommodation. Specific information on documentation requirements can be obtained by going to the LIU DSS website at http://www.liu.edu/post/dss

DETERMINING ELIGIBILITY
The provision of accommodations is determined by DSS, on a case-by-case basis, taking into account the needs of the student, and programmatic/departmental standards. The determination of appropriate and reasonable accommodations is based on supporting documentation.

In reviewing the specific accommodation requested by the student or recommended by the licensed professional, DSS/SSS may find that while a recommendation is clinically supported, it is not reasonable given the requirements of a particular student’s academic program. Alternately, LIU Post Disability Support Services or LIU Brooklyn Student Support Services may propose accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

DENIAL OF ACCOMMODATIONS
The University reserves the right to deny services or accommodations in the event that the request is deemed unreasonable or not supported by submitted documentation.

Unreasonable
An accommodation is deemed unreasonable if it would pose or cause an undue administrative or financial burden, fundamentally alter the nature of services provided, require significant alteration to the program or activity, or result in the lowering of academic or technical standards.

UNSUPPORTED DOCUMENTATION
If the submitted documentation is not current, does not support the existence of a disability, or outline the manner in which the disability impacts the student academically, the request for accommodations will be denied.

Students will be notified in a timely manner whether their request for accommodations have been approved or denied. In the event that a student’s request for accommodations has been denied, they will be advised and given the opportunity to supplement the initial supporting documentation.

STUDENT APPEAL
A student who disagrees with a determination of eligibility or accommodation is encouraged to meet with an administrator from DSS/SSS to resolve the matter informally. Students may appeal the denial of the determination to the Dean of Students or her designee.
SEXUAL VIOLENCE AND HARASSMENT POLICY
Long Island University is committed to creating and maintaining an educational environment free from all forms of sexual misconduct. The broad term “sexual misconduct” includes, but is not limited to, acts of sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Such behaviors are illegal, against University policy, and strictly prohibited. This policy is incorporated into the Student Code of Conduct.

This policy covers all members of the University community – students, faculty and staff – as well as those who interact with members of the University community such as vendors or visitors. The University encourages everyone to report all incidents of violations of this policy regardless of who the offender may be.

Title IX and Article 129B Policy Statement
It is the policy of the University to comply with Title IX of the Education Amendments of 1972, and Article 129B of the New York Educational Law, both of which prohibit discrimination on the basis of sex (including sexual harassment and sexual violence) in the University’s educational programs and activities, and prohibit retaliation for asserting or otherwise participating in claims of sex discrimination.

Title IX states that:
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.


DEFINITIONS
The following definitions apply to this Policy:

Affirmative Consent
The University’s Code of Conduct contains the following definition of Affirmative Consent:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Bystander
A person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of LIU rules or policies.

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence
A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Reporting Individual
Encompasses the term victim, survivor, complainant, claimant, witness with victim status, and any other reference to an individual who brings forth a complaint under this policy.

Respondent
A person accused of a violation who has entered LIU’s judicial or conduct process (i.e. LIU’s investigation process under this Policy.)

Sexual Act
Contact between the penis and the vulva or the penis and the anus, and for the purposes of this subparagraph, contact involving the penis occurs upon any penetration, however slight; contact between the mouth and the penis,
the mouth and the vulva or the mouth and the anus; or penetration however slight of the anal or genital opening of another by a hand or finger or by any object, with the intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.

**Sexual Assault**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes, but is not limited to, rape, fondling, incest, or statutory rape.

**Sexual Contact**

The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

**Sexual Discrimination**

Behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person’s sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties.

**Sexual Harassment**

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

**Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for the person’s safety or the safety of others; or (a) suffer substantial emotional distress.

**Long Island University Students’ Bill of Rights**

Long Island University is committed to ensuring that all persons who report an incident of sexual misconduct are provided all options, support, and assistance.

Anyone who has been a victim of, or who has witnessed an incident of, a violation of this policy can file a report to any of the following entities: an employee with the authority to address complaints, including the Title IX Coordinator, Title IX Deputies, and Representatives of the Dean of Students Office; Department of Public Safety; Human Resources; local law enforcement and/or family or civil court.

All reporting individuals of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:
1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in a judicial or conduct process and/or criminal justice process free from pressures by the University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the University courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

**Scope of the Policy**

All Members of the University community, regardless of sexual orientation or gender identity, including all students, faculty, staff, visitors and vendors are covered by the University’s sexual misconduct policy. Any and all University locations, sponsored activities – either on or off campus – or academic-based off-campus relationships are covered by the school’s sexual misconduct policy. This policy covers all members, regardless of sexual orientation or gender identity, of the University community – students, faculty and staff – as well as those who affect the University community such as vendors or visitors. The University encourages everyone to report all incidents of sexual misconduct, regardless of who the offender may be.

**Reporting & Confidentiality Obligations of University Faculty and Staff**

All members of the University community should report incidents of sexual misconduct in order to support the University policy. In order to ensure the University is free of
prohibited sexual misconduct, University officers, deans, department heads, faculty members, directors, supervisors, and paraprofessionals are required to report all incidents of violations of this policy that they may have witnessed or been informed about.

The University will maintain the confidentiality of the complainant to the greatest extent consistent with law and the University’s goal of conducting thorough and complete investigations. Effort will be made to safeguard the privacy and rights of all persons involved.

Options for Assistance Following an Incident of Sexual Misconduct

Immediate Assistance
University community members should report any incident to the following entities including but not limited to the Title IX Coordinator, Title IX Deputies, administrators, faculty members, or any other responsible employee of the University. It is the duty of all members of the University to notify the following Title IX Coordinator of Title IX Deputies if they are informed of any and all incidents.

The campus-specific Title IX Coordinator and Title IX Deputies are able to provide immediate and confidential response in a crisis situation.

Specific Points of Contact for each campus is provided below:

<table>
<thead>
<tr>
<th>Campus location</th>
<th>Title IX Coordinator/Deputy</th>
<th>email</th>
<th>phone extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-Wide</td>
<td>Ronald Edwards</td>
<td><a href="mailto:Ronald.Edwards@liu.edu">Ronald.Edwards@liu.edu</a></td>
<td>516-299-4236</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>718-780-4565</td>
</tr>
<tr>
<td>LIU Post</td>
<td>Jean Anne Smith</td>
<td><a href="mailto:JeanAnne.Smith@liu.edu">JeanAnne.Smith@liu.edu</a></td>
<td>516-299-2480</td>
</tr>
<tr>
<td></td>
<td>Department of Public Safety</td>
<td></td>
<td>516-299-2222</td>
</tr>
<tr>
<td>LIU Brooklyn</td>
<td>Karlene Thompson</td>
<td><a href="mailto:Karlene.Thompson@liu.edu">Karlene.Thompson@liu.edu</a></td>
<td>718-488-1042</td>
</tr>
<tr>
<td></td>
<td>Department of Public Safety</td>
<td></td>
<td>718-241-1078</td>
</tr>
<tr>
<td>LIU Brentwood</td>
<td>Ronald Edwards</td>
<td><a href="mailto:Ronald.Edwards@liu.edu">Ronald.Edwards@liu.edu</a></td>
<td>516-299-4236</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>718-780-4565</td>
</tr>
<tr>
<td></td>
<td>SCCC Michael J. Grant</td>
<td></td>
<td>631-451-4242</td>
</tr>
<tr>
<td></td>
<td>Campus Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIU Riverhead</td>
<td>Ronald Edwards</td>
<td><a href="mailto:Ronald.Edwards@liu.edu">Ronald.Edwards@liu.edu</a></td>
<td>516-299-4236</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>718-780-4565</td>
</tr>
<tr>
<td></td>
<td>SCCC Michael J. Grant</td>
<td></td>
<td>631-548-3636</td>
</tr>
<tr>
<td></td>
<td>Campus Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIU Hudson</td>
<td>Ronald Edwards</td>
<td><a href="mailto:Ronald.Edwards@liu.edu">Ronald.Edwards@liu.edu</a></td>
<td>516-299-4236</td>
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<td>718-780-4565</td>
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<tr>
<td></td>
<td>State University of</td>
<td></td>
<td>914-251-6900</td>
</tr>
<tr>
<td></td>
<td>New York Police</td>
<td></td>
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<tr>
<td>LIU Global</td>
<td>Carlett Thomas (Brooklyn)</td>
<td><a href="mailto:Carlett.Thomas@liu.edu">Carlett.Thomas@liu.edu</a></td>
<td>718-780-4565</td>
</tr>
<tr>
<td></td>
<td>Maria Sandberg (Costa Rica)</td>
<td><a href="mailto:Maria.Sandberg@liu.edu">Maria.Sandberg@liu.edu</a></td>
<td>718-554-0396</td>
</tr>
</tbody>
</table>

Please note, if you are unsure with whom to directly contact, the reporting individual or University reporting entity should contact either the LIU Post Department of Public Safety or the LIU Brooklyn Department of Public Safety at the above listed phone numbers. Both of these departments are available to provide initial assistance twenty-four hours a day, three-hundred and sixty-five days a year.

In addition, any reporting individual may also contact local police or law enforcement agencies.
Reporting individuals will be provided any and all necessary or requested on-campus or off-campus health care or medical needs. The Title IX Coordinator and/or Title IX Deputies will institute the appropriate steps to ensure the safety and well-being of the reporting individual:

1. Ensure the victim is aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services.
2. Discuss the option of seeking medical treatment in order to preserve evidence.
3. Identify where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE).
4. Provide locations, including contact information, for an advocate (e.g., a local rape crisis center, on-campus advocacy program) who can accompany a victim to the hospital or health provider.

Anonymous Reporting
Although the University encourages victims, survivors and bystanders to talk to someone, the University provides a system for anonymous reporting, either by telephone or via an online form. Employees, students or visitors can access EthicsPoint/NAVEX Global by clicking here (click box “file a report” and then enter “Long Island University” in the box that asks for the name of the institution) or by calling 1-866-295-3143.

Reporting to the Federal and New York State Governments
Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education’s Office for Civil Rights (OCR):

New York Office
U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843;
TDD: 800-877-8339
E-mail: OCR.NewYork@ed.gov

National Headquarters
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson
Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012;
TDD: 800-877-8339
E-mail: OCR@ed.gov

Inquiries or complaints may also be addressed to the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice (DOJ):

Academic Accommodations and Interim Measures
To assist the reporting individual and to ensure their safety and well-being, the Title IX Coordinator and/or Title IX Deputies will ensure the issuance of no-contact orders, temporary living arrangements (if a resident student), academic course schedules, and any other established Emergency Administrative Action, as outlined in the Campus Code of Conduct.

Any student subject to such interim measures may request a review of the need for and terms of such orders by the institution and may submit information as to their reasoning for requesting a change.

Academic Accommodations and Interim Measures
To assist the reporting individual, the Title IX Coordinator and/or Title IX Deputies will provide ongoing support during the University’s established community standards process or criminal processes.

New York State Hotline for Sexual Assault and Domestic Violence.
1-800-942-6906

ONGOING ASSISTANCE
Counseling, Advocacy, and Support – On and Off Campus
All reporting individuals may receive support, whether or not the reporting individual chooses to make an official report or participate in the University’s established community standards process or criminal processes.

The campus specific Title IX Coordinator and/or Title IX Deputies will provide ongoing support during the University’s established community standards process or criminal processes.

Title IX Coordinator
The University’s Title IX Coordinator has primary responsibility for coordinating the University’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

The Title IX coordinator oversees the University’s response to reports and complaints that involve possible sexual misconduct to monitor outcomes, identify and address any
patterns, and assess effects on the campus climate, so the University can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

• seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sexual misconduct,
• file a complaint or make a report of sexual misconduct,
• notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
• get information about available resources (including confidential resources) and support services relating to sexual misconduct, and
• ask questions about the University’s policies and procedures related to sexual misconduct.

In the event that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team or notify Pamela Duffy, Executive Director of Human Resources, Pamela.Duffy@liu.edu, (516) 299-3522.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator’s functions and responsibilities include the following:

Investigations

The University is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

• determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
• appointing an investigative team upon such determination,
• making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
• informing all parties regarding the grievance process,
• confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable,
• maintaining information and documentation related to the investigation in a secure manner, and
• monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the University’s responsibility to provide a safe and nondiscriminatory environment for all students.

Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinator promptly takes steps to ensure the complainant’s equal access to the University’s programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources. Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the University’s sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts, including to targeted populations. If a Title IX investigation concludes that an individual engaged in prohibited sexual misconduct, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the University’s interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

• coordinates an annual climate survey, in consultation with research personnel with expertise in survey design and data collection and analysis,
• analyzes data collected by the annual climate survey to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors, knowledge of the University’s sexual misconduct policies, procedures and resources, and the consequences of violating such policies, and the effectiveness of the University’s efforts to ensure that the University is free from sexual misconduct,
• reviews regularly all reports and complaints raising potential Title IX issues throughout the University to ensure that the University responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual,
• reviews regularly all reports and complaints raising potential Title IX issues throughout the University to identify and address any patterns,
• reviews regularly the University’s policies and procedures to ensure that they comply with the requirements of Title IX,
• organizes and maintains files related to grievances, reports, complaints, and other records of potential sex discrimination, including sexual misconduct, in a secure manner,
• assesses regularly the University’s compliance with, and the effectiveness of, policies and procedures related to sexual misconduct, and recommends modifications where appropriate,
• consults regularly with the administration and campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct, and
• ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

Reporting Policies and Protocols
LIU is obligated, under the Clery Act and the annual reporting responsibilities of Campus Security Authorities, to report any and all incidents and to issue timely warnings as applicable to the University community.

Amnesty for Reporting Incidents of Sexual Violence
The health and safety of every student at Long Island University is of utmost importance. LIU recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. LIU strongly encourages students to report incidents of domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander or reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to LIU officials or law enforcement will not be subject to LIU’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Title IX Investigation Procedures and Protocols
The Title IX Coordinator and/or Title IX Deputies will initiate any and all necessary investigations in coordination with the Title IX Investigator.

The Investigation - The Title IX Investigator will conduct a prompt, thorough and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint will each have an equal opportunity to be heard and to present relevant witnesses and evidence during the investigation process. The parties will also be informed of the status of the investigation as deemed appropriate. Depending on the circumstances, interim measures that the University may provide include, but are not limited to, ‘no contact’ orders, health and counseling services, room or class reassignments, and any other step to ensure the safety and well-being of the reporting individuals. Evidence should be preserved to assist in the investigation at all times.

If a victim/survivor chooses to notify law enforcement and proceed with a criminal investigation and/or prosecution, the University may conduct a parallel investigation and may seek to work in coordination with these entities.

It should further be noted that if a reporting individual request for confidentiality limits the University’s ability to investigate a particular matter, the University will take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the reporting individual. Examples include but are not limited to: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for University Community members; revising and publicizing the University’s policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Preponderance of Evidence Standard - The Title IX Investigator utilizes the following standard for evaluating complaints - a preponderance of the evidence. i.e., the investigator shall determine whether it is more likely than not that the alleged sexual misconduct occurred. If it is determined that a violation of the University’s Sexual Violence and Harassment policy has occurred, prompt remedial action shall be taken.

No form of mediation will be used to address allegations of sexual misconduct.

The outcome of the investigation - The nature of the remedial action and the process for its implementation will depend upon the particular facts and circumstances. Absent unusual circumstances, a final recommendation should be issued within sixty (60) days of receipt of the complaint. Both the accused and the complainant will receive contemporaneously, in writing, notice of the outcome of any University disciplinary proceeding relating to sexual misconduct, including any appeal(s).

If remedial action involves the imposition of sanctions, appropriate disciplinary procedures will be used. Sanctions imposed may be appealed by either party through the appropriate appeals process depending on the status of the accused. The disposition of the complaint shall be communicated in writing to each party. The University will take steps to prevent the recurrence of any discrimination or harassment, and to remedy its effects. If it is determined that no violation has occurred, such findings shall be communicated in writing to each party.

If the results of an investigation show that the complainant knowingly filed false accusations of discrimination or harassment, or that a witness knowingly gave false statements, such individuals will be subject to the appropriate disciplinary action.

Impact Statement – Parties to a Title IX investigation have a right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

Appeals – Either party to a Title IX compliant is entitled to appeal the outcome to a Board of Appeals consisting of a panel of University administrators appointed by the Title IX Coordinator. However, appeals are only permitted on the basis of (i) serious procedural deficiency on the part of the University in responding to this complaint (e.g. a conflict of interest that might affect the outcome); or (ii) the availability of evidence not considered by this investigation, which might affect the outcome. Appeals must be filed within fifteen (15) days of receipt of this determination, and should contain a written statement explaining why one (or both) of the two bases of appeal enumerated above apply this this determination. Appeals shall be decided within 40 days of their receipt.
Options for Reporting and Confidentially Disclosing Sexual Misconduct

LIU encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the victim’s wishes.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. The University encourages victims to talk to someone identified in one or more of these groups.

The Options

Privileged and Confidential Communications: Professional and Pastoral Counselors.

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission.

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

Reporting to “Responsible Employees.”

A “responsible employee” is a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual misconduct, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual misconduct shared by the victim and that the University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the University: How the University Will Weigh the Request and Respond.

If a reporting individual or victim/survivor discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may not
be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the victim’s request for confidentiality.

If the University determines that it cannot maintain a victim’s confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response.

Even University officers and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

The University will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the
victim with assistance if the victim wishes to do so.

The University may not require a victim to participate in any investigation or disciplinary proceeding.

Because the University is under a continuing obligation to address the issue of sexual misconduct – campus-wide, reports of sexual misconduct (including non-identifying reports) will also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the University determines that it can respect a victim’s request for confidentiality, the University will also take immediate action as necessary to protect and assist the victim.

Take Back the Night and other public awareness events
Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the University will provide information about students’ Title IX rights at these events.

Student Conduct Records Retention Policy
With the exception of those conduct records which have been successfully appealed by the student, and/or the student was otherwise exonerated of the charges, the existence of all student conduct records and the contents of such records are kept and maintained by the Dean of Students Office or designee in accordance with the Family Educational Rights and Privacy Act of 1974, as amended; and in accordance with the policies and procedures outlined by Long Island University. While most records will be retained for a period of seven years, at its discretion, the University reserves the right to retain student conduct files permanently in accordance with the policies and procedures outlined by the University; and pursuant to U.S. Department of Education, Office of Civil Rights.

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

Transcript Notations
Article 129-B of the New York State Education Law requires the University to make specific permanent and/or temporary notations on the transcripts of students found responsible for the following conduct prohibited by this Policy: sexual assault, dating violence, domestic violence, and stalking, as follows:

- “Expelled after a finding of responsibility for a code of conduct violation” – where a student has been expelled for sexual violence or another crime reportable under the Clery Act, this notation will be permanently added to the student’s transcript.
- “Suspended after a finding of responsibility for a code of conduct violation” – where a student has been temporarily suspended for sexual violence or another crime reportable under the Clery Act.
- “Withdrawal with pending disciplinary action” – where a student has withdrawn from the University while disciplinary charge for sexual violence or another crime reportable under the Clery Act are pending.

Students may request removal of a notation by petitioning the Dean of Students. This request must be in writing and include the rationale for the request. The Dean of Students, or his or her designee, will review the request and provide a written response within 60 days from the date the request was received. If the University vacates a finding of responsibility for any reason, any such transcript notation shall be removed.

Prevention and Education
LIU maintains a pro-active approach to the prevention, education, and outreach activities vital to provide a safe environment for all University Community members, visitors and vendors. Programming efforts include but are not limited to HAVEN, programming activities, bystander intervention processes and programming, educational sessions at Orientations (freshman, transfer and graduate) and periodic training and programming activities throughout the year to ensure a wide dissemination, through a variety of methods including but not limited to electronic delivery, hard-copy, pamphlets, and other programming tools, of information related to the University’s sexual misconduct policies, bystander awareness, and domestic violence.

Training
LIU annually provides University-wide education and training opportunities including HAVEN and other periodic training opportunities to ensure a wide dissemination of any and all information related to the University’s policies, procedures, and other information.

HAVEN is an online training program that LIU has implemented to meet Department of Education requirements pursuant to Title IX and VAWA (the Violence Against Women Act). LIU is requiring the student population take the course; however the outcome of the test will not affect a student’s academic record in any way. Part 1 takes approximately 45 minutes. You must wait 30 days before you can begin Part 2. After the 30 days, you should log back in to Haven and complete part 2, which should only take 15 minutes. This is an important part of the University’s continued fight against sexual assault and is required by the university. There is no cost attached and it is non-credit bearing.

All University Title IX Coordinators, Title IX Deputies, Department of Public Safety Officers and Supervisors, Campus Life Staff Members, and other University responsible employees, victim advocates – including any member of the University community – that will be responding to, investigating, or adjudicating sexual
misconduct will receive adequate training.

**Campus Sex Crimes Prevention Act**
The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to inform the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. It also requires sex offenders already required to register in a state to provide notice, as mandated under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

The New York State Division of Criminal Justice Services maintains the state’s Sex Offender Registry, which contains information about individuals convicted of certain sex offenses. This information is available by calling 800-262-3257 or by visiting http://www.criminaljustice.ny.gov/nsor/.

Handbook and by visiting the Department of Public Safety website: Post: http://www.liu.edu/CWPost/About/Offices/Public-Safety, Brooklyn: http://www.liu.edu/Brooklyn/About/Offices/Public-Safety

**Rights Under the Family Educational Rights and Privacy Act (FERPA) for Post secondary Institutions**

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 is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the Registrar, the official responsible for the student record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. These exceptions include:
   a. Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the University may disclose disciplinary and ancillary records which are not part of the student’s education record without consent to officials of another school when such officials have a legitimate educational interest in the behavior of the student
   b. Disclosure to parents if the student is a dependent for tax purposes.
   c. Disclosure to appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police, etc.) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
   d. Information to a parent or legal guardian of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the university has determined that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of twenty-one at the time of the disclosure to the parent/guardian.

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

   Name
   Dates of Attendance
   Enrollment Status
   Class
   Major
   Awards
   Honors
   Degrees conferred
   Past and present participation in officially recognized sports and non-curricular activities
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LIU 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

6. Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of such Directory Information. Long Island University will honor all requests to withhold Directory Information. Students requesting the withholding of Directory Information must complete an “Authorization to Withhold Directory Information” form and return it to the Office of Enrollment Services. This authorization is valid until a written request to rescind is received by the Office Enrollment Services. Authorizing Parental Access – Under the Family Rights and Privacy Act, the rights afforded to parents regarding the ability to review their children’s records, pass from the parent to the student upon the student’s 18th birthday or when the student is enrolled in a college or university. Students wishing to allow their parents access to their student records must file the appropriate authorization available in the Office of Enrollment Services. Information including all request forms associated with information requested under the Family Education Rights and Privacy Act is available on the Registrar’s website.
LIVING ON CAMPUS

Campus Life Staff
The Office of Campus Life Office is located in Hillwood Commons. Campus Life Staff can help you with anything pertaining to on campus living, from your room assignment to meal plans, laundry facilities, and in-hall programs. Central Staff can also be reached at 516-299-2326 or post-campuslife@liu.edu.

Each building has a Campus Life Coordinator (CLC) who maintains office hours in Hillwood Commons and their building in order to assist with any questions or concerns you may have. The CLC works to develop the community through supervision of the RA staff. Your CLC will maintain some evening office hours for the convenience of your schedule and you should feel free to speak with him/her regarding any campus-related concerns.

A Resident Assistant (RA) is a returning student who lives in the residence hall in order to be a resource for their peers. RAs build community and encourage an appreciation of diversity through the implementation of cultural, educational, social, and community service activities. RAs are also on duty throughout the building, focusing on keeping their community safe by supporting and enforcing community standards. Your campus life hall staff frequently posts important information regarding updates in your residence hall community, academic/registration deadlines, and additional opportunities to get involved both on and off campus. They will also hold monthly floor meetings to keep you up to date with both building- and campus-wide information.

Room Selection Assignments
All applicants must be registered for full-time classes in order to receive a room assignment. Once a room assignment is received, all residents must have a clear account with Enrollment Services in order to move into their assigned rooms. Full-time registration and a clear account with Enrollment Services must be maintained throughout the semester in order to continue residing on campus and accessing the student meal plan.

Returning students that submit a housing application before May 1st will be guaranteed an assignment on the LIU Post campus. Applications for the fall semester are accepted from off-campus students beginning February 1, and for the spring semester on October 1. These assignments are made only after all returning resident students who applied by May 1 have been accommodated. Priority is based on the date of receipt of the application to the Office of Campus Life and deposit date to the Enrollment Services. 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 LIU Post 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 Campus Life approximately the same time (we suggest students submit them together), and both applicants request each other as roommates on the housing application(s). LIU Post does not assign rooms or roommates on the basis of race, color, national origin, or religious or sexual preference.

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 Campus Life approximately the same time (we suggest students submit them together), and both applicants request each other as roommates on the housing application(s).

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

Room Changes/Consolidation
Room changes will only be processed during periods specified by the Office of Campus Life, generally in the third week of each semester. No student may change his/her room assignment without authorization in order for the Office of Campus Life to maintain an accurate list of vacancies and accommodate new applicants. Please see a CLC or Campus Life Central Staff member with any questions regarding changing your room.

The University reserves the right to consolidate residents, on written notice. When vacancies are created and no waiting list for housing exists, residents who live alone in a double room will be offered the option of maintaining their location at the single room rate. If the resident declines the single room rate option, they may identify a new roommate to fill the vacant space in their room. If the resident declines the option of a single and is unable to identify a preferred roommate they will be consolidated to another double occupancy space within their building, within 10 business days of receipt of the single room rate option. Should a resident receive a notice of consolidation and fails to comply, their account will be adjusted to reflect the single rate retroactive to the date that the single room rate option was first offered.

Meal Plan
All resident students are required to participate in the University Meal Plan. If you do not select one, Plan #1 will be automatically billed to your Student Financial account. All students with 30 completed credits or less are required to select Plan 1. Unused dining dollars from the fall semester will transfer to the spring semester. All meals and dining dollars must be used by the last day of final exams during the spring semester- unused spring dining dollars will not transfer to fall. Changes to a lower meal plan (ex: from Plan #1 to Plan #2) must be made in writing to the Office of Campus Life no later than the first Friday of the semester. You may increase your meal plan at any point throughout the semester.

Please note: the University meal plan is not active during the Intersession, Winter Session, Summer Sessions or break period (including but not limited to Winter Recess). Students are expected to make arrangements for their meals. The Winnick Student Center is closed during these sessions and certain holidays. Meal information for break periods will be posted in all open residence halls.

Cancellations and Refunds
All cancellations and refunds must be requested in writing at the Office of Campus Life. The effective date of a student’s cancellation is the date on which the student: Cancels in writing at the Office Campus Life, vacates and removes all personal belongings from the room, and properly checks out with the hall staff. The cancellation will not be considered effective until the three conditions are met. Once initiated at the Office of Campus Life, a refund will be processed at the Enrollment Services Office in approximately three to four weeks. Refunds are issued to your Student Financial account and are first applied to any outstanding balance. If you do not have an outstanding balance, the refund may be applied to future semesters or credited back to you. 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 Campus Life or Enrollment Services.

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.

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<th>WITHDRAWALS DURING</th>
<th>FALL/SPRING</th>
<th>SUMMER</th>
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<td>1st Calendar Week</td>
<td>90%</td>
<td>60%</td>
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<td>2nd Calendar Week</td>
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<td>5th Calendar Week</td>
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Please note: There are NO refunds for Meal Plans once the semester begins. 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 Student Financial account balance.) 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 his/her Student Financial account. All early arrivals must be pre-approved by the Office of Campus Life.

Summer/Intercession 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; those who maintain an address outside of the United States (Intersession only); or those given permission by the Office of Campus Life. Applications for Intersession periods become available 4-6 weeks prior to the break period. A separate application must be made for each session. Please note: Buildings used for each summer session vary, often necessitating a move-over between sessions by continuing residents. The buildings used for summer sessions may not be air-conditioned. In addition, the University meal plan is not active during the Intersession and Summer Sessions. Students are expected to make arrangements for their meals. The Winnick Student Center is closed during these sessions. Any student who remains in his/her assigned room (or any other room) during a close-down period without having obtained written authorization from the Office of Campus Life is in violation of his/her Housing Contract, and will be subject to disciplinary action including fines. Be sure to read and follow all memos distributed pertaining to closing/re-opening dates and vacation housing.

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. 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 Campus Life may be subject to disciplinary action and an improper checkout fee.

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 a fine for replacement of the item.

ROOM CODE

All residents will be issued a code to enter their room. To retrieve a code from 9 a.m. to 5 p.m. during weekdays students should find an RA or CLC in the building. Otherwise, report to the Office of Campus Life in Hillwood Commons. The Central Office will not give any student a room code over the phone. From 7 p.m. to 9 a.m. during weekdays, weekends and holidays the RA on duty can assist. Room codes are unique to each individual resident and should never be shared. A student that believes that someone has possession of their individually assigned
room code, should report it immediately to any Campus Life staff member. A code change will then be completed. 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, door locks, etc. Charges for missing or damaged items will be assessed at replacement cost including any necessary labor. Such charges will be added directly to the student’s financial account and the student will be notified of the amount and reason for the charges in writing. Information on how to appeal any such charge will also be included.

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

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

**COMMON AREA LIABILITY**
Each student is, along with the other residents in their wing/building, 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 Campus 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 Campus 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 removed.

**SMOKING**
All residence halls and surrounding 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 administrators, and/or Campus Life representatives may be confiscated without notice.

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**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 Campus 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, internet, and television service.

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

In addition to room responsibilities, each resident is expected to positively contribute to the overall community in their wing/building. A complete listing of university policies is available in the “Student Conduct Policy” section of this handbook, but some specific expectations are outlined below.

- **General Safety:** Residents are encouraged to take an active role in the safety of their community. Ground floor windows should be locked and bedroom doors should be closed when residents are not in their room. Outside doors should never be propped and residents should report any dysfunctional bedroom or exterior doors immediately. Any safety concerns should be immediately reported to the Campus Life staff or Department of Public safety immediately.

- **Campus Courtesy Hours:** Courtesy hours are always in effect. Residents are encouraged to be considerate of their neighbors and monitor the noise coming from their room. Campus quiet hours are in effect from 10 p.m.-7 a.m. Sunday through Thursday and from 11 p.m.-7 a.m. Friday and Saturday. The intensified study hall maintains 24-hour quiet. Residents are encouraged to approach their neighbors if they are negatively impacted by noise, guests, etc. Resident Assistants and the Campus Life Coordinator are available to help with these concerns as well.

- **Common spaces:** Common spaces such as kitchenettes, laundry rooms, and lounges are open 24 hours per day for residents’ convenience. Residents are expected to keep these areas clean and remove any items or garbage that belongs to them. If a washer, dryer, or convection oven is ever out of order, residents should report this to their RA or CLC for repair. Furniture in common spaces is provided for the use of all residents and may not be removed to an individual bedroom or suite.

Visitation Policy

All guests must sign-in to the residence hall and present a valid photo ID. The 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. The 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. The 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. A resident may sign in a maximum of three (3) guests at any given time. This maximum is two (2) guests at any given time for residents of the South Residence Complex.

**GUEST VISITATION**

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

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

Overnight guests are only permitted with permission from all roommates. No guest may reside in a hall/room for more than two consecutive nights without permission from the Campus Life Coordinator.

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

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

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

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

- Maintenance services necessary as mandated by the campus or at the request of the resident.
- Health and 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.
- Report of a missing student.

Policy for Health and Safety Inspections

Constant, irregular and unannounced safety inspections will be conducted throughout the semester. A start date for these inspections will be posted and they will then continue throughout the semester. The inspection may be completed by the campus Fire Marshall, Campus Life Coordinator, and/or a Campus 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 Campus Life, in conjunction with Facilities and Public Safety 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.

Fire Safety Information

The LIU Post fire alarm system is monitored 24 hours per day, 365 days per year, by the Department of Public Safety. All residence halls on the LIU Post campus are fully equipped with a stand pipe sprinkler system. There are addressable fire alarm systems with smoke and heat detectors, as well as pull stations, throughout each hall. ABC dry chemical extinguishers are accessible throughout all halls. Each residence hall is equipped with self-closing and magnetic door releases as well as a generator back-up system for emergency lighting and alarm systems in the event of power failure. For more fire safety information and access to the LIU Post annual fire safety report, visit www.liu.edu/CWPost/About/Offices/Public-Safety/Safety-Tips/Fire-Safety-Policy.

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 Campus Life staff member or the Department of Public Safety;
3. Leave the scene of the violation.

If a student is found in violation of a university policy, they may be assigned an appropriate sanction. 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.

Pet Policy

Pets/animals of any kind are not permitted with the following exception: Resident students are permitted to have a fresh-water fish (01) in a tank not exceeding 10 gallons. No heating equipment or lamps or overhead lights are authorized with tank usage. Any and all residents of the room/suite must agree to have a fish tank in the room/suite. Reptiles and rodents and all other types of pets, as well as overnight pet “guests” and pet sitting are not permitted. Any prolonged periods of break – including but not limited to winter and summer – will require that the fish is removed from campus and properly cared for during the break period. Any deviations from any of the above listed requirements may result in the resident’s inability to maintain a fish in the residence halls. Service animals are excluded, but must be registered with the Disability Support Services Office and approved by the Office of Campus Life.

Student Health Insurance

University policy requires all residential, clinical, intercollegiate athletes, and international students to have health insurance. All eligible students 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 on-line waiver process. If you wish to waive the charge, log into your MyLIU account at www.liu.edu and click on the “Student Health Insurance” link from the Student Center Home Page. If you do not waive coverage by deadline, you will be automatically enrolled in the University Health Insurance.

Theft and Fire Insurance Policy

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

Smoking Policy

No person shall be permitted to smoke or carry a lighted cigar, cigarette, pipe or any other form of smoking object or service in any public building on the campus. This includes not only classrooms, but also hallways, entry foyers and all offices (including - but not limited to – faculty offices), smoke free residence hall buildings, wings, floors, and rooms. Additionally no person may maintain smoking devices, including, but not limited to, hookahs, 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 Dean of Students or their designee in the case of student violators, for appropriate discipline.
Public Safety is concerned with the welfare and safety of all members of the campus community and their guests. The Department serves the campus 24 hours a day, 7 days a week year-round and may be reached by dialing (516) 299-2214 or (516) 299-2222 for emergencies, or Public Safety may be reached from one of the many “blue-light” emergency phones located strategically throughout the campus. Public Safety Officers are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act. The activities of the Department are enhanced by its close relationship with the Old Brookville, Old Westbury, and Nassau County Police Departments. The Department of Public Safety is located in the Facilities Services building at the northeast corner of the campus.

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 Campus 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.

Annual Security Report

A copy of the LIU Post’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on the campus; in certain off-campus buildings or property owned by or controlled by LIU Post; and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of the annual security report by contacting: Public Safety, LIU Post, 720 Northern Blvd., Brookville, NY 11548 or by accessing the following website: www.liu.edu/cwpost/studentlife/public-safety.aspx. Further information on campus crime statistics can be accessed through the Department of Education’s website at http://nces.ed.gov/surveys/peqis/publications/97402/4.asp. Important Note: The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. You can obtain a copy of the “Annual Security and Fire Safety Report 2010” by contacting Public Safety or by accessing the following website: www.cwpost.liunet.edu/cwis/stuact/secure/index.html.
**Vehicle Regulations**

**Parking and use of vehicles on LIU Post is at your own risk.**

**TRAFFIC SAFETY**

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

**CAMPUS SPEED LIMIT**

The maximum speed permitted on the campus is 25 miles per hour.

**GENERAL**

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

**SUMMONS OPERATION**

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

**PARKING AREAS**

A legal parking space consists of two parallel lines.

**SPECIAL PARKING PRIVILEGES**

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

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

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

**PROHIBITED PARKING**

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

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

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

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

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

You can obtain a copy of the “Emergency and Safety Procedures Guide” by contacting Public Safety or by accessing the following website: www.post.liunet.edu/cwis/stuact/secure/index.html.
All faculty, staff and students with disabilities are encouraged to register with Public Safety. Registration will enable the University to monitor when and where additional disability spaces may be needed and help prevent the illegal use of permits “borrowed” from others.

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

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

REGISTRATION OF VEHICLES AND PARKING PERMITS
All motor vehicles and motorcycles that are owned and/or operated by members of the LIU Post community are required to be registered with the Department of Public Safety. There is no charge for this service. All motor vehicles without a properly affixed parking permit will be summonsed. Parking permits will be affixed to the left (driver’s) side of the front and rear bumpers. Vehicle registration makes it possible for Public Safety to contact you in case of an emergency.

VIOLATIONS
Vehicles parked or operating in violation of any of the following regulations will be subject to summoning and/or towing. Violators are responsible for all associated fees.
1. No parking permit/improperly affixed permit
2. Parked in a reserved area or space
3. Parked outside of lines
4. Disregarding a stop sign
5. Disregarding a traffic control device
6. Excessive speed
7. Obstructing traffic
8. Parked in front of a closed gate or barricade
9. Driving or parked on grass or dirt areas
10. Parked in/blocking tow away area
11. Parked in/blocking roadways
12. Parked in/blocking walkways
13. Parked in/blocking loading zone
14. Parked in/blocking bus stop
15. Blocking other vehicles
16. Parked in/blocking access roads, driveways and lanes within parking lots
17. Parked in fire lane
18. Parked within 15 feet of a fire hydrant
19. Parked in a handicapped area without a permit

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

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

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

BREAKDOWN PROCEDURE
You must notify the Department of Public Safety if you leave your car in a restricted area if it is disabled. You must also display a note on your windshield explaining your trouble. You may be required to verify that repairs were necessary by submitting a bill. Vehicle regulations apply to motorcycles as well as all other motor vehicles. For further information, or for a copy of the brochure, contact the Department of Public Safety at (516) 299-2214, or access the Public Safety Web site at www.liu.edu/post/studentlife/public-safety.aspx.
“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.