

2011-2012

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

STUDENT HANDBOOK



Dear Student:

As we embark upon another academic year, we look forward with anticipation to the myriad opportunities for our community members to grow. In particular, I want to particularly extend a special welcome to members of the Class of 2015 who join our Le Moyne College community and who will certainly share their gifts and talents with all of us. As a learning community, we have a special responsibility to educate men and women who will make a difference both locally and globally, in our classrooms and on the athletic fields, in our residence halls and in our neighborhoods.

This student handbook outlines the responsibilities all students have as Le Moyne community members. We want you to become familiar with this handbook so that you understand the expectations we have of students to contribute positively to our community. In addition to the policies and procedures outlined in this handbook, several resources, offices and services are provided so that you may maximize your learning experience at Le Moyne College.

In light of our Catholic and Jesuit tradition, the staff of the student development division is committed to developing the whole student. We care about your intellectual, spiritual, social, cultural, recreational and vocational growth and strive to provide leadership opportunities that enhance your classroom learning. We work with you to make your learning seamless so that what you gain inside the classroom is supported by your co-curricula activities, programs and services. A Le Moyne education involves developing your leadership through discovering your intellectual curiosity and animating a spiritual journey with the support of mentors and advisors in the faculty and staff.

Strive for more during your time at Le Moyne and engage in the opportunities available on campus to discover your passions, interests and talents. The Office of Campus Life and Leadership Programs is a great place to start if you need assistance in finding the co-curricular programs that best empower your educational life at Le Moyne. If you have any questions about anything in this handbook or about maximizing your Le Moyne College experience, call us at 315-445-4525 or stop by the Office of Campus Life and Leadership Programs on the second floor of the Campus Center. We want to support you in making the most of your college experience!

Sincerely,



Deborah Cady Melzer, Ph.D.

Vice President for Student Development

The History of Le Moyne College

Le Moyne College, the Catholic College in Syracuse, N.Y., was founded in 1946 by the Society of Jesus. The institution offers higher education in a 450-year-old intellectual and religious tradition. The more than 300 Jesuit schools, colleges and universities throughout the world stress academic excellence, preparation for life in the professions or workplace, education of the whole person, respect for the integrity and freedom of all persons, the formation of clear goals in life based on solid religious or philosophical principles, an emphasis on ethics and values, the development of a concern for others, especially for those most in need, and service to the local and regional community.

Now in its sixth decade, Le Moyne has significantly grown and evolved since its early years. Yet it has remained true to its founding ideal: "But Love the Truth and Peace." From its inception, Le Moyne has been a progressive institution, growing and developing in the Ignatian spirit of adaptation to the needs of the times. Le Moyne has been guided by the Jesuit principles of its presidents, whose educational visions have helped shape the character of the College.

As a comprehensive college, accredited by the state of New York and the Middle States Association, Le Moyne shares the ideals of academic freedom found in American institutions of higher education. The College welcomes faculty and students of all racial, ethnic and religious backgrounds. It provides educational opportunities for commuters, on-campus residents, those already employed and older students eager to continue their education alongside traditional college age students.

As an academic institution, Le Moyne recognizes that its identity is rooted in the pursuit of truth and the attainment of intellectual excellence as a goal in and of itself. Le Moyne believes that a solid grounding in the humanities and sciences is an essential part of the students' preparation for a productive career and a meaningful life. The core curriculum requires students to complete a special series of courses and course options designed

Mission Statement

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

OneLeMoyne Statement

In 2008, President Fred Pestello initiated OneLeMoyne, a yearlong, campus-wide dialogue centered around the question: "What must Le Moyne College become?" Out of hundreds of conversations emerged the following vision for Le Moyne: "To be a premier Jesuit college where diverse talents meet to foster academic excellence, integrity and a commitment to justice." Today members of the campus community are working together to address a series of priorities to make that vision a reality.

to assist them in acquiring the skills, knowledge, attitudes and values that form the basis of a liberal arts education in the Jesuit tradition. More than 700 courses are offered, leading to Bachelor of Science or Bachelor of Arts degrees in more than 30 different majors, or to graduate degrees in nursing, physician assistant studies, business administration or education.



Today, approximately 2,400 undergraduate students are enrolled at Le Moyne. Nearly 800 more are enrolled in the master's degree programs or are pursuing certification in Le Moyne's physician assistant program. Campus facilities, too, have steadily expanded over the years, with 29 buildings currently sitting on the 160-acre campus.

The College faculty comprises 237 dedicated men and women. Classes are small, and the student-faculty ratio fosters personal attention to the individual student. The Jesuit presence enriches the campus experience as well. Jesuits live in some of the residence halls as counselors, and many are members of the teaching faculty.

The Jesuit tradition gives special recognition to Christian revelation as a source of wisdom and the message of Jesus Christ as a way to frame a meaningful philosophy of life. Because the search for meaning and value is at the heart of the intellectual life, critical examination of fundamental religious and philosophical questions is integral to Jesuit liberal arts education. The College also provides extensive opportunities for liturgical celebrations and service projects for those who choose to take part in them.

Dedicated to the education of the whole person, Le Moyne's commitment to a broad liberal arts education, personal growth, and a philosophy of service to others ensures that graduates leave this campus community with skills that will last a lifetime.

Nondiscrimination Statement

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 ("Title IX"); Section 504 of the Rehabilitation Act of 1973 ("Section 504"); the Americans With Disabilities Act ("ADA"); the Age Discrimination in Employment Act; the Age Discrimination Act; and the New York State Human Rights Law) regarding discrimination. The College does not discriminate against students, faculty, staff or other beneficiaries on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities. Le Moyne College is an Affirmative Action/Equal Opportunity Employer. For further information contact the College's Age Act, Title IX, and Section 504/ADA Coordinator: Assistant Vice President for Student Development and Multicultural Affairs, 315-445-4525 (voice), 315-445-4767 (facsimile).

Student Government Association Officers

The Student Government Association Office is located in Foery Hall basement, phone: 445-4543.

President	<i>Dennis Carrangi</i>
Vice President	<i>Alexis Pickett</i>
Comptroller	<i>Sebastian Notaro</i>
Speaker of the House	<i>Jules Shelton</i>
Secretary	<i>Erica White</i>
Student Affairs Chair	<i>Emily Ianno</i>
Academic Affairs Chair	<i>Bryce Cosgrove</i>
Multicultural Affairs Chair	<i>Angeline Jonga</i>
Public Relations Coordinator	<i>Jessica Truman</i>
Class Representatives 2012	<i>Joseph O'Connor</i> <i>Nate O'Neil</i> <i>Thomas Tully</i>
Class Representatives 2013	<i>Nicholas Cutter</i> <i>Joseph Kalet</i> <i>Anthony Petrosky</i>
Class Representatives 2014	<i>Matt Besner</i> <i>Allison Herholtz</i> <i>Kathleen McCarthy</i>

William Dolan, S.J., *Moderator*
John Haley, *Moderator* – 445-4520

Alma Mater

Against the sky you stand, Le Moyne
A beacon to us all.
And on the Heights our forces join,
We rally to your call.

From loyal hearts our challenge roars
That here we stand allied,
You're ours, Le Moyne, and we are yours
While Heights and Hearts abide.

May your ideal be our command
Your praises ever sung;
So long as on the Heights you stand
Your name be on our tongue.

From loyal hearts our challenge roars
That here we stand allied,
You're ours, Le Moyne, and we are yours
While Heights and Hearts abide.

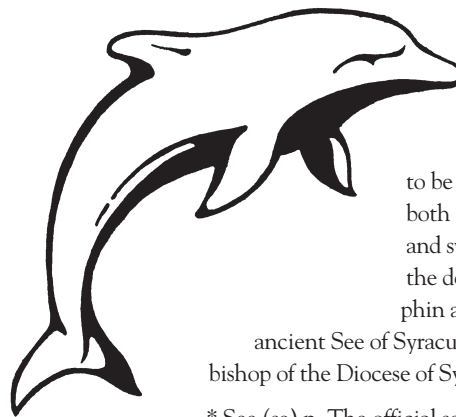
Lyrics: John V. Curry, S.J.; music: John J. Hooper, S.J.; harmony: J.J. McGrath, F.A.G.C.

Le Moyne Student Programming Board Officers

Co-Chairpersons	<i>John Sessa</i> <i>Luis Torres</i>
Secretary	<i>Kelsey Woodrick</i>
Comptroller	<i>Bryce Cosgrove</i>
Publicity	<i>Dan Ford</i> <i>Katy Perry</i>
Senior Executives	<i>Skylar Aviza</i> <i>Colette Montgomery</i> <i>Rose Murphy</i>
Senior Representatives	<i>Jackie Coe</i> <i>James McGrath</i> <i>Joe O'Connor</i> <i>Michael Bernardoni</i>
Junior Representatives	<i>Angie Jonga</i> <i>Buddy Miles</i> <i>Davon Williams</i>
Sophomore Representatives	<i>Andrew Strzelinski</i> <i>Emily Ianno</i> <i>Mallory Manning</i>
Freshmen Representatives	<i>Kayla Williams</i> <i>Kerrigan Coyle</i> <i>Mark Gustafson</i> <i>Pablo Rios</i>
WLMU Representative	<i>Jay Morgese</i>

John Haley, *Moderator* – 445-4520

Dolphin Mascot



The dolphin is the symbol and mascot of Le Moyne College. The use of the sign of the dolphin became common among Christians of the second century A.D. It was popularly considered to be friendly toward man and represented both love and tenderness. Noted for its grace and swiftness, the dolphin also symbolizes the desire for knowledge. A figure of the dolphin appears on the seal of the bishop of the ancient See of Syracuse* in Sicily, as well as the seal of the bishop of the Diocese of Syracuse in New York state.

* See (se) n. The official seat, center of authority, jurisdiction or office of a bishop.

College Calendar*

Fall Semester 2011

August

15 Monday	P.A. Studies Program classes begin for second-year students/clinical year.
22 Monday	P.A. Studies Program orientation.
23 Tuesday	P.A. Studies Program classes begin for first-year students.
25 Thursday	New students report. New student convocation.
27 Saturday	Dolphins in Volunteer Effort (DIVE).
28 Sunday	Residence halls open for returning students.
29 Monday	Classes begin (undergraduate and graduate).

September

3 Saturday	Saturday classes begin.
5 Monday	Labor Day (no classes).
6 Tuesday	Last day to add a class, audit a class and for late registration. Last day to drop a class with a full refund. Last day to file a proposal for independent study/research with dean's office. Faculty must resolve "I" grades from Summer Session I (graduate education).
7 Wednesday	Mass of the Holy Spirit at 10:45 a.m. (Panasci Family Chapel). (Classes scheduled for 10:30 a.m., 11:30 a.m. and 12:30 p.m. will not be held. Classes will resume at 1:30 p.m. Campus offices will close at 10:30 a.m. and reopen at 1:30 p.m.)
12 Monday	Last day to drop a class with no grade. Faculty must resolve "I" grades from Summer Session II and III (undergraduate and MBA).
23-25 Fri.-Sun.	Family Weekend.

October

4 Tuesday	Last day to withdraw from a class for a partial refund.
8 Saturday	Saturday classes will be held.
10-11 Mon.-Tues.	Fall Break (no classes)
12 Wednesday	Classes resume. Faculty must resolve "I" grades from Summer Session II and III (graduate education).
19 Wednesday	Midterm grades due by noon.

November

7 Monday	Spring registration begins for matriculated graduate education, MBA and graduate nursing students.
14 Monday	Spring registration begins for matriculated undergraduate students. Registration begins for non-matriculated MBA and graduate nursing students.
18 Friday	Last day to withdraw from a class with a "W" grade. Last day for pass/fail option.
21 Monday	Registration begins for non-matriculated graduate education students.
23-27 Wed.-Sun.	Thanksgiving Break (no classes).
28 Monday	Classes resume.

December

9 Friday	Undergraduate/graduate classes and co-curricular activities end.
12-16 Mon.-Fri.	Semester ending exams.
17 Saturday	Final exams for Saturday classes.
19 Monday	Final grades due by noon.

Spring Semester 2012

January

2 Monday	Clinical rotations resume for second-year P.A. Studies Program students.
10 Tuesday	P.A. Studies Program classes begin for first-year students.
16 Monday	Martin Luther King Jr. Day (no classes).
17 Tuesday	Faculty must resolve "I" grades from Fall 2011 (undergraduate).
22 Sunday	Residence halls open at noon.
23 Monday	Classes begin (graduate and undergraduate).
28 Saturday	Saturday classes begin.
30 Monday	Last day to add a class, audit a class, and late registration. Last day to drop a class with a full refund. Last day to file a proposal for independent study/research with dean's office.

February

6 Monday	Last day to drop a class with no grade.
14 Tuesday	Faculty must resolve "I" grades from Fall 2011 (graduate programs).
27 Monday	Last day to withdraw from classes for a partial refund.

March

3 Saturday	Spring break begins. Saturday classes held.
5-9 Mon.-Fri.	Spring break (no classes).
11 Sunday	Residence halls open at noon.
12 Monday	Classes resume.
19 Monday	Midterm grades due by noon.

April

2 Monday	Summer and May-mester registration begins for undergraduate students.
5-9 Th.-Mon.	Easter Break (Holy Thursday-4/5, Good Friday-4/6; Easter Sunday-4/8, No classes-4/9).
10 Tuesday	Classes resume. Fall registration begins for matriculated graduate students.
16-20 Mon.-Fri.	Fall registration begins for matriculated undergraduate students and non-matriculated graduate education and graduate nursing students.
17 Tuesday	Last day to withdraw from a class with a "W" grade. Last day for pass/fail option.

May

7 Monday	Undergraduate/graduate classes and co-curricular activities end.
8 Tuesday	Study Day.
14 Monday	Summer clinical rotations for second-year P.A. Studies Program students begin.
9-15 Wed.-Tues.	Semester ending exams.
12 Saturday	Final exam for Saturday classes.
16 Wednesday	Senior and graduate grades due by noon.
18 Friday	All other grades due by noon.
19 Saturday	Baccalaureate (p.m.)
20 Sunday	Commencement (a.m.)

* Visit the academic calendar located on the Office of the Registrar's Web page for updates.

Students in any of the graduate programs should consult program calendars for additional significant dates and deadlines.



Academic goals cannot be achieved without the development of the student's total personality. Since the majority of a student's time is spent outside of the classroom,

extracurricular and co-curricular activities serve as valuable partners with academics in the enhancement of the total college experience. Clubs and organizations provide opportunities for students to meet and interact with others who share their interests. They also provide opportunities for students to explore new interests.

College Clubs and Organizations

Le Moyne College reserves the right to register groups of Le Moyne students who wish to create formal clubs or organizations.

Le Moyne's policy is to encourage free discussion of issues as part of the educational process. Organized advocacy of a position violating the College's Catholic tradition is not endorsed or funded by the College. Registration of a student club or organization by Le Moyne College is an acknowledgment that the organization has complied with registration procedures. The College will grant all rights and privileges accorded every registered club or organization.

Any group of 10 or more Le Moyne students wishing to register as a College club or organization must begin by submitting a constitution (delineating the club's purpose, membership, etc.) to the Organizational Finance and Review Committee (OFRC), a standing committee of the Student Government Association. OFRC reviews the constitution to assure that the club's or organization's purpose is congruent with the goals and ideals of the College. Final approval for registration rests with the vice president for student development.

Students are encouraged to create new clubs and organizations in compliance with established guidelines when existing clubs do not address a particular need. Those interested in establishing a new club or organization should arrange to meet with the director of campus life for assistance.

The proposed club or organization must also submit to OFRC a list of officers and members for the proposed club or organization and the name of the faculty member or administrator who will serve as the moderator.

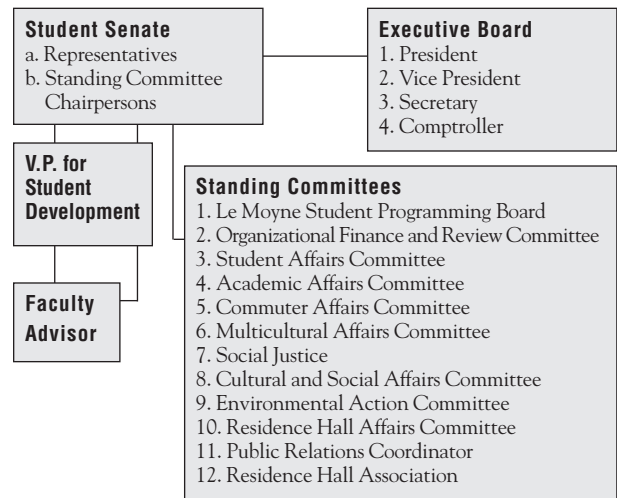
Registration of a student organization implies that the College approves of the organization's constitution and bylaws; however, such registration does not necessarily imply College approval or endorsement of the particular point(s) of view of the group.

Students on academic probation are prohibited from serving as members and/or officers of recognized clubs and organizations during the period of their probation as determined by their divisional academic dean.

If you are interested in joining a club, call the Office for Campus Life and Leadership at 445-4520 or go online to www.lemoyne.edu and click on "Life at Le Moyne."

Student Government Association (SGA)

The Student Government Association (SGA) is the formally recognized "voice of the students." Under the leadership of an executive board (president, vice president, secretary and comptroller), elected at large by the student body, the SGA assures formal student input into the College's policy-making process. Committees responsible to the SGA include the Le Moyne Student Programming Board (LSPB), Organizational Finance and Review Committee (OFRC), Student Affairs Committee, Academic Affairs Committee, Commuter Affairs Committee and the Multicultural Affairs Committee.



The SGA assumes responsibility and power for student-life policy legislation. It is responsible for initiating or being consulted on general student-life legislation, judicial procedures, residence hall policy and the selection of candidates for many administrative offices. The SGA is also responsible for naming members of the student body to serve on any College committee where student representation has been specified.

Campus Review Board

The Campus Review Board deals only with student development policy issues of conflict between the SGA and the vice president for student development.

The eight members are: four students (non-Student Senate); two administrators (the director of campus ministry and the academic vice president); and two faculty members (appointed by Faculty Senate).

Le Moyne College Clubs and Organizations

Accounting Society

This organization gives students the opportunity to meet accounting practitioners of various professional disciplines. Alumni frequently return to campus and share work experiences. Meetings are open to all accounting majors.

American Red Cross Club

This organization works to promote interest in community service

and action while offering a variety of volunteer opportunities both at the local and international level to help expand awareness of disaster relief. This club is open to all Le Moyne students of any major.

Amnesty International

Amnesty International is a nonpolitical organization dedicated to the work of advocacy on behalf of prisoners of conscience. Amnesty International promotes campus networks so that during the academic year students can participate in the organization's work. The purpose of the campus network at Le Moyne is twofold: to help in the work that the organization carries out and to allow students to learn about the world situation regarding prisoners of conscience. Membership is open to the entire Le Moyne community.

Anthropology Club

The purpose of this club is to foster an interest in the field of anthropology, to provide a common meeting ground for those interested and to facilitate communications among them. Membership is open to all students interested in the field of anthropology.

Ascent HR

This organization provides a variety of programs and activities for students interested in human resources, including guest speakers, trips to professional conferences, discussions and social events. Membership is open to the entire Le Moyne community.

Asian Students in Alliance (ASIA)

ASIA is an organization intended to represent and promote an awareness and appreciation of Asian cultures. Membership is open to all students who share an interest in the culture and issues facing Asian-American students.

Association of Students in Communications (ASC)

The Association of Students in Communication (ASC) enhances knowledge of the communication industry and facilitates career opportunities by sponsoring guest speakers, employer panels and tours of major media markets. All Le Moyne students are welcome to join.

Biochemistry Club

The Biochemistry Club aims to encourage and develop a deep appreciation for the fundamentals of the science of life. The club uses the surrounding community to provide students with an opportunity to learn and experience biochemical sciences. Members are also encouraged to partake in abstract discussions and conversations.

Biology Club

The Biology Club is an organization whose purposes are to promote student interest and participation in the life sciences and to provide a social venue through which students may explore shared interests and make new acquaintances. The Biology Club sponsors a variety of events and activities throughout the year and helps freshman biology students adjust to college life. The Biology Club is open to all students.

Black Robe

Black Robe, the Le Moyne yearbook, is published by Le Moyne students. All students are eligible to join the staff and may do so by applying to the editor-in-chief or the moderator. Students from all classes are urged to participate to ensure staff continuity. This publication provides students with experience in areas such as photography, editing, writing and graphic arts.

B.O.N.D. (Brothers of a New Direction)

BOND's purpose is to raise awareness of various cultures by sponsoring a variety of multicultural events. The organization also encourages students of color to become actively involved in all Le Moyne sponsored activities.

Membership is open to any interested student enrolled at Le Moyne College.

Boot and Buskin Theatre Troupe

This student-managed organization presents professionally directed and designed theatre at Le Moyne. Past productions include *Our Country's Good*, *The Living*, *Macbeth* and *The Fair Maid of the West*. In 1995 Boot and Buskin was selected and invited to represent the United States at the Eighth International Colloquium of the Société Internationale pour L'Etude du Théâtre Médiéval in Toronto, Canada.

Interested students can learn the skills of acting, design, technical theatre production and theatre management (including public relations, business management and graphic production).

Membership is open to everyone on campus and consists of active participation on and off stage.

Business Club

Designed for students interested in business, the club provides an outlet for businesses to contribute information on current and upcoming professional practices. The club promotes interaction among students, faculty and business professionals. Membership is open to the Le Moyne community.

Creating Awareness Reaching for Equality (CARE)

CARE is an anti-discrimination group. Through speakers, films and other special events, the group's goal to educate the Le Moyne community about prejudice based on sexual orientation. Membership is open to the entire Le Moyne community.

Choral Groups

Le Moyne College Chamber Singers

The Le Moyne College Chamber Singers specialize in classical repertoire. The Chamber Singers normally consist of no more than 15 voices. Rehearsals are held twice a week, with concerts scheduled toward the end of each semester.

Chapel Choir

The Chapel Choir is affiliated with campus ministry. The choir is composed of singers and instrumentalists who rehearse weekly to lead the congregation at the Sunday Mass. The choir also sings at other liturgical events throughout the year. Songleaders and instrumentalists are also trained to lead the singing at the other Sunday Masses. An organizational meeting is held at the beginning of every school year for all singers and instrumentalists interested in the music ministry.

Fermata Nowhere

An a capella singing group. Membership is open but subject to audition. The group performs on and off campus throughout the academic year.

The Jazzuits

The Le Moyne College Jazzuits formed in 2004 under the direction of Carol Jacobe. The group is very active with performances on the Le Moyne campus as well as participating in jazz festivals, workshops, college festivals and numerous community performances.

Le Moyne College Singers

The Le Moyne College Singers specialize in both classical and vocal jazz repertoire and is open to singers from the entire Le Moyne community including students, faculty and staff. Rehearsals are held twice a week, with concerts scheduled toward the end of each semester.

Voices of Power

The Voices of Power is a three-voice gospel choir. Its purpose is to spread the gospel of Jesus Christ through song. Membership is open to all students, alumni, faculty and administrators.

Chemistry Club

The Chemistry Club is open to all members of the Le Moyne community who major in the sciences. The club sponsors lecturers from both industrial and academic circles, giving students an awareness of current trends in chemistry.

The club is a student-affiliate organization of the American Chemical Society (ACS) and makes ACS information and membership available to qualified students.

Criminology Club

The “Crime” Club is dedicated to furthering students’ knowledge of criminological, crime and criminal justice issues. Some of the activities the crime club will be involved in are touring correctional facilities, meeting with criminal justice professionals and discussing current criminological issues. Field trips are always encouraged, as are student ideas for trips or projects. The club is open to all majors.

Democrats Club

Membership in the Democrats Club is open to any member of the Le Moyne community who desires to meet, listen to and share the ideas of the Democratic Party. Events and activities of the club include an annual student voter registration drive, films, speakers, current event discussion sessions and campaign participation on behalf of Democratic candidates.

The Dolphin

The Dolphin is published weekly by the students of Le Moyne College. Students from all classes and majors are encouraged to join the paper, regardless of previous experience. *The Dolphin* provides students with experience in writing, editing, photography and layout design. Anyone interested in joining the paper should contact a member of the editorial board. Board names are listed in each issue of *The Dolphin*.

Dolphin Steppers

The Dolphin Steppers use various creative mediums, including step routines, to help bring about a greater understanding and appreciation for diversity on campus and the surrounding community. The theme of the Dolphin Steppers is “Unity through Diversity.” It should be understood that the arts are a means by which the group chooses to convey its message. Members consider themselves educators, not performers. While they promote cultural awareness, the Dolphin Steppers focus more on similarities between

people than differences. For this reason they do not consider themselves a “multicultural” organization.

Economics Club

The Economics Club sponsors two outside speakers per year, holds four social meetings and sponsors an off-campus trip to an area of interest such as a Federal Reserve bank, the New York Stock Exchange, and government and business agencies in Washington, D.C., and elsewhere. The Economics Club also acts as an information center for careers in economics, opportunities for graduate study and current job openings. Membership is open to all Le Moyne students.

Education Club

This club informs students of current issues in the field of education and teacher preparation. The club’s primary resources are the education department, alumni and experts in the field who discuss various education-related topics. Club activities and membership are open to all students enrolled at Le Moyne.

El Progreso

El Progreso is an organization whose purposes are to represent and explore Latino issues and cultures, to unite students who are interested in Latino issues, and to develop a network with community groups and other colleges. Membership is open to all Le Moyne students.

English Club

The English Club sponsors poetry and fiction readings, scholarly lectures, an annual Career Night where alumni English majors return to talk about careers and a number of social events. Membership is open to all Le Moyne students.

Film Club

The Film Club at Le Moyne is designed to foster an appreciation for films as forms of art, entertainment and cultural production. Each semester, the Film Club sponsors four to five film-related events. Typically these are screenings of individual films followed by informal discussion. On occasion, the events have involved multiple screenings – mini film fests focusing, for example, on horror movies or foreign-language films. For the last meeting each semester the club goes out for dinner and movie.

French Club

The French Club is open to anyone within the Le Moyne College community. Focus in on in the French language and culture, and exploration of how they affect not only France, but also the world.

Gaming Society

The purpose of the Gaming Society is to provide resources and an environment for members of the Le Moyne community to engage in intellectual diversions and games. We also strive to bring together students with an interest in strategic games and related activities.

Gaelic Society

The Gaelic Society’s purpose is the promotion of the customs and culture of the Irish people. The Gaelic society attempts, through various activities, to heighten students’ understanding of Ireland — past and present. In cooperation with local Irish groups, the society participates in the St. Patrick’s Day Parade and other community events. Membership is open to all Le Moyne students.

Habitat for Humanity - Le Moyne College Chapter

Through fundraising, education and building assistance (locally and on alternative breaks), the Le Moyne College chapter of Habitat for Humanity works with the Syracuse chapter as well as Habitat for Humanity International to forward the mission of providing adequate housing and creating healthy communities for those in need.

The History Academy

The History Academy encourages the pursuit of studying history beyond the classroom. Whether by discussing future endeavors such as graduate schools or law schools, the History Academy strives to sponsor events which interest students regardless of their major.

Ignatian Ignite

Ignatian Ignite is Le Moyne College's premier Ignatian heritage organization. Through its specific and focused mission, Ignatian Ignite serves as the catalyst for the exchange and celebration of the Ignatian world-view among members of the Le Moyne community. Members are active participants in weekly service opportunities, faith sharing community, residence hall spirituality nights, and many other programs. Membership is open to and lived by all members of the Le Moyne College community.

Instrumental Groups

Jazz Ensemble

The Le Moyne College Jazz Ensemble endeavors to spread its knowledge and love of music to the entire campus and surrounding community. Performing in various group and individual concerts on campus, the ensemble showcases a variety of music, including songs from the classic big band era to Latin calypso beats. The Jazz Ensemble continually strives to make its presence known by playing at local businesses, establishments and festivals.

Le Moyne College Chamber Orchestra (LCCO)

The LCCO performs multiple concerts each academic year featuring music from all genres, including classical, film, pop and everything in between. The LCCO has collaborated regularly with well-known artists such as James Ehnes, Axel Stauss and Janet Brown.

Pep Band

In collaboration with the Department of Athletics, the Pep Band performs at various athletic and College events, including basketball and volleyball games.

Institute of Internal Auditors

The Institute of Internal Auditors works to take a leadership role in preparing students for careers in internal auditing. The institute offers students the opportunity for continued growth through committee membership, informative speakers and seminars, and by sharing ideas with peers. The club is open to members of the Le Moyne community.

Institute of Management Accountants

The Institute of Management Accountants provides networking opportunities in the field of management accounting, helps develop leadership skills through exploration of relevant events in the accounting field, and allows for the opportunity to be part of a national organization for management accounting professionals.

International Relations Club/Model United Nations

"Delegates, please come to order." "I motion to open the speaker's list." "This resolution clearly passes." These are all common phrases one would encounter at a United Nations simulation.

The International Relations Club is open to students of all majors and sponsors activities that develop a greater understanding of international relations. The club sponsors speakers and debates, and selects a team for the annual National Model United Nations simulation in New York City.

Participation in such a simulation provides members with great hands-on experience in both communications and constructing resolutions for the world's social, economic and political conflicts. The club offers students the opportunity to gain the knowledge and skills necessary to become the leaders of tomorrow.

International Students Club

The purpose of this club is to assist students from other countries in making a smooth transition to Le Moyne College. The club serves as a support for international students by providing information on visas, travel and life in the United States. Students are encouraged to share their various traditions and learn about other cultures, including American culture. Membership is open to all members of the Le Moyne community.

Investment Club

The Le Moyne College Investment Club exists to enhance the overall financial knowledge of the members. Using various media sources, members will facilitate sound investments, hence developing skills that will serve as a foundation in the financial world.

Italian-American Society

The purpose of this student-run organization is to represent and expose Italian-American issues and culture to the Le Moyne community, by carefully planning and presenting educational, social and recreational functions and events. The Italian-American Society also attempts to develop a close working relationship with Italian-American cultural groups and institutions. Membership is open to all Le Moyne students.

Le Moyne College Dance Team

The Le Moyne College Dance Team provides an environment for students who share an interest in dance to gather and perform. The dance team also provides entertainment during half times of home basketball games and at Midnight Madness. The goal of the team is to conjure more school spirit and participation in school sporting events.

Le Moyne College Pre-Health Society

The purpose of the Le Moyne College Pre-Health Society is to provide a support group for those who wish to pursue a health-related profession. This support will consist of study groups, field trips to medical and dental schools, and close association with the Le Moyne Pre-Health Committee. Another objective is to bring Le Moyne alumni (and others) who are in health professions back to the College to speak to current students about their vocation in a dinner setting.

LCTV

The Le Moyne College Television Club is designed to give students experience in writing, producing and performing shows for television. Le Moyne College has its own cable channel which will air student productions. All students who are interested in gaining valuable experience in the television industry are welcome to join.

Le Moyne Student Dance Company (LSDC)

Classes meet weekly to study ballet, tap, jazz, modern, African, Latin and ballroom dance. Students with experience will have the opportunity to instruct as well as choreograph. All dancers collaborate and plan performances. Performances are held at least once per semester. When funding is available, professional instructors will be invited to provide dance workshops throughout the year. The LSDC was established to meet the needs of students who are interested in the study of dance and sharing their experiences.

Le Moyne Student Programming Board (LSPB)

The Le Moyne Student Programming Board is a standing committee of the Student Senate and is responsible for providing a variety of social and cultural activities for Le Moyne students. Events are funded through an activity fee that is assessed to all full-time students each semester.

Other organizations are also encouraged to sponsor campus activities. They may request funds from LSPB to help finance an event in which they are particularly interested. This procedure allows for greater diversity in campus programs.

The committee's board is responsible for all budget allocations and program planning. The board consists of a chairperson elected at large by the student body, vice chairperson, comptroller, secretary, publicity coordinator, work-study staff coordinator, film director, music events director, on-campus special events director, off-campus special events director, lecture director, marketing directors, multicultural club representatives, commuter activities director, recreation activities director, hall council activities director, publicity coordinator, R.H.A. representative, comedy chair and representatives from each class.

All students are members of the Le Moyne Student Programming Board, and all meetings are open. Student suggestions and opinions are always welcome.

Literary and Graphic Arts Society/Salamander

The purpose of the society is to encourage literary and artistic creativity in the Le Moyne community and to publish outstanding student work in an annual journal. Each semester short stories, poems, scripts, informal essays and artwork of all kinds are solicited for publication.

Major Arcana

The Major Arcana Theater group was founded in the spring of 1983 with a production of an original performance-art piece, *Blood and the Moon*. The group produces student-directed and -designed one-act plays in the W. Carroll Coyne Center for the Performing Arts and at other campus locations for the Le Moyne community.

Past productions include: Aeskylos' *Agamemnon*, Sartre's *No Exit*, Edward Albee's *The American Dream*, and David Mamet's *Revenge of the Space Pandas*.

Marketing Club

This club's purpose is to stimulate interest in, to foster a better understanding of and to encourage sound, ethical practices in marketing. Both an academic and a social organization, the club provides a transition between the classroom and the practicing profession. Speakers are invited to the campus from commerce and industry to present and discuss current marketing techniques. A monthly newsletter is published and marketing projects and consultations are undertaken involving local profit and nonprofit organizations. Membership is open to the Le Moyne community.

Mathematics Club

The Mathematics Club is open to all students with an interest in mathematics. The club hosts speakers and views films that offer interesting topics not covered in class and investigates the various professional opportunities available in the field of mathematics.

Medieval Round Table

The Medieval Round Table is an outlet for members of the Le Moyne College community who are interested in all things medieval such as literature, films, dress, culture and history, and offers an opportunity to discuss these things in a scholarly setting.

Muslim Student Association (MSA)

We are an official chapter of the nationwide Muslim Students Association. Our goal will be to promote the ideas of Islam but also to bring Muslims and non-Muslims together to diminish the misconceptions people often have about others' religions. The MSA is open to all Le Moyne students.

Organizational Finance and Review Committee

This organization is a standing committee of the Student Government Association (SGA). Membership consists of the student vice president as chair serving as a non-voting member, the SGA comptroller and two representatives from each class. All class members are eligible for membership. The committee's purpose is to consider the registration of new clubs/organizations consistent with the College's ideals and to allocate budgets on an annual basis to ensure club viability and operation to meet stated objectives.

Orientation Committee

Le Moyne considers orientation important in providing a smooth transition to college life. All new students are required to participate in orientation programs. In an informal and informative atmosphere, returning students on the Orientation Committee carry out programs and activities to introduce newcomers to campus resources, organizations and people. Faculty members and administrators also play an active role in the orientation programs and are available to assist with the academic planning and with the concerns of new students. Committee members are selected during the spring semester. All full-time Le Moyne students are eligible to apply for membership.

Our Expressions

Our Expressions is a newsletter produced by the multicultural community at Le Moyne. The newsletter enhances all cultures: Latino, African-American, Native American, Italian, Irish, Greek and others. *Our Expressions* seeks to promote an awareness of different cultures and races on campus through poetry, prose and short stories, as well as lectures and a wide spectrum of activities.

Outing Club

Through outdoor activities such as camping, hiking, caving and canoeing, the Le Moyne College Outing Club promotes community building, personal development and appreciation for the outdoors. Membership is open to the entire Le Moyne community.

Philosophy Symposium

The symposium sponsors a series of philosophical dialogues each semester. Topics in recent years have consisted of medical ethics, feminist theory, philosophy of the body, critiques of both films and the stars appearing therein, ethics, race and class issues and environmental philosophy. Symposium is also a forum for students to present and discuss advanced research and writing.

Physician Assistant Student Society

Our student society was formed during the fall semester of 1996 by the charter class of the Le Moyne College Physician Assistant Program. In the fall semester of 1997, the junior and senior classes reorganized the society's infrastructure, produced a charter and became a recognized student society by the American Academy of Physician Assistants (AAPA).

The student society is the official organization of the physician assistant studies student body of Le Moyne College. The student society will encourage and support academic achievement, clinical excellence and community involvement. The society will promote the physician assistant as a member of the health care team.

The infrastructure of the student society was developed to facilitate interaction and camaraderie between the junior and senior classes.

The officers of the student society include:

- President (the elected senior class president)
- Vice President (the elected junior class president)
- Secretary (the elected junior class secretary)
- Treasurer (the elected junior class treasurer)

The vice presidents of both the junior and senior class are active participants in the student society as well.

The student society has one junior and one senior representative at the national, state and local level. The representatives are liaisons between the student society and physician assistant professional organizations: AAPA, NYSSPA and PACNY.

Physics Club

The Physics Club gives students the opportunity to pursue their interest in physics beyond the classroom and promotes an appreciation for and understanding of the physical sciences among members of the Le Moyne community. The club is a chapter of the Society of Physics Students, the student section of the American Institute of Physics. Membership is open to all Le Moyne students.

Political Science Academy

The Political Science Academy, which is open to all students, aims to develop and promote student awareness of, knowledge regarding and participation in the political system. Field trips, speakers, topical discussions and debates, workshops and social activities are planned throughout the school year.

P.O.W.E.R. (Pride in Our Work, Ethnicity and Race)

The purpose of P.O.W.E.R. is twofold. First, it helps students of

color to maintain their cultural identity. Second, it fosters respect and appreciation for all cultures by providing a variety of multicultural activities for the entire Le Moyne community. Membership in the organization is open to all Le Moyne students.

Projects in the Community (PIC)

Projects in the Community was established at Le Moyne in 1969 to send Le Moyne students into the Syracuse community on a volunteer basis. PIC provides the structure for students to participate in Christian social action by volunteering their services as tutors, recreational aides and friends of senior citizens. Membership is open to all Le Moyne students. Inquiries can be made at Campus Ministry.

Pre-Law Society

The Pre-Law Society was established to familiarize all students interested in the various aspects of the legal field. Activities include pre-law school counseling with faculty, guest speakers from local firms and an on-campus mock trial.

Psychology Club

The club educates Le Moyne students in the field of psychology by extending their knowledge beyond class material to new topics in psychology. This is done through films, lectures, panels and student interaction. The club also provides graduate school and career option information to psychology majors.

R.A.D.I.C.A.L.

All members of the Le Moyne College community are welcome to participate in this organization, whose members are committed to promoting awareness and understanding about disability issues. The group will strive to enhance campus accessibility by bringing issues of concern to the attention of appropriate College officials. In addition to regular meetings, events will be scheduled throughout the academic year to provide opportunities for members and guests to interact socially and share their experiences. (R.A.D.I.C.A.L. stands for "Raising Awareness about Disabilities and Improving Campus Accessibility at Le Moyne.")

Religious Studies Club

The purpose of this club is to provide all students interested in the academic study of religion(s) with a forum for exploration of common interests, research and professional goals. The club seeks to promote awareness and understanding of religious diversity on campus and in the larger community by bringing together students, teachers and writers of religious studies and theology both intellectually and socially.

Membership in the Religious Studies Club is open to all Le Moyne students. All members may participate in the work and direction of the club.

Republican Club

The Republican Club was formed to make known and promote the principles of the Republican Party on campus. Among its goals are the development of political skills and leadership abilities needed for future service to the party and the community, the recruitment of students as members of the club and Republican Party and the election of Republican candidates at all levels of government. Membership is open to all students.

Ski Club

The Ski Club provides an opportunity to meet new friends and to enjoy the company of fellow skiers. The aim is to introduce skiing to beginners as well as to enable advanced skiers to improve.

The club members ski once a week at a local ski area. The program includes six weeks of lessons and all-day skiing for at least six weeks. Transportation is provided. Membership is open to the entire Le Moyne community.

Sociology Club

The Sociology Club serves the needs of sociology students which are not typically met in formal classroom settings. Many of its activities are career-oriented. Speakers, often Le Moyne graduates, address student concerns regarding careers and preparation for employment. The club sponsors student attendance at professional conferences. And finally, club members organize social activities for students and faculty to meet in a relaxed setting.

Spanish Club

The Spanish Club fosters an appreciation of various Spanish cultures and offers a forum to discuss issues not covered in Spanish classes. It brings Spanish films, performing arts and academics to the campus. The club is open to all members of the College community.

Sports Management Club

This club is open to students considering a career in the sports industry. The club makes students aware of opportunities available to them in the field of sports management and connects them to alumni currently working in the field.

Student Alumni Association (SAA)

The purpose of the SAA is to strengthen the relationship between students and alumni by educating students about their rights and responsibilities upon graduation and by increasing alumni awareness of Le Moyne activities and events. Furthermore, the SAA is committed, with the Office of Alumni and Parents Programs, to providing its background to: establish and maintain a healthy bond between the Alumni Board of Governors and the SAA; enrich the quality of the College as an institution of higher education by engendering pride, loyalty and support in its tradition and history; and promote the interests of and understanding among the students of the past, present and future of Le Moyne College.

Student Environmental Coalition

The purpose of the Environmental Coalition is to foster an appreciation of the outdoors and an awareness of environmental problems through a variety of activities and environmentally themed events. Participation in outdoor events is stressed. Membership is open to all members of the Le Moyne College community.

Student Music Club

The Student Music Club is an organization through which student leaders work with Le Moyne College music faculty to organize special musical experiences for Le Moyne students.

Tae Kwon Do

This society meets for workouts twice weekly under the guidance of a certified instructor with a second-degree black belt in the Korean

art of Tae Kwon Do. A variety of styles are practiced; students in any of the martial arts are encouraged to share their knowledge.

Ultimate Frisbee Club

This club exists to encourage and enhance the skills of ultimate Frisbee players within the Le Moyne College community. The club promotes fair play and provides members with the opportunity to engage in recreational as well as competitive play. The spirit of the game is valued utmost as the motivation for play. The club is open to all who have an interest in it. The Ultimate Frisbee club also participates in tournaments hosted by colleges and universities throughout the region.

WAGE – We Advocate Gender Equality

Le Moyne works to bring a better understanding of women's issues and their relationship to the Le Moyne community at large. The coalition strives to educate women and men in the hope of creating an atmosphere conducive to equality and cooperation. Membership is open to any student enrolled at Le Moyne.

WLMU Radio

WLMU radio, a student-operated station, serves the Le Moyne community and is located in the basement of Dablon Hall. WLMU provides an opportunity for students to learn and practice broadcasting skills and, in some cases, students may earn college credit in the process. Students gain hands on experience in all areas of radio production and management. WLMU is a working organization that requires its members to fulfill various responsibilities in order to run the station. WLMU can be heard online at www.lemoyne.edu/wlmuradio or use iTunes and follow the "Radio" link to "College" and then "WLMU."

Honor Societies

Alpha Kappa Delta

Alpha Kappa Delta (AKD) is the national honor society for sociology. It was established in 1920 at the University of Southern California and the charter for the local chapter at Le Moyne (Upsilon) was approved by the AKD council in 1975. The purpose of Alpha Kappa Delta is to recognize outstanding work by undergraduate students majoring in sociology who are in their junior or senior year and to provide a medium — the refereed journal *Sociological Inquiry* — through which scholarly work in sociology can be communicated to the scientific community. Alpha Kappa Delta sponsors an annual undergraduate paper competition and provides funds for student research projects and symposia. Membership in AKD is a nationally recognized mark of distinction for a student's résumé or application to graduate programs. The invitation to Le Moyne students who qualify for membership is made annually, early in the spring semester.

Alpha Sigma Lambda

Alpha Sigma Lambda is a National Honor Society dedicated to the advancement of scholarship among part-time students in higher education. Requirements for membership include the completion of at least 24 credit hours as a part-time student at Le Moyne. Students must also have a G.P.A. of 3.4 in order to be eligible for membership (an induction ceremony is held every spring). Further

information about Delta Iota, Le Moyne's chapter of Alpha Sigma Lambda, is available from the Center for Continuing Education (RH 342, 445-4141).

Alpha Sigma Nu

Alpha Sigma Nu, the Honor Society of Jesuit Colleges and Universities, was established to honor students who distinguish themselves in scholarship, loyalty and service. Student membership is conferred on approximately 10 students from the senior class and 10 from the junior class each year. Student members must have a scholastic rank in the top 15 percent of their class as measured by their cumulative G.P.A. They must also meet qualifications of service to their school and communities and loyalty to the Jesuit ideals of higher education. Membership is limited to no more than 4 percent of a graduating class.

Beta Beta Beta

The Beta Beta Beta Biological Honor Society is a society for students, particularly undergraduates. It seeks to encourage scholarly attainment in this field of learning by reserving its active membership for those who achieve superior academic records and who indicate special aptitude for and major interest in the life sciences. It desires to cultivate intellectual interest in the natural sciences and to promote a better appreciation of the value of biological study. It thus welcomes into associate membership other students who are interested in biology. Beta Beta Beta also endeavors to extend the boundaries of human knowledge of nature by encouraging new discoveries through scientific investigation and to this end encourages undergraduate students to begin research work and report their findings in the society's journal, *BIOS*.

It emphasizes, therefore, a three-fold program: stimulation of scholarship, dissemination of scientific knowledge and promotion of biological research.

Delta Mu Delta

Delta Mu Delta is a national honor society in the field of business administration and accounting. The society was founded in 1913 and admitted to membership in the Association of College Honor Societies (ACHS) in 1963. Each year the Le Moyne chapter of Delta Mu Delta invites juniors and seniors with a G.P.A. of 3.25 or higher, of good character and in the top 20 percent of their class to join the society.

Kappa Delta Pi

The most prestigious honor society in teacher education, Kappa Delta Pi International Honor Society is open to qualified students in the Le Moyne teacher education program. Sophomores, juniors, seniors and graduate students who meet the criteria may apply to Le Moyne's chapter, Upsilon Psi. Criteria information and applications are available in the education office.

Omicron Delta Epsilon

The Alpha Omega chapter of Omicron Delta Epsilon was chartered in April 1982 and is open to economics majors and minors who have demonstrated academic excellence in economics and throughout their curriculum. The objectives of Omicron Delta Epsilon are: to recognize scholastic attainment in economics and outstanding achievements in economics by economists at all levels; to promote closer interaction between students and faculty in economics within each college or university and among campuses; and to emphasize

the professional aspects of economics as a career choice for service in academia, business, government and international organizations. Members are encouraged to submit entries for the Frank Taussig Award, an annual international competitive award for student papers in economics.

Phi Alpha Theta

Phi Alpha Theta is an international honor society in history which seeks to promote the study of history by bringing together students, teachers and writers of history on both an intellectual and a social basis. The Alpha Gamma Iota chapter was chartered at Le Moyne College in 1985 and is open to history majors who have demonstrated academic excellence and leadership potential. It conducts an annual initiation ceremony and banquet, sponsors an annual guest lecture by a prominent historian and encourages Le Moyne students to present papers at regional Phi Alpha Theta conferences.

Phi Sigma Tau

Symposium and its sister organization, Phi Sigma Tau, sponsor a series of philosophical dialogues each semester. The typical session consists of a presentation by a philosopher or theologian of local or national standing, or a group member, followed by a dialogue about the subject, and a question-and-answer period. Topics in recent years have consisted of medical ethics, feminist theory, philosophy of the body, critiques of both films and the stars appearing therein, ethics, race and class issues and environmental philosophy. Sessions have been led by members of the Le Moyne faculty, faculty from other colleges and universities, Le Moyne students, and outside experts from various fields. Symposium is also a forum for students to present and discuss advanced research/writing.

Pi Gamma Mu

Le Moyne has a chapter of the national social science honor society, Pi Gamma Mu. The purpose of Pi Gamma Mu is to improve scholarship in the social sciences, to inspire social service to humanity, to engender empathy toward others with different opinions and institutions by a better mutual understanding, and to supplement and support existing social science organizations by promoting sociability and attendance at meetings. Any person of good moral character who is a senior or junior and who has had at least 20 semester hours of social science with an average grade of not less than B or 85 percent may be elected to membership by a majority vote of the chapter under the supervision of chapter faculty members. Only students in the upper 35 percent of their class may be admitted to the society by any chapter in one year.

Pi Sigma Alpha

Pi Sigma Alpha is the national political science honor society. Le Moyne has an accredited chapter of the society (Tau Alpha). The goals of Pi Sigma Alpha are to honor outstanding students and to support and promote extracurricular activities related to public affairs. Students who are political science majors, have completed at least 10 hours in the major and who possess a G.P.A. of 3.3 (overall and in the major) are eligible for membership.

Psi Chi

Psi Chi is the national honor society in psychology. Le Moyne's local chapter was granted in October 1990. The purposes of Psi Chi are to encourage, stimulate and maintain excellence in scholarship in psychology and to advance the science of psychology. Membership in Psi Chi is earned and is for life. To be eligible for member-

ship, undergraduate students must have completed nine hours of psychology, be registered as a psychology major or minor, and be in the top third of their class in general college work.

Theta Alpha Kappa

Founded in 1976 at Manhattan College in Riverdale, N.Y., Theta Alpha Kappa is the national honor society in religious studies and theology. The Alpha Delta Nu Chapter was established at Le Moyne College in 1998. The purpose of the organization is to recognize outstanding achievement in the academic study of religion, namely, the study of the religious dimension of human experience as that is expressed in all forms of human culture. To be eligible for membership, junior or senior students must have completed at least 12 credit hours in religious studies with a G.P.A. of 3.50 in those courses, have earned an overall G.P.A. of at least 3.00, and be ranked in the upper 35 percent of their class at the time of induction. Invitations to membership are extended by the faculty in religious studies to those deemed eligible in the spring term each year.

Student Use of College Facilities

Organizations that wish to use Le Moyne's facilities should fill out an online request form at www.lemoyne.edu/eventrequest at least seven school days prior to the scheduled reservation date.

The scheduling of the time and place of student social functions must follow the established procedures as outlined and approved by the Office of Campus Life and Leadership Programs. No student organization may hold any public or semipublic affairs such as dances, banquets, parties or business meetings without approval of the Office of Campus Life and Leadership Programs.

The above provisions apply to any student activity that may be directly or indirectly identified with the College. Groups or individuals with purposes or practices contrary to the objectives or regulations of the College will be liable to discipline up to dismissal.

All members of the College community have access to the usual college facilities, publicity and similar resources, in order to express their views or to have others present views in which they are interested. They must follow the clearly stated regulations concerning registration of activities.

No one in his or her speech has the right to use libel, obscenity or to incite riot or advocate the forceful overthrow of the United States government. This policy further excludes speeches that are essentially scandalous or false and speakers without professional or personal credentials.

Posting Notices and Posters

Notices and posters must clearly state the organization sponsoring an event and other pertinent information including the date, time, place, contact name, phone number and admission charge. No anonymous posters will be allowed.

Notices and posters in the residence halls must be approved by the appropriate residence hall director.

Notices or posters should be posted only on bulletin boards in the administration or classroom buildings. Tape, staples or tacks may not be used to fasten notices to doors, moldings, woodwork, painted walls or windows.

Posters and notices must not include any references to the sale and/or distribution of alcoholic beverages.

Posters may be hung on the first floor of the campus center. Anything hung on the outside of buildings must be approved by the physical plant director. Approval of posters and authorization to post notices on bulletin boards should be obtained from the Office of Campus Life and Leadership Programs. Postings may be brought to the Office of Campus Life and Leadership Programs and, upon approval, the Office of Campus Life and Leadership Programs will coordinate the hanging of the posters.

All unauthorized, outdated or improperly affixed notices and posters will be removed, and the sponsoring organizations will be subject to penalty or fines. Persons posting notices and posters are responsible for their removal when they are outdated.

Leaflet Policy

Students may not leaflet, or cause or seek to permit leafleting by any third party, on any part of the Le Moyne College campus, including the parking lots, without the permission of the vice president for student development.

Publicity for College Activities

The Office of Communications issues all information, news releases and advertisements pertaining to the College, and arranges for media coverage of all College events. As members of the media prefer to work with one central information source, it is important that contact with news outlets be made only through this office.

The office also designs College advertisements and produces and edits publications, including posters and programs, for internal and external purposes. It maintains the College's online events calendar on the Echo homepage and sends the daily campus e-newsletter, *The Dolphin Digest*.

To promote campus events, visit echo.lemoyne.edu at least three weeks prior to the event and click on "Submit your event to the College calendar." You will need to provide the following information:

- What (brief description of event)
- Where (location, building, room number)
- When (day, date, time)
- Who (name of speaker)
- Audience (internal: for Le Moyne community; external: for public)
- Contact (name and telephone number)

In the event of a cancellation, please notify a staff member in the Office of Communications immediately at 445-4555. He or she will contact all media who may have planned to attend your event.

Echo is your link to the Office of Communications for:

- Posting College-related announcements
- Initiating publicity for upcoming events

Some guidelines to consider:

What we post:

- College-related news, events and announcements
- Announcements related to service opportunities and charitable organization events that are endorsed or coordinated by the College

Special Note Concerning Non-Business Items/Community Announcements:

The Office of Communications will post non-business items.

Communications reserves the right to determine what non-business items will be posted. Postings may be edited due to space constraints. Items such as prayer requests must go through Campus Ministry for forwarding to *The Dolphin Digest*.

What is not posted:

- Personal announcements
- Solicitations by noncollege personnel (this includes other schools' fundraisers)

When news is posted:

- Within 24 hours of submission

- News items will be continually updated or added during regular business hours

The web address for the submission form is www.lemoyne.edu/submitnews.

Click on online submission and fill out all fields.

Official Notices

Official notices from administrative departments are posted on the bulletin board adjacent to the registrar's office. This board is reserved for this purpose and may not be used by organizations for posters or other purposes.

Athletics and Sports Activities

Athletics/Intramurals/Recreation

Henninger Athletic Center/Recreation Center 445-4411
Matthew Bassett, *Assistant Vice President and Director of Athletics*

Le Moyne believes in nurturing the physical, emotional, spiritual, social and intellectual aspects of each individual. As a result, Le Moyne has an extensive athletic program incorporating intercollegiate, intramural and club sports, as well as personal fitness and recreational activities. The College facilities are designed to support a wide variety of sports activities and other extracurricular events.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee is made up of one representative from each collegiate team. Its role is to serve as a liaison between the student-athletes and the athletic director. Tim Fenton (445-5478) is the advisor.

Athletics

Athletics at Le Moyne College are guided by an athletic advisory board. The board advises the vice president for student development and director of athletics concerning intercollegiate athletics. Faculty, students, administrators and alumni are represented on the board.

Intercollegiate Athletics

Le Moyne College observes the conditions for eligibility stated by the National Collegiate Athletic Association (NCAA) and the Eastern Collegiate Athletic Conference (ECAC). All of Le Moyne's teams compete in the Northeast-10 Conference. Students on academic probation may not participate in the intercollegiate athletic program. Freshmen are eligible for varsity competition.

Le Moyne sponsors men's varsity competition in basketball, baseball, lacrosse, soccer, tennis, golf, swimming and cross-country. Le Moyne sponsors women's varsity competition in tennis, volleyball, softball, basketball, soccer, swimming, lacrosse, cross-country and golf.

Student Tickets

Each student is entitled to one free admission to each regular-season home basketball game. To be admitted to home games, students must present their Le Moyne ID card.

Athletic Clubs

Club Sports

Club sports at Le Moyne offer students the opportunity to participate in activities that interest them with others who have a comparable level of skill. Le Moyne feels strongly that club sports are an important

part of the entire athletic picture. All of our teams are provided qualified coaches, practice facilities, equipment and transportation. Club sports include men's and women's rugby, field hockey and ice hockey. Contact person: David Willard (445-4257).



Intramurals

High participation in intramurals has long been a tradition at Le Moyne. Between 50 percent and 60 percent of the students take part in a variety of activities. Student leadership in officiating, establishing rules, and guidelines and supervision is a major factor in the success of the intramural programs. Major sports offered include football, basketball, soccer, coed volleyball, coed wallyball, coed indoor soccer, softball and coed softball. Students are encouraged to suggest and promote new activities. If you are interested in participating in intramural sports at Le Moyne College, visit the athletics department website for all the updated information (www.lemoyne.edu/athletics). Contact person: David Willard (445-4257).

Recreation Center

Le Moyne's recreation center, a 47,000-square-foot facility, is connected to the campus side of the Thomas J. Niland Jr. Athletic Complex. Designed primarily for intramurals, recreational use and personal fitness activities, the facility is one of the most modern small-college recreation centers in the Northeast. It houses a 25-yard, competition-size swimming pool, a large fitness center and weight room, a large (three-court size) multi-purpose gym area, an elevated jogging track, four racquetball courts and athletic offices.

The recreation center provides a wide variety of recreational and fitness outlets for students and staff. A broad range of inter- and intra-dorm programs is available to enhance the overall quality of recreational activity on the campus. Hours of operation and policies for use of the recreation center are posted and available at the beginning of each semester. The recreation center phone number is 445-4411.

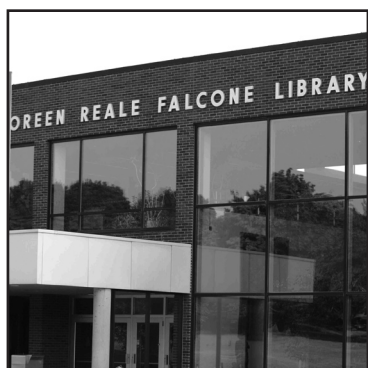
Use of the Athletic Center, Recreation Center and Athletic Fields

The following rules have been established for the use of the recreation center:

1. All Le Moyne College students, employees and alumni, upon presentation of a valid ID card, retain the privileges to use the facilities during designated hours.
2. Each user must show his/her ID card at the entrance. Le Moyne IDs are not transferable to another individual for any reason. It is the responsibility of the card holder to retain the card while using the facility. The control room is not responsible for ID cards, keys or any other personal belongings.
3. Members must sign in a guest at the information desk before entering the facility. Guests are not allowed to use the facility unless the membership holder is present.
4. All dependents under 18 years of age must be accompanied by their parent/guardian membership holder at all times.
5. The College is not responsible for lost or stolen items.
6. The College assumes no responsibility for injuries resulting from use of the recreation center.
7. It is the responsibility of the user to be aware of and to follow all posted and written regulations governing the use of various facility areas.
8. No food or drink is allowed outside the lounge/snack area.
9. No street shoes or black-soled shoes are permitted in any activity areas.
10. Equipment must be used properly and only in the appropriate areas.
11. You must supply your own towels and soap.
12. Obscene language and obnoxious behavior will not be tolerated. Le Moyne reserves the right to expel or prohibit persons or groups from using any area of the facility when their behavior is deemed inappropriate.
13. Users of lockers must provide their own locks. There is no overnight use of lockers. Locks left on lockers will be removed.
14. Pool wear is required when using the pool. A soap shower is required before swimming.
15. Any person not in possession of a valid Le Moyne College ID or membership ID will not be allowed access to the facility. Pay per use for nonmembers is not available.
16. There is a \$5 replacement fee for any membership card that has been lost, stolen or damaged.

The College reserves the right to change or add regulations as deemed necessary. Therefore, all rules regarding the use of the facilities may not be contained in this list; however, each student is expected to be aware of all existing rules and is expected to comply with them.

Call the sports hotline at 445-4410 to hear recreation center hours, upcoming athletic events, and scores and results for your favorite teams.



Le Moyne administrators believe it is important to assist students in the areas of life that occur outside the classroom. Many different services are available to meet students' needs in areas such as health, welfare, religious and spiritual life, social life, and

career planning and placement. Students should become aware of the available services early so they may take full advantage of them.

African-American, Hispanic, Asian and Native American Program (AHANA)

404 Grewen Hall 445-4190
www.lemoyne.edu/heop

Carl A. Thomas, *Director*
 Yvonne Caine, *Associate Director*

The AHANA (African-American, Hispanic, Asian and Native American) Program was established to enable Le Moyne to expand its enrollment of students of color. AHANA students have academic potential but would normally not meet Le Moyne's criteria for regular admission. AHANA students are required to participate in a structured academic support program which includes a five-week pre-freshman summer program and other forms of academic assistance throughout the year.

Affirmative Action Office

Grewen Hall 445-4583
 Tim Barrett, *Affirmative Action Officer*

Campus Resources – Who, What, Where

The affirmative action officer provides leadership in the application of local, state and federal guidelines on affirmative action and equal employment opportunity, and interprets policy, conducts investigations and processes formal complaints of discrimination.

Bursar's/Cashier's Office

Second floor, Grewen Hall 445-4350
www.lemoyne.edu/bursar

Cheryl A. Davies, *Bursar*

Inquiries regarding financial matters pertaining to student accounts should be directed to the bursar's office. The bursar's office maintains records related to the payment of tuition and fees, disbursements of loan funds and financial aid awards that are credited directly to the student account. The bursar's office is also responsible for issuing refund checks and for collecting the various deposits, fees and fines that are required by the College.

Campus Ministry

Panasci Family Chapel 445-4110
www.lemoyne.edu/campus_ministry

Louis P. Sogliuzzo, S.J., *Director*

The campus ministry office serves the entire College community, from the perspective of faith, regardless of religious affiliation. The professional staff offers a variety of opportunities to experience community, worship, service, faith doing justice and spiritual development. The campus ministry office is open Monday through Friday and Sunday for relaxation, dialogue, inquiry, conversation and counseling.

Catholic worship is available on a daily basis in the Shanahan

Chapel and on Sundays in the Madonna della Strada Chapel, both located within Panasci Family Chapel. Catholic devotional activities take place Wednesday evenings. Protestant worship is scheduled for Sunday afternoon and Bible study gatherings occur on Monday evenings. Interfaith and ecumenical services are held on campus throughout the year on various occasions.

Liturgical ministry opportunities are available for those students wishing to be lecturers, cantors, musicians, singers and Eucharistic ministers for Sunday Masses. A variety of service opportunities are made available through Campus Ministry throughout the year. Alternative Service Breaks to domestic and international locations are offered several times a year during regularly scheduled school breaks. Campus Ministry also sponsors a variety of consciousness-raising activities to educate the campus community about the many and various social justice issues of our time. Spiritual development is offered through six weekend spiritual retreats.

Campus Shuttle Service

Basement, Nelligan Hall

445-4444

www.lemoyne.edu/security

John P. O'Brien, *Director of Campus Security*

The campus shuttle service travels throughout campus transporting students to and from College-owned properties. The shuttle runs each evening from 6 p.m. to 2 a.m. The van starts at the top and bottom of each hour from Harrison/St. Mary's. Look for shuttle information in the lobby of all residence halls or online. Call the security office at 445-4444 for additional information.

Career Services

344 Reilly Hall

445-4185

www.lemoyne.edu/career_services

Linda McGraw, *Director and Coordinator of Internships*

Mark Schappert, *Associate Director*

Choosing an appropriate major ... identifying possible career paths ... obtaining internship experience ... developing job search skills ... understanding graduate school options ... accessing opportunities for employment. These are the important needs of college students that the Office of Career Services supports.

Career services helps students plan for careers after graduation through individual counseling and advisement, group workshops, instructional materials, online and traditional libraries of career-related information, a career guidance software program called *Focus* and access to alumni career advisors. Students are assisted in developing résumés, refining interviewing skills, gathering employer or graduate school information and implementing a plan for postgraduate pursuits. The office also provides web-based job postings and recruiting programs to assist job seekers.

Students are encouraged to complete an internship during their college career. The career services office works to develop relationships with area companies to facilitate students participation in internships.

Job search advisement, employer information, résumé and interviewing guidance, on-campus recruitment and job listings are available for graduating seniors seeking employment. Similar assistance is available for underclass students seeking summer and part-time positions.

Center for Continuing Education/Summer Sessions

342 Reilly Hall

445-4141

www.lemoyne.edu/continuing_education

Patricia Bliss, *Director*

The Center for Continuing Education markets, recruits, advises, registers, orients and services all part-time non-matriculated students at Le Moyne College. Some of the populations serviced through the center are participating in the College's high school programs, post-baccalaureate students making career changes, students enrolled in certificate programs, visiting students for summer sessions or May- and J-mesters, and students interested in course work for personal or professional development. The Success for Veterans Program, housed in Continuing Education, serves as a one-stop shop for student veterans. Noncredit professional development and personal enrichment courses are offered to the community and alumni. Evening hours are available for working adults by appointment.

Wellness Center for Health and Counseling

Romero Hall/Seton Hall

445-4195/445-4440

www.lemoyne.edu/wellness

Anne Kearney, *Director*

Counseling Services

College life can be quite stressful at times. Concerns can arise about academics, relationships, family, mental health issues and sometimes just overall emotional well-being. It is a sign of intelligence and courage to recognize when you may need help, and it is also the first step in solving any difficulty.

To support students in building resiliency and finding healthy and productive ways to address their concerns, the Wellness Center for Health and Counseling, located in Romero Hall, offers:

- Our Web page www.lemoyne.edu/wellness, where there is information about the center, our services, our staff and various common concerns of college students.
- Individual counseling, by calling (315) 445-4195 to make an appointment, or on a walk-in basis as available.
- Special events and programming related to prevention, stress management and student wellness.
- Substance abuse issues and concerns are also addressed at the Wellness Center for Health and Counseling. Assessment, individual counseling, support and educational groups are available.
- Brochures, books, CDs and DVDs are available.
- Consultation with students, parents, faculty and staff.

For specific information consult www.lemoyne.edu/wellness, call (315) 445-4195, or visit the center in Romero Hall (across from the health office in Seton Hall).

Office hours are 8:30 a.m. to 4:30 p.m., during the academic year. In an emergency after hours, call Campus Security at (315) 445-4444.

Health Services

Dr. Joseph Pinkes, *Medical Director*
TBD, *Nurse Administrator*

Health Services is open to all students. It is located in Seton Hall and is staffed by registered nurses 8:30 a.m. to 4 p.m. Monday through Friday when school is in session. Medical coverage includes a physician and a physician assistant, one of whom is on campus for part of every day. Referrals to specialists off-campus, such as dental, x-ray, physical therapy and allergy injections, can be arranged through the health services office.

Health Services offers medical care, including emergency first-aid, treatment for injuries and illnesses, medical and nursing consultations and health-related counseling, laboratory tests and other diagnostic procedures ordered by the College's physician or the student's private physician. Off-campus consultations such as X-rays, dental, physical therapy and other referrals may be arranged through this service.

Drug/Alcohol Overdosage Policy

Health Services lacks the necessary laboratory facilities for immediate, accurate detection of possible lethal drug and/or alcohol blood levels. For this reason, the following procedure has been enacted:

Any student brought to Health Services in a stuporous or semiconscious state will be sent directly to the emergency room of a local hospital for more extensive medical evaluation. If the student's condition so warrants, an ambulance will be called for transportation.

In cases where it is necessary to implement this procedure, the student(s) will be responsible for all related expenses.

Required Physical Examination/Immunization Record

Full-time Students, Transfer Students: A complete physical examination, medical history and immunization record is required of all full-time students, including transfers. Transfer students may submit a copy of their physical exam/immunization record from their previous college. **A \$100.00 fine may be placed on the bill for non-compliance; in addition, registration for classes may be delayed or denied.** In addition, no student may participate in intercollegiate athletics until this form is on file.

Required Immunization Record

In compliance with New York state law, *all* students, full- or part-time, must complete the Meningitis Response Form and submit it to Health Services. In addition, those born after 1956 must present adequate proof of immunity to measles, mumps, and rubella. **Registration will be delayed or denied until these records are approved and on file in the health office.**

Medical Excuses

Medical absences and excuses are explained in this handbook under Policy on Student Absenteeism in the Event of Illness or Accident. (See page 27.)

Health Insurance

The College requires every full-time undergraduate student to maintain and provide proof of adequate health and accident insurance coverage. The College will bill the student for health insurance coverage; if other coverage is in place, the insurance fee can be waived online.

The College strongly advises all students and/or families to discuss

procedures to be followed with their health maintenance or managed-care provider when they are out of their local service area.

Students should have their insurance card in their possession at all times.

Classroom Services

442 Reilly Hall

445-4380

www.lemoyne.edu/classroom_services

Mark S. Ramsden, *Manager of Classroom Services*

The Office of Classroom Services provides audio-visual production and technical assistance to faculty, students, staff and administrators in support of the academic mission of the College.

Services include audio and video recording, duplication or editing, assistance with presentation design, as well as the set-up and tear-down of audio visual equipment in classrooms and event rooms on campus. The staff also provides instruction on the use of the equipment and will assist in classrooms if requested.

Requests for services and use of audio visual equipment must be made at least seven days in advance. Students who wish to borrow equipment for class or club projects must have the signature of a faculty sponsor, and will be approved at the discretion of classroom services. All equipment loaned to students must be returned to the security office by midnight of the day borrowed; no equipment is allowed to be stored in dormitory rooms overnight.

Hours of operation while school is in session are Monday through Thursday, 8 a.m. to 9 p.m., and Friday 8 a.m. to 4 p.m. Hours of operation during the summer months are Monday through Friday, 8 a.m. to 4 p.m.

Dining Services

LaCasse Dining Center

Office 445-4695

Catering 445-4697

The Dolphin Den

Office 445-4699

www.lemoynedining.com

James Toczydlowski, *General Manager*

Susan Wetzel, *Catering Manager*

John Richardson, *Retail Manager*

Mike Kraebel, *Service Manager*

Drew D'Angelo, *Executive Chef, Dining Center*

The LaCasse Dining Center is open seven days a week serving breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday.

Four different resident plans are offered.

- **Carte Blanche**
Unlimited access to all meals
\$60.00 per semester in Munch Money
Six guest passes
- **16 Meal Plan**
Up to 16 meals per week
\$100.00 per semester in Munch Money
Six guest passes
- **12 Meal Plan**
Up to 12 meals per week
\$75.00 per semester in Munch Money

- **8 Meal Plan**

Up to 8 meals per week
\$50.00 per semester in Munch Money

Two nonresident meal plans are available.

- **Any 60 Meals**

\$200.00 in Munch Money

- **Any 30 Meals**

\$200.00 in Munch Money

These plans may be purchased anytime during the academic year. Meals and munch money carry over from fall semester to spring semester, but not from year to year.

Munch Money is available for purchasing items at all food service facilities.

The **Dolphin Den** is open seven days a week. Located in Grewen Hall, the Den is the campus retail facility that serves a variety of soups, salads, deli sandwiches and grilled items.

The **Café** is located on the first floor of Grewen Hall. Specialty coffee drinks and desserts are available.

The **C-Store** is located on the first floor of Grewen Hall and features Good-To-Go sandwiches, salads, snacks and beverages.

Remember

- Munch Money is accepted at all food services locations.
- Food may not be removed from the LaCasse Dining Center.
- Your ID is necessary for board meals, Munch Money purchases and guest passes.

Financial Aid Office

Third floor, Grewen Hall 445-4400
www.lemoyne.edu/financial_aid

William C. Cheetham, *Director*

The Office of Financial Aid processes financial aid for undergraduate and graduate students. Any questions regarding Le Moyne grants and scholarships, federal and state grants, on-campus employment or federal loans may be answered by stopping in, calling or sending an email to financialaid@lemoyne.edu.

Higher Education Opportunity Program (HEOP)

404 Grewen Hall 445-4190
www.lemoyne.edu/heop

Carl A. Thomas, *Director*
Yvonne Caine, *Associate Director*

Designed to assist students from educationally under-prepared and economically disadvantaged circumstances, HEOP provides its students with both financial and academic assistance to facilitate their success at Le Moyne. The academic support services program includes a five-week summer session for pre-freshmen as well as special skill-development courses during the regular academic year. Students in the program may also avail themselves of the group or individual tutoring sessions. In addition, the program attempts to provide its students with counseling and academic advisement sufficient to meet their personal needs.

Higher Education Preparation Program/Upward Bound Program (HEPP/UBP)

Romero Hall 445-4532

www.lemoyne.edu/upward_bound

Johnnie Hill-Marsh, *Director*

The goal of the Le Moyne College Upward Bound Program is to generate in participants the skills and motivation necessary for success in education beyond high school. Services include instruction in reading, writing, study skills, mathematics and other core curriculum areas; academic advice and assistance in high school course selection; tutorial services; exposure to cultural events and academic programs; career counseling; on-campus residential programs; and programs and activities designed for individuals with limited proficiency in English.

Any student who is proven to be eligible may apply. Eligible students must be residents of the City of Syracuse, have completed eighth grade but not have entered 11th grade, and must be between the ages of 13 and 19.

Le Moyne College Bookstore

Le Moyne Plaza 445-4036
lemoyne.bncollege.com

The Le Moyne College Bookstore, open year-round, offers a wide selection of school merchandise, school supplies, residence hall supplies, health and beauty aids, and books for leisure reading. The store also carries all required and recommended textbooks for Le Moyne College courses. The bookstore offers a textbook rental program on select titles, and some titles are available in digital format.

Accepted forms of payments include cash, check with proper ID, any major credit card, Dolphin Dollars and Barnes and Noble gift cards.

Store hours may be found at the front door, as well as on the store website or by calling the store at 315-446-4036.

Office of Multicultural Affairs

Second floor, campus center 445-4525
www.lemoyne.edu/multicultural

Barbara M. Karper, *Assistant Vice President for Student Development*

The Office of Multicultural Affairs provides a broad range of programs and activities designed to expand and enhance opportunities for success and achievement for students of color.

In addition to programs of general interest, cultural programs and lectures that focus on Native American, African-American, Asian-American and Latino-American life are presented throughout the academic year. In addition, the office also supports an array of new curriculum, instructional materials, media and pedagogical methods that reflect contemporary scholarly information that deals with key issues of race, ethnic studies, gender and cultural pluralism.

Physical Plant

Springfield Road 445-4500
www.lemoyne.edu/physical_plant

Patrick O'Neill, *Director of Facilities, Operations and Maintenance*

The physical plant is located near the athletic center. The direc-

tor and the staff are responsible for all maintenance, repairs and improvements to the buildings on campus and for the maintenance and upkeep of college-owned grounds. Resident students should report needed repairs to their RA or residence hall office.

Registrar's Office

Second floor, Grewen Hall

445-4456

www.lemoyne.edu/registrar

Mary Chandler, Registrar

The primary function of the Office of the Registrar is to maintain accurate academic records of all students registered in the College and to organize and facilitate registration activity. This includes timely grade recording, comprehensive grade reporting, transcript maintenance and course scheduling.

The Office of the Registrar is service oriented, committed to meeting the needs of the students and the rest of the College community. Our services to students include: enrollment verifications, posting transfer credit, transcript requests, senior degree audits, degree conferral and diplomas.

The Office of the Registrar ensures the privacy and security of all student records. In compliance with the Family Rights and Privacy Act of 1974, the College will not release grades over the phone or via email. A student may have access to his or her records with proper identification. All requests for transcripts must be in writing. A student may request an official transcript by writing to:

The Office of the Registrar
Le Moyne College
1419 Salt Spring Road
Syracuse, NY 13214-1301
or by fax (315) 445-4752

The cost of a transcript is \$5.00 per copy. In accordance with College policy, the registrar's office will not release transcripts and diplomas of students with an outstanding financial obligation to the College.

Further information regarding our services may be obtained by visiting our website at www.lemoyne.edu/registrar.

Security Office

Basement, Nelligan Hall

445-4444

www.lemoyne.edu/security

John P. O'Brien, Director of Campus Security

The primary function of the security office is to offer an environment conducive to personal and academic development for students, staff and faculty through service and prevention. The office strives to achieve these goals through conspicuous and covert patrol, ethical and professional investigative procedures, education of the public and constant training of department personnel.

Office of Service Learning

342 Reilly Hall

445-5438

www.lemoyne.edu/service

Gloria Hefernan, Director

S.A.L.T. (Service and Learning Together)

The director of service learning serves as a liaison between Le Moyne College and nonprofit organizations in Syracuse for both service learning course placements and volunteer service opportunities. The director works with interested faculty to support and/or develop service-learning courses and appropriate placements. The direc-

tor serves as a resource for other departments that are interested in promoting service opportunities.

Through Projects in Community (P.I.C.), Le Moyne College students serve the Syracuse area in a variety of programs on an ongoing basis as well as participate in a number of "one-shot" opportunities throughout the year. The office also serves as a resource for community agencies that are looking for volunteers as well as other student organizations that are looking for volunteer opportunities. Work-study placements in the Syracuse community are coordinated through this office.

Office of Student Development

Second Floor, campus center

445-4525

www.lemoyne.edu/student_life

Dr. Deborah Cady Melzer, Vice President for Student Development

Barbara M. Karper, Assistant Vice President for Student Development

Mark Godleski, Assistant Dean for Student Development

Wendy Pridmore, Event and Conference Planner

In an effort to contribute to the development of the student as a whole person, the staff of the Office of Student Development, works with students in a wide variety of ways, primarily in the areas of the student's life outside the classroom.

The vice president for student development is the College's chief student development administrator and is responsible for the coordination of the following service areas: campus life, security, student discipline, counseling, health services, service learning, event management, dining services and campus ministry.

The assistant vice president for student development coordinates major events such as orientation and family weekend, facilitates faculty programming, multicultural affairs, advises cultural organizations, and oversees food service and event planning on campus.

The assistant dean for student development manages student discipline, oversees campus life and service learning, assists commuter students, and is the liaison between the campus and the surrounding community. The assistant dean is also responsible for assisting students with personal and academic issues in order for them to succeed at the College.

Mission Statement

In keeping with the mission of the College, its educational goals and its values, the Division of Student Development strives to support the growth and development of Le Moyne students:

- through the Jesuit tradition of *cura personalis*, the care and concern for the whole person
- through an effort to integrate development of the whole person — spiritually, personally, socially, physically, intellectually and vocationally
- through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- through promotion of a learning environment in all student activities and services
- through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- through activities that promote service to others on and off campus, and to promote a more just society where differences are accepted, valued and celebrated
- through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

Office of Campus Life and Leadership

Second Floor, campus center

445-4520

www.lemoyne.edu/student_life

John Haley, *Director of Campus Life and Leadership*

Ann Bersani, *Associate Director of Campus Life and Leadership*

Diane Butler, *Administrative Assistant*

Donna Benz, *Administrative Assistant*

Residence Hall Staff

Dana Godfrey, *St. Mary's Hall/Le Moyne Heights GRD* 445-4720

Alexandria Hartley, *Townhouse/Mitchell Hall GRD* 445-4680

Clare Di Nuzzo, *Dablon Hall/Le Moyne View AD* 445-4519

Amelia Hoffman, *Harrison Hall GRD* 445-4581

Brian Bishop, *Nelligan Hall AD* 445-4588

Matt Shaler, *Foery Hall GRD* 445-4250

Chaplains-in-Residence

Jim Dahlinger, S.J., *Townhouse/Mitchell Hall*

Donald Maldari, S.J., *Nelligan Hall*

Beth Scanlon, *Dablon Hall*

Robert Scully, S.J., *Foery Hall*

The Office of Campus Life and Leadership is located in the Campus Center. The Office of Campus Life is responsible for the integrating and managing the College's residential life program, student activities, student government, student clubs and leadership programming. The campus life program is devoted to providing a vibrant campus environment that supports the needs of both the Le Moyne residential student and those living off campus. Recognizing that students' co-curricular experiences have a profound impact on their personal and educational development, the campus life program aims to structure varied experiences that facilitate the overall growth of the individual.

Several administrative functions are handled in the Office of Campus Life such as all housing-related matters such as keys, room assignments, room changes, housing lottery and work orders. The Office of Campus Life also houses the ID card system, manages ticket sales and reservations for student events, van reservations, equipment sign out and Polney loans.

Residence Hall Staff

Area Directors

Area Directors (ADs) are full-time staff members who reside in and manage one of the College's main residence halls while also working in a second area within the Division of Student Development such as student activities, housing, leadership or judicial affairs. ADs are responsible for the supervision of a resident advisor staff and coordinate all day-to-day operations of their respective residence hall(s). Other responsibilities include advising Residence Hall Councils and assisting in the development of educational, cultural, recreational and social programs.

Graduate Residence Directors

Graduate Residence directors (GRDs) are graduate student staff members who reside in one of the College's main residence halls. GRDs are responsible for the supervision of a resident advisor staff, and coordinate all day-to-day operations of their respective residence hall(s). Other responsibilities include advising Residence

Hall Councils and assisting in the development of educational, cultural, recreational and social programs; and serving as assistants in other campus life and student development areas.

Resident Advisors

Resident advisors (RAs) are a vital component of the residence community. RAs are chosen following an intensive screening and selection process and reside on each floor of the residence halls. RAs are responsible for advising and referring students experiencing academic and personal difficulties, programming social and educational activities, promoting student involvement, understanding and enforcing College policies, and creating a healthy residential environment.

Chaplains-in-Residence

While living with the students, residence chaplains share experiences common to students living in the residence halls. Most of these chaplains are either Jesuit priests or members of the campus ministry staff who advise students regarding personal, spiritual and academic matters.

Residence Hall Councils

The residents of each of the main residence halls elect student representatives to serve as an internal governing body. The residence hall councils represent the interests of the residents to the administration, assist residents in organizing and participating in residence hall and campus activities, uphold the purpose and integrity of the residence halls as being conducive to academic studies, and assume various duties delegated by the administration or the residents.

Residence Hall Association

The Residence Hall Association (RHA) serves to unite the residence halls on campus by establishing and fostering a sense of community among the residential students. The RHA is comprised of residence hall council presidents and representatives from each residence hall. The RHA sponsors and encourages activities such as cultural events, sporting events, retreats and various programs designed to enhance the quality of life on campus. Nonresident students are also welcome to participate in RHA programs and events.

Policies

Housing Policy

As a residential campus, Le Moyne College considers the provision of on-campus housing to be a very important part of its educational mission. The College requires out-of-town traditional students to reside on campus while offering housing to local students as space is available.

All single students, except those residing with parents or guardians, are required to live in College residences. Campus housing is not provided to non-traditional students during the College's spring and fall terms. Senior men and women (90+ credits) who are interested in moving off campus must participate in the off-campus housing lottery. Students who are approved through the off-campus lottery process will be granted permission to live off campus. Exceptions to the housing policy will be granted only in selected situations and as the College's enrollment allows. Students who move off campus without authorization will be billed for the cost of room and board. Students who provide false information to the Office of Campus Life and Leadership for the purpose of obtaining a release from their housing obligation will be subject to disciplinary action and for payment

of room and board fees. All students are required to keep the College informed of their current local addresses. During the spring and fall terms, only the

Le Moyne College student(s) assigned by the College to a campus housing unit may reside in that particular unit. During the summer term, the College may at its sole discretion allow non-Le Moyne students to reside on campus.

Room and Board Agreement

All students living in Le Moyne's residence halls are required to accept all rules, regulations, policies and procedures in this Student Handbook, the community standards and conduct procedures publication, the room and board agreement and any other official College publication.

The agreement is for room and board on the basis of a full academic year. It is subject to termination only in the event of the student's withdrawal from the College. Room or room and board charges will be refunded in such an event only to the extent indicated on College schedules, in the Le Moyne College catalog and in the Le Moyne College Student Housing Contract.

Returning students select rooms during the on-campus lottery, usually held in the spring semester. Please refer to the lottery booklet distributed by the Office of Campus Life and Leadership for official procedures and guidelines.

Room and board charges are payable by semester. Payment must be made for the complete semester prior to registration or at registration. A limited number of single rooms are available.

The academic year ends for all students within 24 hours after their last final examination of the semester or on the evening of the day exams end.

Residence halls and the dining hall are not open during Thanksgiving, Christmas/semester break and spring vacation. The last meal will be served the evening of the day exams end. While the College offers lodging to students during the summer academic sessions, there are no board plans available during the summer months.

Consolidation Policy

The campus life and leadership office instituted a consolidation policy in 1996. Consolidation requires that a student living alone in a double or triple occupancy room may be moved to another room, accept a roommate assigned by the campus life and leadership office or find another roommate. A student may be required to leave his or her residence hall or suite to satisfy this policy. Please note the following:

1. A space will not be held for a student who takes a leave of absence. Students must inform roommate(s), suitemates or apartment mates if they plan to take a leave of absence.
2. Students returning from a leave of absence may be required to move and will work closely with the residence hall staff regarding their room assignment prior to their return. Every attempt will be made to assign students to the building of their choice as availability allows.
3. Students are prohibited from making a newcomer assigned to their living area uncomfortable or coercing him/her into living somewhere else. Violators of this policy will be referred for judicial action and subject to disciplinary sanctions including suspension or dismissal from Le Moyne College.

Residence Hall General Information

Access to Residence Halls

An identification card access system has been installed at the main entrance(s) of each residence hall. Residence students gain access to their residence hall by "swiping" their Dolphin cards through a card reader. Residents have access to their assigned building 24 hours a day. Access to other residence halls is limited to the hours of 10 a.m.-11 p.m. daily. Students are required to carry their identification card with them at all times.

Mail/Packages

During the academic year, student mail is delivered to the residential buildings Monday – Friday (except during holidays) by the mailroom staff. Mail is distributed to student mailboxes by the residence hall staff.

During the check-in process, students living on campus will be assigned a mailbox in their respective hall/area and given information by their residence director regarding location as well as access (combination lock or key control). One mailbox per room will be issued to residents in Dablon Hall, Nelligan Hall, Le Moyne Heights, Le Moyne View, Mitchell Hall, St. Mary's Hall and Townhouses. Foery Hall residents are assigned one mailbox per suite. Harrison Hall residents share one mailbox based on their housing assignment.

Students who are sent packages will receive an email to notify them. Packages may be picked up in the the student package pick-up center located in Foery Hall. Students must present their package slip notice and Le Moyne College ID card to the package area attendant in order to receive their item(s).

Maintenance and Repairs

All requests for repairs and improvements in the residence halls must be reported to a residence hall staff member. Students should not contact the physical plant office directly.

Medical Care

Residents with special medical needs should seek consultation and make proper arrangements with personnel from the Wellness Center for Health and Counseling.

Night Deliveries

Night deliveries from local food establishments should be arranged so that delivery persons and student night hosts are not inconvenienced. When deliveries are expected, the individual(s) placing the order must meet the delivery person in the main lobby. Delivery persons will not be permitted beyond lobby areas.

Microfridge Rental

The College does not supply a refrigerator/microwave rental service; however, an independent refrigerator rental agency provides this service through the Le Moyne campus life and leadership office.

If students wish to supply their own refrigerators and/or microwaves, they may do so. Refrigerators should be no larger than 3.6 cubic feet and microwaves should generate no more than 700 watts. All refrigerators and microwaves are subject to a safety inspection and must be removed if requested by a residence hall staff member.

Polney Social and Recreational Loans

The Rev. N. James Polney, a retired United Methodist minister, established this loan fund in 1961 for the exclusive use of Le Moyne

students who find themselves temporarily short of spending money for social and recreational purposes. The fund is administered by the Office of the Vice President for Student Development. The rules established for the use of this fund are available in the Office of Campus Life and Leadership.

Residence Hall Damage Assessment

Implicit in the assignment to a College residence unit is an agreement by the student to be jointly responsible with other residents for the protection of the unit, its furnishings and equipment and to share in the payment for damages sustained. General building damage, floor damage and individual room damages are assessed throughout the academic year.

Individuals who are identified as responsible for damage will be billed accordingly by the campus life and leadership office. Unassigned damages to common facilities will be shared by the students who use these facilities. An itemized list of damage charges will be provided to students upon request.

There are three types of damage charges:

1. **All Hall Charge:** This is a charge absorbed by all students in a residence unit for damages that occur in an area used by all members of the residence if no individual is found responsible.
2. **Floor Charge:** This is a charge absorbed by all students on a particular corridor for damages that occur in the corridor, lounge or bathroom area if no individual is found responsible.
3. **Individual Damage Charge:** This is charged to an individual student who is found responsible for a particular item that was damaged.

Students are held responsible for damages to their rooms during their period of occupancy. At the beginning of the academic year, a residence hall staff member will record the condition of each room on a room condition report which is also signed by the student(s) who will occupy the room. Any time a student changes occupancy, the room condition report form will be used. The room a student vacates is "signed out" and the room the student enters is "signed in." Upon signing out at the end of the academic year, the student turns in his/her keys to the residence hall office. The residence director will inspect the building and record damage on the room condition report form. At the time of check-out, the student has an opportunity to claim responsibility for any billable damage to his/her living area.

The student will be billed directly from these forms. Any questions concerning damage assessment should be directed to the Office of Campus Life and Leadership.

Room and Apartment Care

Residents of campus residence halls and apartments are responsible for cleaning their own rooms and keeping the living room neat. The janitorial service is responsible for bathrooms in the common areas. Any complaints regarding janitorial service should be directed to the appropriate residence director. Nails, tacks, decals or masking tape may not be put on walls or furniture.

Sprinkler heads should not be touched or used to hang anything, since contact will release the sprinkler, causing extensive damage.

Telephones

Personal cellular telephones are commonly used on campus for students to connect to family and friends. Telephone service is not available within the residence hall rooms or suites, so all students are

encouraged to bring and use their personal cell phones. Emergency telephones have been provided within the residence halls and suites to contact the Le Moyne College Security Office (x4444), or for direct 911 dialing.

Vending Machines

Snack and soft drink machines are located in each residence hall. If money is lost in any machine, refunds may be obtained in the security office in Nelligan Hall.

Washers and Dryers

Washers and dryers are available in the residence halls. Students are asked to consider others and not monopolize machines. If a machine is out of order, it should be reported to the RA or the office in that residence hall. Washers and dryers work best when not overloaded.

Withdrawals and Refunds

Residents who withdraw from the College should inform the associate director of campus life and leadership prior to moving out. It is the responsibility of all students to make sure they return their keys and appropriately check out with residence hall staff. A vacated room or apartment will be inspected so that an appropriate room damage deposit can be refunded upon final departure from the College. Arrangements for the appropriate refund for board will be made. Refunds for room charges are not available.



Change of Address/ Name

Permanent and local address changes and official name changes should be filed in the registrar's office. Please note that a name change needs to be accompanied by an original legal document

indicating a change has taken place (i.e., a marriage certificate or a divorce decree).

Fire and Emergency Procedures

When the fire alarm is activated in any building on campus, it requires all occupants of that building to leave immediately. If a fire is discovered, evacuate the building and then contact the security office at ext. 4444.

Heights Alert Emergency Notification System/Blue Light Emergency Telephones

As a part of the College's campus security system, Blue Light Emergency Telephones, are located at several sites across the campus. When activated, they will provide direct access to the Le Moyne College Security Office. Also available to all students, faculty and staff is an emergency notification system referred to as Heights Alert. Students can opt-in or out of this service at any time. It is a free service and everyone is strongly encouraged to enroll. In the event of a true campus emergency, Heights Alert will send a text message to personal cell phones and/or email addresses. Details of Heights Alert and the enrollment process can be viewed by going to echo.lemoyne.edu/LMCAAlert.

Identification Cards

All students will be issued an ID ("Dolphin Card") through the Office of Campus Life and Leadership. All students must carry their ID cards with them at all times and present them to College personnel upon request. Loss of an ID card should be reported to the Office of Campus Life and Leadership. There is a \$5 replacement fee. Students found responsible for any fraudulent use of a college ID card will be subject to disciplinary action and fined.

Lost and Found

Found articles may be turned in to, and lost articles may be claimed at, the security office in Nelligan Hall. Unclaimed articles will be donated to a local charity after 45 days.

Lockers

A limited number of lockers are available in the Campus Center, second floor. Commuter students can reserve a locker at the Office of Campus Life and Leadership. In the event of a fire, the College may find it necessary to break a lock. Students must empty their lockers at the conclusion of each academic year. Lockers are assigned on a first-come, first-served basis.

Mail

Mail for students and student organizations is distributed through the central mailing office, located on the first floor of Reilly Hall.

The mailing address for mail sent from off-campus is:

Student's Name
Residence Hall Name

Room Number
Le Moyne College
1419 Salt Springs Road
Syracuse, NY 13214-1301

All students should notify correspondents of their address change at the end of the academic year. Mail that is not first class, including magazines, will not be forwarded after the academic year ends. It is never advisable to send cash through the mail. Students should advise correspondents who send money to do so in the form of personal, travelers or certified checks.

Telephones

The telephones in College offices are not to be used by students for personal calls. Interoffice calls should be made by using the four-digit, direct-dial system according to the office numbers listed in the Resource Guide of this handbook.

In the event of an emergency when a student needs to be contacted while in a scheduled class, students should instruct appropriate individuals to contact either the security office (extension 4444) or the Office of Campus Life and Leadership (extension 4520).

Le Moyne College Family Education Rights and Privacy Act (FERPA)

The notification below supersedes and nullifies all prior and current statements and policies of the College regarding FERPA and should be construed as the annual notification required by the Final Rule amending the FERPA regulations on Nov. 2, 1997.

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

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

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- b. Another exception that permits disclosure without consent is the disclosure of directory information, which the law and the College define to include the following: a student's name, home and campus address, email address, telephone listing, parents' name and address(es), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph, and the most recent previous educational agency or institution attended.

This exception is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the registrar on or before Aug. 1 of any year.

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

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

Publication of Directory Information

The federal Family Educational Rights and Privacy Act of 1974, as amended, gives Le Moyne College the right to make public at its discretion, without prior authorization for the individual student, various items of personally identifiable information including: name; class year; home address and telephone number; college address and telephone number and major field.

The Privacy Act also allows individual students to place limitation on the release of any of the above information. A student who wishes to do this must inform the registrar's office in writing by the start of the semester.

In practice, College policies discourage the indiscriminate release of any information about individual students. College directories and lists are for use within the College community itself.

For a more complete description of these and related issues of access to records, see the policy on access to student record located elsewhere in this handbook.

Financial Responsibility

All students are responsible for any College debts they have incurred, including library fines, parking fines, tuition charges and

fees. A student will not receive his or her grade report at the end of the semester until all bills have been paid. At the end of the senior year, if a student has any outstanding debts, monetary penalties or fines, he or she will not be awarded a degree and will not receive any transcripts. A student may graduate after the outstanding debts and penalties have been paid.

If a college debt must be referred to outside sources for collection, the student will be responsible for paying any additional collection costs (approximately 33 percent) including, but not limited to, reasonable attorneys' fees and disbursements.

Smoke-Free Workplace Policy

Purpose

A smoke-free policy has been developed to comply with New York City Smoke-Free Air Act (Title 17, Chapter 5 of the Administrative Code of the City of New York) and New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is effective July 24, 2003, for all Le Moyne College locations.

Smoke-Free Areas

All areas of the workplace are now smoke-free without exception. Smoking is not permitted anywhere in the workplace, including all indoor facilities and company vehicles with more than one person present. Smoking is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms or employee lounges.

Sign Requirements

"No Smoking" signs must be clearly posted at all entrances and on bulletin boards, bathrooms, stairwells and other prominent places. No ashtrays are permitted in any indoor area.

Compliance

Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting Le Moyne College, with no exceptions. Employees who violate this policy are subject to disciplinary action.

Any disputes involving smoking should be brought to the attention of the Office of Human Resources.

The law prohibits employers from retaliating against employees who invoke the law or who request management's assistance in implementing it in the workplace.

Smoking Cessation Opportunities

Le Moyne College encourages all smoking employees to quit smoking. Smoking cessation information is available from the New York Smokers' Quit Line at 1-866-NY QUITTS (1-866-697-8487).

Questions

Any questions regarding the smoke-free workplace policy should be directed to the Office of Human Resources at 445-4155.

Parking Regulations

Le Moyne College extends to its students and employees the privilege of parking on campus. That privilege brings with it the responsibility to adhere to all parking regulations. It is imperative that vehicles be properly registered and parked in the proper areas for pedestrian and vehicular safety. Because of severe winter conditions, it may become necessary for all students to remove their cars from parking lots when requested for snow removal. (A 24-hour notice

will be given.) Vehicles that are not removed will be ticketed and towed. If a student is leaving campus for any length of time (including break times, long weekends, personal reasons) and wishes to leave his or her currently registered vehicle on campus, it must be reported to the security office. Security will then issue a proper temporary permit and assign a designated area to park the vehicle. The College is not responsible for vandalism or theft to vehicles.

Auto Registration

- All students must register their vehicles with security, either online at www.scapay.com or at the security office. In addition to the fee outlined below, a \$5.95 processing fee may also be charged regardless if the permit is purchased online or in person at Campus Security. Failure to register properly (e.g., giving false information) will result in forfeiture of parking privileges. When registering their vehicle, students should have their vehicle registration and student ID. When entering your student I.D. number use the number directly above your name. If your number begins with "000" omit the first two zeros. Parking permits are not transferrable.
- All student vehicles must be parked in assigned parking lots with the sticker properly affixed to the rear driver's-side window.
- Vehicles that are parked in any campus lot without a parking permit will be ticketed. After three violations, the vehicle will be towed at the owner's expense.
- The following fee schedule applies for student parking permits:

Continuing Education students	\$50/year	\$25/semester
Commuter students		\$25/semester
First-year students	\$300/year	
Second-year students	\$200/year	
Third-year students	\$100/year	
Additional vehicle	\$10/year	
Lost sticker	no refund	
- Temporary parking permits are available for students and their guests in the security office. Temporary parking permits are available in the security office 24 hours a day, seven days a week. Temporary parking permits are not transferrable. Temporary permit forms may be filled out prior to coming to the security office and are available online at www.lemoyne.edu/security.

Student Visitor Parking

- All guests of students are required to get a temporary parking permit at the security office. Temporary parking permits are available 24 hours a day, seven days a week. There is a \$3 per day fee, which must be paid at the time the temporary permit is issued.
- Visitors will be instructed where to park by security personnel when the temporary permit is issued.
- No parking is allowed at the front or rear of Grewen Hall, the Coyne Science Center, Nelligan Hall or in the Panasci Family Chapel lot (P lot).
- Guests of students may only park in the lot designated by security on their temporary parking permit.

Authorized Student Parking Areas

The campus security director assigns specific parking areas as follows:

- Lot A** Athletic Center parking lot
- Lot AA** Rear Athletic Center parking lot - commuter parking
- Lot C** Campus Center parking lot - commuter parking
- Lot D** Dablon Hall parking lot - upperclass residence parking for Dablon Hall and Foery Hall

Lot E Harrison Hall/St. Mary's parking lot - upperclass residence parking for Harrison Hall, St. Mary's Hall and freshman parking

Lot G Townhouses/Mitchell Hall parking lot - parking for townhouse residents and Mitchell Hall residents

Lot L Le Moyne Heights lot - Le Moyne Heights resident parking

Le Moyne View Parking Residents of Le Moyne View Apartments must park in Lot C

Mitchell Hall Parking

Parking in the front of Mitchell Hall is restricted to Jesuit residents and their visitors. Students and their visitors are never allowed to park in front of Mitchell Hall. This policy is in effect both day and night.

Students with Physical Disabilities

Handicapped spaces are reserved behind Reilly Hall. Violators of handicapped parking spaces will be subject to immediate towing and a \$50 fine for the first offense and a \$75 fine for the second offense.

Violations/Payment

Upon receipt of a ticket, the following fines automatically will be levied and should be paid by going online to www.scapay.com or by mailing a check or money order to SCAPAY, P.O. Box 2358, Santa Barbara, CA 93120-2358. Tickets cannot be paid at the security office.

- Decal/sticker violations.** Failure to register automobile with the security office: First offense — \$25, Second offense — \$30, Third offense — \$40 and towing of car at owner's expense. Any additional offenses will result in towing and a \$40 fine.
- Parking violations for registered vehicles:** First offense — \$20, Second offense — \$25, Third offense — \$25 and towing of car at owner's expense. Any additional offenses, whether the above violations are paid or not, will result in towing and a \$25 fine.
- Parking in a designated handicapped space:**
First offense — \$50
Second offense — \$75
- Driving violations:**
First offense — \$50. Any additional offenses will result in loss of driving privileges on campus. Ticket violations will be accumulated over the entire school year. For example, if a student receives two tickets the first semester and pays them, the next ticket issued will be counted as the third ticket for purposes of fines and towing.

Towing

The towing of an automobile from campus will be restricted, whenever possible, to repeated violations as described above and for emergency situations such as blocked firelanes, fire hydrants, handicapped zones or roadways or for preventing snow removal.

Ticket Appeal Process

A student may appeal a ticket within 15 days of issuance to the Appeals Committee. To appeal a ticket, wait 24 hours from the time of issue, then go online to www.scapay.com and fill out the appeal form. You will receive an email confirmation of your appeal filing and subsequent decision by the Appeals Committee. Appeals Committee decisions are binding and final. Appeals will not be accepted after 15 days.

Billing

Billing for tickets will be sent periodically to the bursar's office for posting to the appropriate student account. Students unpaid tickets will be forwarded to an outside vendor after 30 days for collection.

General Parking Information

1. Students and their guests are never allowed to park in F Lot (in front of the Coyne Science Center), B Lot (back of Reilly Hall) or P Lot (Panasci Family Chapel), the circle in front of Mitchell Hall or the circle in front of Harrison/St. Mary's Hall.
2. Any student who receives parking tickets and does not pay them will not be allowed to register for the next semester. Seniors will not receive their final transcripts.
3. From time to time it may be necessary for the College to change parking regulations or areas to meet certain safety conditions. It is the student's responsibility to keep informed of such changes. For the most up to date parking information, go to www.lemoyne.edu/security.

4. Commuter permits will not permit a vehicle to be parked overnight. Any commuter wishing to park overnight must obtain a temporary parking permit from the security office. A \$3 per day fee must be paid at the time the temporary permit is issued.

Appeals Committee

The Appeals Committee hears appeals from students who wish to contest tickets for parking violations. Membership on the Appeals Committee consists of a three students. To appeal a ticket, log on to www.scapay.com. This must be done within 15 days of the issuance of the ticket.



Academic Life

Provost & Vice President for Academic Affairs 322 Grewen Hall

Susan E. Ames, <i>Assistant Dean for Academic Advising and Engagement</i>	445-4597
Patricia J. Bliss, <i>Director of the Center for Continuing Education</i>	445-4141
Dr. J. Barron Boyd, <i>Interim Dean of Arts and Sciences</i>	445-4310
Mary M. Chandler, <i>Registrar</i>	445-4455
William C. Cheetham, <i>Director of Financial Aid</i>	445-4400
Carly Colbert, <i>Executive Assistant to the Provost</i>	445-4312
Ms. Jeanne Darby, <i>Coordinator, Faculty Support Services</i>	445-4311
Dr. Dennis R. DePerro, <i>Vice President of Enrollment Management</i>	445-4707
Dr. Wally Elmer, <i>Dean of the School of Business</i>	445-4280
Allison L. Farrell, <i>Director of Student Outreach and Engagement</i>	
Dr. Elizabeth Hayes, <i>Director of Integral Honors Program</i>	445-4399
Dr. Robert C. Johnston, <i>Director of Library</i>	445-4321
Dr. Linda M. LeMura, <i>Provost & Vice President for Academic Affairs</i>	445-4312
Dennis J. Nicholson, <i>Director of Admission</i>	445-4300
Roger Purdy, <i>Director of Disability Support Services</i>	445-4118
Carl A. Thomas, <i>Director of HEOP/AHANA</i>	445-4190
TBA, <i>Director of Academic Support Services</i>	445-4118

The process of education takes many shapes. It can range from formal classroom instruction to one-on-one discussion to taking advantage of special services available. All of these aspects fall within the parameters of general academic rules and regulations. Students should take the time to understand these services and policies.

Academic Advisement

Faculty members (or other staff as appropriate) are assigned as academic advisors to all Le Moyne students. They advise students regarding degree requirements, majors, minors, grades, academic

progress and problems.

Students are encouraged to seek guidance from their advisors regularly and, more importantly, to get to know them on a personal level.

First-year Advisement Program

The First-year Advisement Program provides specially selected faculty advisors to students beginning their first year of college at Le Moyne. During the fall semester, first-year students complete a mandatory, one-credit, graded course (AVS 101). Sessions are held weekly to assist students in adjusting to college life. A key component of AVS 101 is the First-year Common Reading Program.

Departmental Advisement Program

The Departmental Advisement Program provides faculty advisors to upper-division students, transfer students and matriculated part-time students. Each student is advised by the chair of the major or designee in the department. Undeclared upperclass students are advised by the assistant dean for academic advising and engagement. Nonmatriculated part-time students are advised through the Center for Continuing Education (445-4141).

For additional information about Le Moyne's academic advisement services, contact the Center for Academic Advising and Engagement at 445-4624.

Policy on Student Absenteeism in the Event of Illness or Accident

1. If illness or injury requires more than three consecutive days of hospital or home care, Health Services needs to be informed (445-4440). If the student has been treated by a doctor off campus, some documentation from that office will be expected. Health Services will then notify the registrar who will inform the student's instructors, advisor and the appropriate academic dean. It is the student's responsibility to contact his or her instructors, as soon as possible, to explain the absence and make arrangements for the completion of missed work or tests.

2. If emergency referrals for off-campus treatments or appointments for required physical examinations result in class absences, Health Services will issue the student written verification to present to instructors.
3. If infectious mononucleosis is diagnosed, the student will be issued verification and explanation of illness progression to discuss with involved instructors, advisor and the associate academic dean.
4. In the case of all other short-term health problems, including those treated by Health Services, it remains the student's responsibility to contact his or her instructors to explain the absence and make arrangements for the completion of missed work or tests.

Faculty members may contact the Health Services for verification that a student was seen at the Health Services on a particular day and with a student's written consent, this information will be discussed.

Policy on Reporting Absences Due to Death in a Student's Family

1. In the event of a student's absence from class due to a death in his or her immediate family, the student (or member of his or her immediate family) is asked to contact the Campus Ministry before leaving campus or shortly thereafter. Please call campus ministry at (445-4110) and communicate the reason for the absence and date of expected return. When offices are closed, a message may be left on campus ministry's voicemail. Campus Ministry will forward this information to the registrar who will notify the student's instructors and advisor.
2. Upon returning to campus, it remains the students' responsibility to contact his or her instructors and advisors to explain the absence and make arrangements for the completion of missed work and tests.

Policy on the Observance of Religious Holidays

As provided in New York State Education Law Section 224-a, any student who is unable to register for class, attend class, or participate in any examination, study or classwork requirements on a particular day because of his or her religious beliefs is eligible for an equivalent opportunity to register for classes or make up any missed examination, study, or classwork requirements, without penalties or additional fees. Students who require such an opportunity must contact the registrar (for registration) or their instructor (for examination, study or classwork requirements) at least two weeks in advance. A full copy of the College's policy on the observance of religious holidays can be found at either dean's office.

Policy for the Posting of Requests for Prayers and Death Notices for Members of the College Community

1. As a community that values "personal care" for all its members, the College provides the opportunity for faculty, staff and administrators to request campuswide prayers when they or their families are confronted by serious illness or death. Requests for prayers and death notices may be left at Campus Ministry (445-4110) during office hours or via voice mail outside of office hours.
2. Out of respect for community members and their families' privacy, it is required that this request be made by the affected member of

the college staff or his or her immediate family. Circumstances might require that such a request be passed on to campus ministry by a colleague or friend in which case the explicit permission of the affected individual or family will be required.

3. Campus Ministry will communicate this information to the College community through a campus email announcement.

Academic Standards

Students are expected to observe at all times the highest ethical standards as members of the academic community. Any form of dishonesty makes a student liable to severe sanctions, including expulsion from the College. In cases where a student is accused of a violation of ethical standards in academic matters, the professor, in consultation with the appropriate academic dean, shall determine the penalty up to failure in the course. Further sanctions, such as suspension or dismissal from the College, shall be determined by the appropriate academic dean. Students should note particularly the following six specific policies:

1. **Examination Regulations** — Students are expected to be familiar with the regulations that are posted before each semester examination period. Violation of any of these regulations makes a student liable to penalties ranging from failure in the examination to dismissal from the College.
2. **Cheating** — A student who cheats on any examination is liable to penalties ranging from failure in the examination to dismissal from the College.
3. **Plagiarism** — Plagiarism is the attempt to fulfill an academic requirement by using the ideas, words or work of another person and representing them as one's own. Academic conventions dictate that students and scholars must acknowledge the source of phrases and ideas that are not their own. Many ideas and phrases are so familiar that they have become the common property of all; these obviously require no documentation. However, the use of ideas or phrases that are clearly original with another author requires that the appropriate credit be given to the original author.

Plagiarism undermines that basic relationship of trust that must exist between teacher and student and among students for the educational process to work. For this reason, penalties for plagiarism range from failure on the assignment to expulsion from the College. For details about avoiding plagiarism, consult a Writing 101 style handbook manual or the library reference desk.

4. **Assisting Cheating or Plagiarism** — A student who knowingly assists another student in cheating or plagiarism is subject to the same rules and penalties.
5. **Derived Work** — Derived work is work containing material (even if modified) that has been previously submitted to fulfill the requirements of another course. Submission of derived work is allowed only with prior approval by the instructor, who may impose additional requirements (e.g. full disclosure in a citation). The penalties for unapproved submission of derived work range from failure on the assignment to expulsion from the College.
6. **Student Conduct** — Students are expected to conduct themselves respectfully and appropriately in the classroom setting. Actions or behaviors that annoy, disturb or otherwise prevent orderly conduct in the classroom may be subject to disciplinary action.
7. **Class recording policy** — Students must obtain prior written permission from the instructor before making any audio/video

recordings of a class. Unless this permission explicitly states otherwise, such recordings may not be shared with or distributed to others, and must be deleted/erased at the end of the semester. The penalties for unauthorized recording, sharing, distribution or retention may range up to expulsion from the College. Any student with a disability who requires class recordings as an accommodation must be approved by the Disability Support Services staff and must notify faculty by presenting his or her instructor notification form to be signed.

Requirement Regarding Academic Integrity Tutorial and Exam

Students are expected to observe at all times the highest ethical standards as members of this academic community. All newly matriculated Le Moyne students must take an Academic Integrity Tutorial and Exam during their first semester at Le Moyne. These students will be blocked from subsequent course registration until they have passed the exam.

Appeals

A student who wishes to exercise the right of appeal in these matters may request the academic vice president to convene a review board, whose authority is limited to investigating and determining the facts. This board will be convened only if a student alleges that the facts of the case are in question. Board membership will consist of three faculty members and one non-voting faculty member to serve as chair. These members will be appointed by the president of the Faculty Senate. In addition, at the student's request, two students may be appointed as nonvoting members of the board by the president of the Student Senate in consultation with the chair of the Academic Affairs Committee of that body.

Noreen Reale Falcone Library

Information/reference desk	445-4330
Circulation desk	445-4325
Hours	445-4153

www.lemoyne.edu/library

Robert Johnston, *Director*

The Noreen Reale Falcone Library serves the research needs of the Le Moyne community. The library homepage provides access to research materials in all disciplines, in a variety of formats. Users can seek reference assistance via email; in a live, virtual chat; by phone; or in person. Faculty can request library instruction to support a course or specific assignment. In addition to traditional interlibrary loan nationwide, the library is also part of the ConnectNY consortium, which provides quick access to 15 other New York academic library collections. Several different library rooms are available for reservation by campus or community members, including the Muserlian Instructional Lab, the Bernat Special Events Room and numerous study rooms. A wireless network provides access for users of laptop computers and mobile devices. In addition to 316 database subscriptions, the library currently houses over 225,297 volumes, 22,094 e-books, 2,149 print journals, 148,391 e-journals, 3,054 graphic materials, 2,684 sound recordings and 7,100 video recordings.

Patron Conduct

All patrons must adhere to the Patron Code of Conduct, which can be found on the library's website, www.lemoyne.edu/library. In respect for the rights of others, patrons should remember the following principles when using the facility and materials:

1. The library's collections exist primarily to serve students. Prompt return of materials borrowed helps to ensure that as many students as possible will be able to use these collections.
2. The library strictly enforces New York State law [N.Y. Civ. Prac. Law, Section 4509 (Consol. 1982)] maintaining the confidentiality of circulation records and non-disclosure of a borrower's name without consent of the borrower.
3. The first floor of the library is designed for computing and collaborative work while much of the second floor is designated as a quiet study area.
Patrons should behave accordingly in these two separate zones.
4. Photocopiers and scanners are available for patrons to copy information in non-circulating materials such as periodicals, reference books, and course reserves. Patrons should keep in mind the regulations that delineate fair-use photocopying of copyrighted materials. These regulations are posted at the photocopiers.
5. To prevent damage to the library's collections and furnishings, care should be taken when eating and drinking. Please dispose of your containers in the garbage receptacles located around the library.
6. The use of tobacco products is not allowed in the building.
7. Patrons should exit through the security gate at the library's main exit. The library reserves the right to inspect belongings for library materials that have not been properly checked out. Individual cases of library theft or abuse of library property is referred to the student development office or the local police as appropriate.

Loan Periods for Books

All circulation transactions require a current Le Moyne ID. Undergraduate students may check out books for a period of three weeks, with one additional three-week renewal, unless the book is overdue or someone else is waiting for it. Junior and senior integral honors students, as well as graduate students, may check out books for one semester, with one renewal. For these students, books are due on the last day of classes.

Renewals for Books

Books may be renewed for one additional loan period either in person (with or without the books), by phone (x4325), or online by logging into My Account in the library online catalog. Books may only be renewed once, and then must be returned for at least one day to give others a chance to use them.

Loan Periods for Audiovisual Materials

Films and audio materials may be checked out for five days, with one renewal. Only Le Moyne College students, staff and faculty may check out these materials. A \$5 fine per video will be assessed once it is more than one day overdue. Materials on reserve must be used in the library.

Overdue Materials

Overdue notices are sent to Le Moyne email accounts. Policies vary by patron and material type. For a full explanation, please see the library's web page under "Policies".

Once materials are eight days overdue, they cannot be renewed, but must be returned to the library, and can be checked out again the following day. If books are not returned within seven days of the due date, fines will be levied and circulation privileges are suspended.

Overdue materials and fines are sent to the bursar's office before the end of the semester.

Students who have not registered for the following semester must return materials on the last day of classes, and after that date will not be able to check out materials until they are registered again. If former students, including alumni, wish to borrow materials from the library, they may do so by filling out a form and becoming a special patron.

Policies for this group of patrons differ from those of students, faculty, and staff, and may be found on the library Web page.

Wilson Art Gallery

The Wilson Art Gallery is housed on the first floor of the library, and is operated by a committee consisting of faculty, administrators and students.

Throughout the year, it sponsors six exhibits of the work of local, regional and national artists, concluding with the annual Student Art Show in April.

Academic Support Center

First Floor, Library 445-4118 (voice)
445-4104 (TDD)
www.lemoyne.edu/asc

Roger Purdy, *Director of Disability Support Services*
TBD, *Director of Academic Initiatives*

Le Moyne students are encouraged to take advantage of the free academic support services offered by the Academic Support Center (ASC). The center, located in the south end of the library's first floor, is staffed by two full-time professionals, a full-time administrative assistant, two professional writing tutors and skilled peer tutors.

Academic Support Services

Students can arrange to work with a mathematics, natural sciences, foreign language, economics, philosophy and/or writing peer tutor on a regular or short-term basis. The ASC offers tutoring in more than 25 subjects.

Both individual and group support are available to students interested in strengthening their study skills and learning strategies. Students can set up individual appointments with professionals in the ASC.

Writing fellows, who are students trained by the writing department, are available to assist students in WRT 100/101. Students who are interested in becoming a peer tutor should visit the ASC for more information.

Disability Support Services

The ASC also arranges academic accommodations for students eligible for assistance under section 504 of the Rehabilitation Act of 1973, as amended, and the American Disabilities Act of 1990. Students with physical, learning or emotional disabilities are encouraged to contact Roger Purdy, director of disability support services, as soon as possible in order to ensure that academic accommodations can be made in a timely manner. Students with temporary disabilities acquired as a result of illness or injury, who need academic accommodations, are also served by the ASC. Written documentation of a disability or temporary disability is required before academic accommodations are implemented. Non-academic services for students with disabilities are coordinated by Barbara

Karper, assistant vice president for student development, in the Office of Student Development (445-4526).

Hours

The ASC office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Peer Tutoring Hours

Monday–Thursday	10 a.m. – 4 p.m. 6 p.m. – 9 p.m.
Sunday	6 p.m. – 9 p.m.

Students are invited to call or stop by the center to schedule a tutoring session or make an appointment with one of the center's professional staff members.

Information Technology/Campus Computing

445-4565

www.lemoyne.edu/IT

Shaun Black, *Acting Director of Information Technology*

Le Moyne College provides the College community with a wide variety of computing resources for instruction, research, administrative and other uses related to its academic mission. Campus residence halls provide network connectivity to many computing resources through student-owned computers. Additionally, computing labs – containing Windows and/or Macintosh systems and laser printers – are located throughout the campus for instructional software delivery and academic computing. All locations have high speed access to the Internet.

Students should be aware of the following policies as they apply to their particular use of these resources:

- Le Moyne College assigns computing accounts to all members of the College community for exclusive use by the assignee.
- Users are responsible for protecting the security of their accounts and the information accessible by these accounts and are not permitted to share account information with other parties without exclusive permission of the chief information officer or his/her designee. Those who allow others to use their account, either intentionally or accidentally, are held fully accountable.
- Fraudulent or unauthorized use of College or external computing systems is strictly prohibited.

Enforcement of Policies

All users are responsible for understanding and abiding by the policies and principles defined below. The Office of Information Technology may deny access to any or all College computing services, without prior notice, to persons discovered in violation of these policies and principles. Student violations of computer policies and principles may result in the revocation of some or all College computing privileges, referral to the Office of Student Development for appropriate disciplinary action, and/or referral to local, state or federal authorities for legal action where appropriate.

Requirements for Student Computers Attached to the College Network

Malicious software (including viruses, worms, trojans, adware, spyware and bots) continues to pose significant risks to individual's personal data, campus information services and the campus computing environment.

The following requirements are designed to reduce the risks of malicious software within the College community.

1. All members of the Le Moyne College community who use either personally owned or College-owned computers shall install and maintain College-provided antivirus, anti-spyware, personal/desktop firewall and patch management software on their personal computer(s).
2. Users shall verify that their personal computers utilize the latest versions of antivirus, anti-spyware, desktop firewall software and security updates at least weekly.
3. IT may disable the network and email accounts of users who fail to install and maintain required software.
4. IT may disable some or all IT services (including network/Internet access and network and email accounts) for a student, if IT determines or reasonably suspects that the student's actions or student's personal computer is a risk to the campus computing environment (e.g., spreading viruses, participating in a bot network, engaging in denial-of-service attack, engaging in network scans).
5. The College has developed a Web page to assist individuals who do not have the required software installed on their personal computers. The page provides access to the required software, in addition to installation and configuration documentation. It can be found at www.lemoyne.edu/IT under "Current Students."
6. IT may, at its discretion, help students repair their infected computers. IT reserves the right to charge for this service.

As with all campus computing policies, failure to maintain the mandated software may result in the revocation of some or all College computing privileges, referral to the Office of Student Development for appropriate disciplinary action, and/or referral to local, state or federal authorities for legal action where appropriate.

Ethics of Computer Use

Le Moyne's computing systems and networks are a vital College resource. All users are expected to use computing services in a manner consistent with the academic mission and principles of the College: refrain from wasteful practices, respect the integrity of College and external computing systems, be considerate and respect the privacy of other users, access only explicitly authorized resources, and use accounts ethically.

Le Moyne College considers it a most serious offense for any user to attempt to degrade the performance of the systems or networks of either the College or any external entity, to circumvent or attempt to circumvent security mechanisms of any computing system, or to deprive or attempt to deprive other users of access to computing resources.

Abuse of Computer Privileges

Abuse includes but is not limited to: using another person's computer account without the explicit permission of Information Technology; attempting to gain access to another person's account; tampering with the computing systems or networks, including both its equipment and programs; using the system for commercial purposes; inspecting, modifying or copying programs or data without authorization; sending abusive, obscene or otherwise harassing electronic communications; improper or inappropriate use of the campus or global network; and giving false or misleading information for any purpose associated with use of the College's computing resources.

The College's software licensing agreements are generally for admin-

istrative, instructional and personal research uses only. Use of these resources for other purposes is considered theft of services. To protect the College's licensing agreements, such theft must be acted upon by the College and the companies involved. Individuals who are engaged in, or plan to engage in, outside activities (e.g., using the system for commercial applications or consulting projects) must contact IT immediately. (It may be possible to allow such activity through the collection of royalties.) Failure to notify IT of non-authorized uses of computing resources will result in prosecution as described in the "Enforcement of Policies" section above.

Information Security and Privacy

Information and data stored on systems connected to the College network and transiting the College network are considered confidential and private and shall not be examined by anyone other than the information owner, intended recipient, and other individuals to whom IT has expressly granted permission. Exceptions include but are not limited to: use of analysis tools to identify, detect and prevent system or network problems and abusive computing behavior, and manual or automated auditing of systems for inventory and usage tracking. Moreover, all or a portion of any user's files may be examined by a vice president, his or her designates and local, state and federal authorities to investigate claims of non-compliance with College policies or claims of unlawful action.

Cellular Telephones

Personal cellular telephones are commonly used on campus for students to connect to family and friends. Regular landline telephone service is not available within the residence hall rooms or suites. Students are strongly encouraged to bring and use their personal cell phones to connect with others. Verizon Wireless has designed and provided the College with a distributed antenna system tied directly to their central services. In-building antennas are strategically placed inside residence halls, academic and administrative buildings to enhance the coverage and usage capacity for Le Moyne students, faculty, and staff members who subscribe to Verizon Wireless. Emergency telephones are also located in common areas within the residence halls and suites to contact the Le Moyne College Security Office (x4444), or for direct 911 dialing.

Cable TV

Le Moyne College provides a standard line up of cable TV channels through Time Warner within each of the residence hall rooms and common lounge areas. Among the cable TV lineup are two channels that provide student event information and recently released movies. Additional premium and digital cable TV services are also available directly through Time Warner. More information can be viewed on the College website by going to www.lemoyne.edu/telecommunications.

Heights Alert

As a part of the College's campus security system, Blue Light Emergency Telephones are located at several sites across the campus. When activated, they will provide direct access to the Le Moyne College Security Office. Also available to all students, faculty and staff is an emergency/event notification system referred to as Heights Alert. Students can opt-in or out of this service at anytime. It is a free service and everyone is strongly encouraged to enroll. In the event of a true campus emergency, Heights Alert will send a text message to personal cell phones and/or email addresses. Details of Heights Alert and the enrollment process can be viewed by going to echo.lemoyne.edu/LMCAAlert.

Le Moyne College Student Email Policy

Email is an official method for communication with students at Le Moyne College. These communications may include, but are not limited to, information about student courses, grades and accounts. Email delivers information in a convenient, timely, cost-effective and environmentally friendly fashion. This policy ensures that all students are aware of the importance of this communication method. Furthermore, it ensures that students can be contacted through a standardized channel by instructors and other College staff as needed.

Obtaining a Student Email Account

Each student, upon enrolling, is issued an email account with an address in the stu.lemoyne.edu domain. This email account is the official email address to which the College will send email communications.

This official address will be recorded in the College's electronic directories and records for that student.

Expectations Regarding Student Use of Email

Students are expected to check their Le Moyne College official email on a frequent and consistent basis to remain informed of College-related communications. The College recommends checking email daily.

Instructor Policies and Educational Uses of Email

Instructors may set policies defining how students use email in their courses. These policies may include requiring students to check their email on a defined frequency. Instructors may also require students to confirm their subscription to College-provided mail lists. Messages sent to College-provided aliases of official Le Moyne College student email addresses are also considered official communication. For example, messages sent via College provided class listservs, Web Advisor or BlackBoard that use the official Le Moyne College email address are considered official communications for all students enrolled in the class designated by the class listserv address.

Appropriate Use of Student Email

Email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security and access privileges are utilized. The Le Moyne College email system does provide an appropriate level of security and access privileges. All use of email will be consistent with other College policies, including the Le Moyne College Information Technology Policies described in the preceding section. All use of email will be consistent with local, state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

Communications sent to a student's official Le Moyne College email address may include notification of College-related actions vis-à-vis the student, including disciplinary actions and fines; however, email shall not be the sole method for notification of any legal action.

Procedures

Changes to this policy will be authorized by approval of the executive officers of the College. Questions or comments about this policy should be directed to the acting director of information technology or e-mailed to Information Technology.

Summary: Le Moyne College Student Email Policy

The College routinely uses email for both formal and informal communication with students. The @stu.lemoyne.edu email address is the account used for College business and official College communications to students. Although students may maintain separate email accounts and addresses, students are expected to check their Le Moyne College account regularly for College communications, and are encouraged to use their Le Moyne College account for personal communication.

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Constitution of the Le Moyne College Student Government Association

Student Government Association

The Student Government Association is the formally recognized "voice of the students." Under the leadership of an executive board (president, vice president, comptroller, secretary, speaker of the house), elected at large by the student body, the Student Government Association assures formal student input into the college's policy-making process. Committees responsible to the Student Government Association include the Le Moyne Student Programming Board (LSPB), Organizational Finance and Review Committee (OFRC), Student Affairs Committee, the Academic Affairs Committee, and the Multicultural Affairs Committee. The Student Government Association assumes responsibility and power for student-life policy legislation. It is responsible for initiating or being consulted on general student-life legislation, judicial procedures, residence hall policy, and the selection of candidates for many administrative offices. The Student Government Association is also responsible for naming members of the student body to serve on any College committee where student representation has been specified. Most importantly, students are encouraged to become active in, or at the very least become familiar with, the operations of the Student Government Association.

Campus Review Board

The Campus Review Board deals only with student development policy issues of conflict between the Student Government Association and the vice president for student development. The eight members are: four students (non-Student Government Association); two administrators (the director of campus ministry and the academic vice president); and two faculty members (appointed by the Faculty Senate).

Article I Name

Section 1 The name of the organization shall be the Le Moyne College Student Government Association (SGA).

Article II STATEMENT OF PURPOSE

Section 1 The Le Moyne College Student Government Association exists to represent and serve the best interests of the student body. Holding the values expressed in the Le Moyne College Mission Statement, the SGA shall maintain and protect the rights of students, provide means of representation, promote rational debate, and support legislation of appropriate changes in college policy for the benefit of all Le Moyne students. In summary, the Student Government Association serves to facilitate the successful relationship between the student body, college administration, and the surrounding community.

Article III ANTI-DISCRIMINATION CLAUSE

Section 1 The Le Moyne College Student Government Association is an equal opportunity organization; it does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, disability, age, or any other trait or characteristic.

Article IV MEMBERSHIP

Section 1 All students registered as full-time, or part-time special circumstance as determined by the SGA of Le Moyne College, are eligible for membership in the Student Government Association as specified by the SGA constitution and its by-laws.

Section 2 Students in graduate programs may hold official membership in the Student Government Association by running for Executive Board positions only, as long as they meet all the requirements of the particular office they are seeking.

Article V STUDENT GOVERNMENT ASSOCIATION REPRESENTATION

Section 1 Eligibility—The following requirements must be met in order to serve on the Student Government Association:

- a. Must be a member of the class year for which a representative has been elected to serve.
- b. Must possess a 2.50 cumulative G.P.A. or better.
- c. Must not be on disciplinary probation or prohibited in any other way from serving on the SGA because of disciplinary sanctions issued by the College.

Section 2 Internal Structure of the Student Government Association—The structure of the SGA consists of:

- a. Executive Board—President, vice president, comptroller, secretary, and speaker of the house.
- b. Standing Committee Chairs—Academic affairs, student affairs, and multicultural affairs. Each has one vote.
- c. SGA Cabinet—LSPB Representative, RHA Representative, Commuter Association Representative, Student Athlete Advisory Committee Representative. These positions do not carry a vote.
- d. Class Year Representatives—Three (3) representatives from each class year. Each position has one vote.
- e. Public Relations Coordinator—This person will chair the SGA's Public Relations committee and be in charge of all SGA-related publicity. Has one vote.
- f. Moderator—A representative of the college faculty or administrator who shall be a non-voting participant. This person shall be chosen by the executive board in consultation with the full SGA and confirmed by a two-thirds (2/3) vote.
- g. Chaplain—A member of the college Campus Ministry staff or Le Moyne's Jesuit Community who will serve as an additional resource and guide to the SGA. This position has no vote, and is voted on by a 2/3 vote of the SGA.

Section 3 Terms of Office — All members of the SGA serve their one (1) year term of office from April 15 to April 14. The exception will be for cabinet members and freshmen, who will take office by the third week of classes in the fall semester.

Article VI AUTHORITY OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 The Student Government Association may submit proposals to the vice president for student development for consideration of additions, modifications, or deletions to the policies concerning student development.

Section 2 The Student Government Association may be consulted on:

- a. any procedure regarding students involved in violation of established college policy, subject to the limitations of federal, state, or local law;
- b. policies concerning residence life;
- c. any decision by the academic vice president and the Faculty Senate concerning major change in the college's academic policies. In reviewing any of the above policies, the SGA may recommend additions, deletions, or modifications to such policies to the appropriate college authority responsible for their implementation.

Section 3 The Student Government Association shall be consulted on those parts of the student handbook concerning policies that effect the student body.

Section 4 The Student Government Association shall provide input, (i.e. written recommendation) to the appropriate administrator's office prior to any major change in the College's contractually hired student services. The senate will be able to appoint the student component to any committee set up by the College to discuss and review the issue.

Section 5 The Student Government Association may be requested to appoint a representative on the search committee for the following positions:

- President of the College
- Vice President(s) of the College
- Dean of Arts and Sciences
- Dean of Management
- Assistant Vice President for Student Development
- Directors of Residence Life

Section 6 The Student Government Association is responsible for appointing or being consulted on the appointment of students to serve on any College or Board of Trustees committees where student representation has been specified.

Section 7 The Student Government Association shall be the final arbiter between all clubs and organizations funded by the Student Government Association and shall have final authority over the allocation of funds to any club or organization.

Section 8 Subject to the final approval by the vice president for student development, the Student Government Association has the responsibility for recognizing and approving all student clubs and organizations. If there is a disagreement between the vice president for student development and the Student Government Association, the Campus Review Board shall arbitrate the dispute upon hearing a presentation from one representative of the Student Government Association and one representative from the Office of Student Development. The decision shall be made final and binding, subject to approval of the college president. A club or organization that is disapproved may reapply for approval the following semester.

Section 9 The Student Government Association is responsible for reviewing SGA actions along constitutional, procedural, and fiscal lines.

Article VII PROCEDURES FOR STUDENT DEVELOPMENT POLICY FORMATION

Section 1 The following members of the Le Moyne College community can submit proposals to the Student Government Association. A proposal must have been submitted to the Student Government Association executive board at least five (5) class days before the next scheduled meeting for inclusion on the SGA meeting agenda.

- All members of the Student Government Association
- The college president
- The vice president for student development
- The academic vice president
- The director of Campus Ministry
- The president of the Faculty Senate
- A member of the board of trustees

Section 2 All students should approach their respective class representatives with individual ideas. This is the formal process for sharing any ideas or suggestions regarding any aspect of the college. Issues or concerns of other members of the college community must first be presented to the executive board of the Student Government Association for consideration before being placed on the Student Government Association agenda.

Section 3 The following procedures shall be followed regarding student development initiated by the Student Government Association:

- a. All proposals shall be placed on the Student Government Association agenda by the executive board five (5) class days prior to the meeting at which they are to be introduced.
- b. All proposals must be passed by a 2/3 vote of all present voting members of the Student Government Association.
- c. All proposals passed by the Student Government Association shall be submitted in writing by the president of the Student Government Association to the vice president for student development no later than five (5) class days after passage.
- d. Upon receipt of proposals from the Student Government Association, the vice president for student development has ten (10) class days within which to execute one of the following:
 1. Approve the proposal. Upon approval, the proposal, as necessary, shall be presented by the vice president for student development to the board of trustees of the college or its designee, shall consider such resolutions within thirty (30) days or at its next regularly scheduled meeting. If the resolution is rejected, the reasons therefore shall be transmitted to the president of the Student Government Association within ten (10) days.
 2. Return the proposal to the Student Government Association with written recommendations for its improvement.
 3. Reject the proposal. In such an event, the vice president for student development shall submit his/her rejection and reasons for that rejection in writing to the president of the Student Government Association.
- e. The Student Government Association shall:
 1. In the case of 2 above, act on some or all of the recommendations of the vice president for student development and then resubmit the proposal to the vice president with written explanation for this action.
 2. In case of 3 above, the SGA has the option to either withdraw the proposal by a 2/3 vote of the SGA, or send the proposal back to the vice president for student development with written explanation for this request for reconsideration. At

this time the vice president can reconsider the proposal or convene the Campus Review Board (see Student Handbook) to resolve the matter.

Article VIII DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 Executive Board

The Executive Board is the leadership team of the Student Government Association. Executive Board members serve not only to represent their fellow students, but to oversee and ensure that the Student Government Association is running efficiently and effectively. At the end of each academic year, the Executive Board will prepare an official report detailing the SGA's accomplishments for the year, as well as any current or future plans.

Section 2 Duties of the president:

- a. Preside at all meetings of the Student Government Association and SGA Executive Board;
- b. Be responsible for upholding, defending and preserving the constitution of the Student Government Association;
- c. Serve as the official representative of the Student Government Association on committees or at functions requiring the presence of the Student Government Association or shall send a designee;
- e. Execute all legislation passed by the Student Government Association;
- f. Have the authority to call a general student meeting and/or a special meeting of the SGA;
- g. Submit to the SGA and make public at the end of each semester a written statement detailing the accomplishments and work of the SGA;
- h. The president of the Student Government Association votes only in the case of a tie;

Section 3 Duties of the vice president:

- a. Fill in for and act on behalf of the president when necessary and appropriate;
- b. Assure that all meetings are conducted according to parliamentary procedure;
- c. Make appointments, with majority SGA approval, to all SGA and college committees, unless that duty is specifically designated to another party;
- d. Be a voting member of the Student Government Association;
- e. Inform the Student Government Association on college committee issues.

Section 4 Duties of the comptroller:

- a. Be responsible for keeping a detailed record of the expenditures of Student Government Association funds;
- b. Be the chief business officer of the Student Government Association;
- c. Submit to the moderator all financial transactions for his/her approval and signature;
- d. Assume temporarily the duties of the president if the vice president is unable to fulfill the duties of the office;
- e. Serve as chair of OFRC;
- f. Be a voting member of the Student Government Association;

Section 5 Duties of the speaker of the house:

- a. Act as a liaison between the class representatives and the Executive Board;
- b. Be responsible for maintaining the internal structure of the SGA per the constitution and its bylaws
- c. Oversee representative responsibilities and discipline, and make sure that each adheres to the duties of their office;
- d. Take attendance at all SGA meetings and functions;
- e. Serve as chair of the constitution committee;
- f. Be a voting member of the Student Government Association;
- g. Assume temporarily the duties of the president if for any reason the president, vice president, and comptroller are unable to fulfill the duties of the office.

Section 6 Duties of the secretary:

- a. Distribute an agenda for each meeting per by-laws;
- b. Be responsible for the recording and distribution of the minutes of each meeting of the SGA within three class days after each meeting;

- c. Handle all Student Government Association related correspondence;
- d. Serve as chair the elections committee
- f. Be a voting member of the Student Government Association.
- d. Assume temporarily the duties of the president if for any reason the president, vice president, comptroller, and speaker are unable to fulfill the duties of the office.

Section 7 Duties of the class representatives

- a. Represent the students of the class year for which he or she was elected serve;
- b. Attend and participate in all meetings and functions of the Student Government Association;
- c. Be a voting member of the Student Government Association;
- d. Be on at least two committees each semester of any type (standing, special, permanent or ad-hoc)

Article IX STUDENT GOVERNMENT ASSOCIATION COMMITTEES

Section 1 Standing Committees

The standing committees of the SGA shall afford all representatives the opportunity to discuss issues and provide input into the college's decision making process. Each SGA standing committee shall operate under its own written guidelines which shall be approved by a two-thirds (2/3) vote. Committee constitutions shall be consistent with the duties enlisted for each particular committee by the SGA constitution. Standing committees will be called together only as needed to discuss and look at matters which fall under their jurisdiction. Standing committees include the Academic Affairs Committee, Multicultural Affairs Committee and the Student Affairs Committee.

Section 2 The chairpersons of the SGA standing committees shall attend each meeting of the SGA and report the business and issues being dealt with by their committees. Each chair will attend regardless of whether his or her respective committee is currently meeting. All chairpersons are voting members of the SGA.

Section 3 Academic Affairs Committee

- a. Shall consist of the chairperson and four (4) representatives, one (1) from each class, and one (1) representative from each of the academic divisions of the college, appointed by the chair in consultation with the executive board and with the majority approval from the SGA.
- b. The dean of arts and sciences and the dean of management or their designees shall act as non-voting advisor, to the committee.
- c. Responsibilities:
 1. To consider issues and prepare reports for the consideration of the SGA on items directly related to academic affairs, including curriculum, grading, teaching, faculty evaluation, academic policy, registration procedures, tenure decisions, etc.;
 2. To coordinate and insure appropriate student involvement in departmental matters and provide student representation on academic-related committees;
 3. The Academic Affairs chair will serve as a member of the Curriculum Committee.

Section 4 Multicultural Affairs Committee

- a. Shall consist of the chairperson and one representative from each of the multicultural groups on campus (A.S.I.A., El Progreso, Muslim Students Association, P.O.W.E.R., International Club, and the Gaelic Society), selected by their respective organizations.
- b. The A.H.A.N.A. program director shall act as non-voting advisor to the committee.
- c. Responsibilities:
 1. To provide a direct line of representation for the various multicultural communities on the Le Moyne College campus;
 2. To keep the SGA aware of any issues of diversity;
 3. The Multicultural Affairs chair must touch base with each member of the committee at least once a month;
 4. The entire committee must meet as a group at least once a semester.

Section 5 Student Affairs Committee (SAC)

- a. Shall consist of the chairperson, and SGA or non-SGA members appointed by the chair in consultation with the Executive Board and with the majority approval from the SGA
- b. A member of the Office of Student Development shall act as a non-voting advisor to the SAC.
- c. Responsibilities:
 1. To provide a direct line of communication between students and the SGA to address student issues by resolving problems, grievances and concerns.
 2. To keep the SGA apprised of student issues and concerns.
 3. To prepare and submit reports for SGA approval on various administrative and student services.
 4. To poll students' opinions related to making recommendations regarding possible improvements in student development.
 5. The chairperson will be the student representative on any committee addressing policies outlined in the Le Moynes College Student Handbook.

Section 6 Permanent Committees

Permanent SGA committees will always be active and hold regular meetings. Although they fall under the jurisdiction of the Student Government Association, each will run according to its own constitution and bylaws. Each permanent committee will also be required to submit in writing to the SGA a monthly summary and evaluation of the committee's activities. The reports will be due by the fifth day of the month of: October, November, December, March, April, and May. Permanent SGA committees include OFRC, LSPB and RHA.

Section 7 Organizational Finance and Review Committee (OFRC)

- a. OFRC shall be chaired by the Student Government Association comptroller as a non-voting member and consist of one non-SGA representatives from each class, and four non-SGA at-large members from any class year. Interested candidates will interview with the comptroller and moderator, selected by the comptroller, and approved by the Executive Board.
- b. The assistant vice president for student development, or his or her designee, shall act as a non-voting advisor to the OFRC.
- c. Responsibilities:
 - To collect and assess all funding requests from recognized organizations and SGA Committees requesting annual operating funds;
 - To submit and make recommendations on all funding requests for student activities fee funds on which the SGA will approve or disapprove;
 - To submit and make recommendations to the SGA on any supplemental appropriations to clubs for SGA approval or disapproval;
 - To make recommendations to the SGA for the approval or disapproval of student clubs or organizations according to established guidelines;
 - To inform the SGA of any clubs or organizations that overspend their budget contrary to their approved budgets;
 - To maintain contact with recognized organizations;
 - To represent the interests of recognized organizations before other bodies;
 - To further the growth and interaction of recognized organizations through communications and guidance in areas such as:
 - co-sponsorship of events
 - leadership development
 - interaction with the outside community
 - To hold a meeting at least once a semester with all presidents (or other designee) from recognized organizations;
 - To assist students in the creation of new clubs or organizations.
- d. In order for a recognized organization to remain funded, it must fulfill the requirements outlined in the OFRC bylaws.

Section 9 Le Moynes Student Programming Board (LSPB)

- a. LSPB membership shall be determined by the LSPB constitution.
- b. The assistant director of student activities shall act as a nonvoting advisor to LSPB,
- c. Responsibilities:
 1. To plan and operate the annual budget allocation to LSPB;

2. To plan and implement student activities of an educational, social, recreational, and cultural nature to meet the needs of Le Moynes students;
3. To assure a proper relationship of extra-curricular activities to the educational aims and objectives of the College;
4. To consider issues and prepare reports for the consideration of the SGA on items relating to student activities;
5. The LSPB Chair will serve as a member of the College-wide planning committee.

Section 10 Residence Hall Affairs Committee (RHA)

- a. Shall consist of the chair, the Student Government Association affairs chair as a non-voting member, and further membership determined by the RHA Constitution.
- b. A member of the residence life office shall act as a non-voting advisor to RHA.
- c. Responsibilities:
 1. To provide residence halls with programs and funding for programs to improve student development on campus;
 2. To delegate student development issues to the appropriate representatives who shall provide input to the proper administrators and investigate student grievances. The chair needs to be actively involved and work to lead the representatives in their efforts.

Section 11 Chairs of special committees and ad-hoc committees will run and oversee the actions of their respective committees. Committee chairs will be responsible for:

- a. Organizing committee meeting times, and arranging the requirements for holding meetings.
- b. Taking attendance at each of their regular committee meetings, and report to the Speaker of the House any members who are lacking in attendance or active participation.
- c. Continually updating the Student Government Association vice president on committee affairs, and submitting a monthly report in writing.

Section 12 Special SGA Committees

Special SGA committees will be formed to complete various tasks of the Student Government Association. Special committees can also be assigned to work with a specific college office to increase student input. Special committees include the Elections Committee, Constitution Review Committee, Public Relations Committee, Food Services Committee and Information Technology (IT) Committee.

Section 13 Elections Committees

1. Shall consist of five (5) members: the Student Government Association secretary, who shall act as chair, and four (4) student senators, one from each class year. All members shall be nominated and appointed by a majority vote of the SGA.
2. Shall be responsible for publicizing all Student Government Association elections in conjunction with the public relations committee.
3. Shall be responsible for publicizing, organizing, and running the information session for new candidates.
4. Shall be responsible for establishing a polling place and polling hours for every SGA election, consistent with the elections procedure in the by-laws.
5. Shall be responsible for tallying the election ballots and informing the candidates and the Le Moynes community of the results.
6. Shall be responsible for organizing or assisting in the annual Student Government Association inauguration.
7. Shall make final decisions, by majority vote on all grievances concerning elections procedures or matters.

Section 14 Constitution Review Committee

1. Shall consist of five (5) members, the speaker of the house as chair, and four (4) student senators appointed by the chair with majority approval of the SGA.
2. Shall meet at least once a semester.
3. Shall continually examine the Student Government Association constitution and club and organization constitutions and propose revisions and/or amendments when necessary.
4. Shall examine proposed amendments to the Student Government Association constitution and by-laws and make recommendations to the SGA.

5. Shall make final decisions, by majority vote, on all questions of interpretation of the Student Government Association constitution and its by-laws.

Section 15 Public Relations Committee

The Student Government Association Public Relations Committee:

1. Shall be chaired by the public relations coordinator and consist of four (4) other senators.
2. Shall be in charge of publicizing SGA activities and accomplishments across the Le Moyne College community.
3. Shall coordinate the logistics of Student Government Association events by completing room requests, activity requirements, etc.
4. Shall work as a liaison between the SGA and the communication groups on campus to keep the campus informed of Student Government Association affairs, such as *The Dolphin* newspaper, Le Moyne College Television, and WLMU Radio. The committee will be responsible for preparing a weekly *Dolphin* article for publication if the newspaper does not send its own reporter.

Section 16 Student Government Association Ad-Hoc Committees

Ad-hoc committee(s) may be appointed by the president, with majority approval of the SGA, to fully investigate an issue and to report it back to the Student Government Association its findings and recommendations.

Article X STUDENT GOVERNMENT ASSOCIATION MEETINGS

Section 1 Executive Board Meetings

- a. The executive board must meet prior to each meeting of the Student Government Association and prepares an agenda, including the hour, place, and order of business for that meeting. These meetings are closed but visitors may attend upon invitation.
- b. The executive board shall meet at least once in the beginning of each semester outside of their regular meeting time for an organizational and planning meeting (may be as a retreat).

Section 2 Regular Meetings

Regular meetings shall be held weekly during the academic year, with the exception of college-wide breaks. The Executive Board sets the meeting time and place.

Section 3 Quorum—Two-thirds (2/3) of voting SGA members shall constitute a quorum for general meetings.

Section 4 All general meetings of the Student Government Association shall be open to anyone of the Le Moyne College community.

Section 5 Procedure

- a. The rules contained in the latest edition of Robert's Rules of Order, Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these and other rules adopted by this organization.
- b. Non-SGA members may speak at meetings upon approval of the presiding officer; this ruling may be overridden by a two-thirds (2/3) vote of the SGA.

Section 6 Voting

A majority vote of present voting members is required to pass any resolution, unless another requirement is specified elsewhere in the constitution or bylaws. Article V, section 2 of the Le Moyne SGA constitution specifies voting and non-voting positions.

Section 7 Special Meetings

Special meetings for the SGA may be called by the president or the executive board and also may be scheduled at the written request of one-quarter (1/4) of the voting members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days written notice shall be given.

- c. All Executive Board positions, with the exception of SGA secretary, require a minimum one year experience serving on the Student Government Association. Candidates for vice president, comptroller, or speaker of the house may petition the current Executive Board to waive this requirement.
- d. Candidates must possess a 2.50 cumulative G.P.A. in order to be eligible for nomination to Student Government Association office.
- e. Candidates must sign up to run at the time and place specified by the elections committee.
- f. Candidates must sign an election contract in order to be placed on the ballot. This form outlines the responsibilities and expectations of Student Government Association office, to which the candidate must agree to commit to if elected. The contract includes a waiver allowing the Office of Student Development to determine if the candidate meets the minimum academic standard. This must be signed and returned to the Elections Committee before the close of nominations for the office being sought. The elections committee shall have no direct access to the candidate's G.P.A.
- g. Nominations shall be open for a minimum of five (5) class days and a maximum of eight (8) class days, with the dates to be announced by the election chair. If it happens that all vacancies are not filled the Student Government Association election board may recruit and appoint person(s) to any vacant positions.
- h. Candidates running for president and vice president will run in pairs as one team. Candidates for president will choose their own running mate for vice president whose name will accompany the presidential candidate on the nomination and ballot.
- i. Only those candidates who meet the above requirements and have been nominated according to the above procedure shall be recognized as official candidates and shall be notified by the election chairperson.
- j. All new candidates must attend an election-related information session. Anyone who cannot make it during the scheduled time must make arrangements with the Elections Committee chair.

Section 2 Insufficient Candidates

- a. If at the end of nominations a SGA executive board position remains open due to a lack of eligible candidates for that position, the position will become open to any student who meets the basic requirements for election to the Student Government Association, with approval of the Executive Board.
- b. If a class representative position is not filled, the Student Government Association elections committee may recruit and appoint person(s) to run for any vacancies with the approval of the Executive Board.

Section 3 Campaigning

- a. The official campaign shall begin once a candidate has been nominated and shall end with the election. All campaign posters and publicity must be removed from the public by 4 p.m. the day following election.
- b. Posters and other publicity may only be placed in the stairwells and on bulletin boards in classroom buildings and residence halls.
- c. A space shall be set aside adjacent to the polling place for the placement of a resume and/or photograph of each candidate should the candidate wish to be included. If the candidate so desires, he/she must submit the typed resume no longer than one page single-spaced and/or photo to the election chair no later than twenty-four (24) hours prior to the election.
- d. A copy of the Student Government Association constitution and by-laws will be made available to all candidates running for a Student Government Association office.
- e. All above regulations and procedures must be strictly adhered to by all candidates. Violations of the above may result in nullification of the violator's candidacy by the Elections Committee after one warning.
- f. All candidates will receive a campaign fund allotment of \$10.00. The candidate must submit any campaign-related receipts to the Student Development Office for reimbursement.

Section 4 Polling

- a. Balloting times and locations on election day shall be determined and publicized by the Elections Committee.
- b. The polling area shall be staffed by existing SGA members not seeking election to a position. Election workers cannot express their personal opinions on candidates while working the polls.

Bylaws of the Student Government Association of Le Moyne College

Article I ELECTION PROCEDURE

Section 1 Nominations

- a. The executive board shall be elected by the entire student body of freshman, sophomores, and juniors. Seniors do not vote.
- b. Candidates must meet all of the requirements of the organization in which they are seeking office.

- c. Candidates and their designees may not work at the polling area, nor campaign or loiter within twenty-five (25) feet of the polling booth. Senators who are themselves candidates for office may not work at the polling booth.
- d. Voters may only vote for representatives of their own class year.

Section 5 Election Results

- a. The results for each election shall be announced to each candidate within 48 hours after the close of the polls. The results will then be made publicly available within 24 hours after the candidates have been informed.
- b. All elected candidates must participate in the Student Government Association annual inauguration.

Section 6 Grievances

- a. Any candidate may initiate a grievance with the Elections Committee concerning the election and/or elections procedure. Said grievances must be submitted in writing to the Elections Committee within three (3) calendar days after the close of the election. The grievance shall be decided by the Elections Committee within three (3) calendar days of its receipt, and the complainant shall be notified in writing of the decision.
- b. Decisions of the Elections Committee on grievances may be appealed to the president of the SGA no later than two (2) calendar days after receiving the written decision of the Elections Committee. The president shall then present the grievance to the SGA at its next regularly scheduled meeting; by a 2/3 vote the SGA shall decide the grievance. The complainant shall be notified in writing of the decision of the SGA.
- c. If the decision on a grievance favors the complainant, the election process must be re-held within ten (10) days of the decision. If the elections under review are at the end of the spring semester, the re-elections must be held before co-curricular activities cease.

Article II PARTICIPATION POLICY

Section 1 All class representatives and Executive Board members are expected to attend and participate in each Student Government Association meeting and function. When a member knows he or she will not be in attendance, notice should be given to the speaker of the house 24 hours in advance.

Section 2 A total of three (3) absences, excused and unexcused, will be allowed for each SGA member per semester for regular meetings. After three absences, the senator will be given a formal warning. A fourth absence will be considered neglect of duty, and formal recall proceedings may commence.

Article III SGA VACANCIES

Section 1 Any Student Government Association member who is taking a leave of absence greater than three (3) weeks in length is expected to step down from his or her position. This includes study abroad, medical leave, or personal time away from campus. Exceptions to this rule may be granted by majority approval of the SGA voting members.

Section 2 Change in Status

No SGA member shall lose his/her seat due to a change in status stemming from a movement from one class year to another during the middle of an academic year.

Section 3 Vacancies

- a. In the case of the vacancy of the office of the president, the vice president shall assume office of president for the remainder of the term. In this case an election shall be held to elect a vice president; the office of vice president shall remain vacant until that time.
- b. In the case of the vacancy of the office of vice president, comptroller, secretary, or speaker, a member of the SGA who meets all the requirements of the particular office shall be elected to the position by a majority of the SGA to temporarily fill the position until a permanent replacement is elected under the elections procedures enlisted in Article I of the by-laws.
- c. In the case of the vacancy of the entire executive board, the SGA shall convene at its next regularly scheduled meeting time and follow the procedure outlined in *Robert's Rules of Order*,

Revised (latest edition) for convening such a leaderless body. Upon the election by the SGA members present a chairperson from among their ranks, and interim executive board shall be elected among the SGA members who meet the requirements of the office as outlined for each position in the Student Government Association constitution. This interim executive board shall serve until a permanent replacement Executive Board is elected under the election procedures enlisted in Article I of the by-laws. The newly elected executive board shall assume office immediately upon the tally of the votes.

Article IV RECALL OF MEMBERS

Section 1 Procedures

- a. A formal warning describing his/her unsatisfactory performance will be issued to a member of the SGA prior to a request for a recall. If the SGA member's conduct continues to be unsatisfactory then implementation for impeachment proceedings may be pursued.
- b. The voting members of the Student Government Association may recall their elected executive board members, standing committee chairs, and representatives through the following procedures:
 1. Presentation of a petition bearing the signature of twenty five (25) percent of the voting members of the Student Government Association to the moderator of the SGA; the specific reasons for the recall must be presented along with the petition.
 2. For constitutional related offenses including but not limited to neglect of duty, contempt of SGA and failure to discharge the duties of office, an impeachment trial shall be held before the full SGA, with a SGA member elected by a majority of the SGA serving as presiding officer. All charges shall be entered, and the accused and/or counsel may present his/her case. Cross examination of the two parties shall ensue by the SGA. If guilt is found by two-thirds (2/3) vote of SGA members present, the guilty party shall be removed from his/her position and an election shall be held according to Article I of the by-laws to fill the vacancy.
 3. For more serious offenses including but not limited to misappropriation of Student Government Association funds, endangering the welfare of others, and other potential civil offenses, the case and all evidence shall be turned over to the College judicial system for action. The SGA and all persons involved in the case shall be bound by the Family Educational Rights and Privacy Act of 1974.

Article V RESIGNATIONS

Section 1 Executive Board Members

In case of resignation, members of the executive board shall submit their resignation in writing to the president of the Student Government Association and to the moderator of the SGA. The resignation shall be then be presented to the SGA at its next meeting for acceptance.

Section 2 Representatives and Standing Committee Chairpersons

In case of resignation, representatives and standing committee chairpersons shall submit their resignation in writing to the president of the SGA. The resignation shall then be presented to the SGA at its next meeting for acceptance.

Last revised: March 2011

Resource Guide

Question	Where to go	Phone	Location
Academic Advising	Advisement Center	x4623	Reilly Hall 342
Accounts, Student	Office of the Bursar	x4350	Grewen Hall 209
Address Corrections (Students)	Office of the Registrar	x4456	Grewen Hall 212
Adult Credit Courses	Center for Continuing Education	x4141	Reilly Hall 342
Affirmative Action	Office of Human Resources	x4155	Grewen Hall 209D
Alcohol Information	Office of Student Development	x4525	Campus Center, 2nd floor
	Wellness Center for Health and Counseling	x4195	Romero Hall
Athletics (Men's Intercollegiate, Women's Intercollegiate, Club Sports & Intramurals)	Athletic Center	x4450	
Audio/Visual Equip.	Classroom Services	x4380	Reilly Hall 442
Automobile Registration			
Full-time	Security Office	x4444	Nelligan Hall 001
Part-time	Center for Continuing Education	x4141	Reilly Hall 342
MBA	MBA Office	x4786	Grewen Hall 209K
M.Ed., Nursing, Physician Assistant Studies	Center for Continuing Education	x4141	Reilly Hall 342
Career Counseling	Career Services	x4185	Reilly Hall 342
Catering	Sodexo Food Service	x4697	Campus Center
Change of College	Office of the Registrar	x4456	Grewen Hall 212
Change of Major	Academic Dean	x4310	Grewen Hall 322
Change of Name/Address	Office of the Registrar	x4456	Grewen Hall 212
Change of Schedule/Course/Late Registration	Office of the Registrar	x4456	Grewen Hall 212
Class Rings	Bookstore	445-4036	Le Moyne Plaza
Classes, Schedule of	Office of the Registrar	x4456	Grewen Hall 212
Community Service	Projects in the Community	x5438	Reilly Hall 342
Commuter Students	Office of Student Development	x4525	Campus Center, 2nd floor
Computer Information	Information Systems	x4565	Reilly Hall 240
	Help Line	x4579	
Counseling, Financial	Financial Aid	x4400	Grewen Hall 303
Counseling, Personal	Wellness Center for Health and Counseling	x4195	Romero Hall
Cultural Events	Office of Student Development	x4525	Campus Center, 2nd floor
Diplomas	Office of the Registrar	x4456	Grewen Hall 212
Disability Services	Academic Support Center	x4118	Library
Discipline/Student Conduct	Office of Student Development	x4525	Campus Center, 2nd Floor
Drug Abuse Information	Health Services	x4440	Seton Hall
	Wellness Center for Health and Counseling	x4195	Romero Hall
Emergencies	Security Office	x4444	Nelligan Hall 001
	Health Services	x4440	Seton Hall
Employment			
Follett	Campus Bookstore	445-4036	Le Moyne Plaza
On-Campus (Work Study)	Financial Aid Office	x4400	Grewen Hall 303
Sodexo	Dining Center	x4694	Campus Center
Graduate School Information	Career Services	x4185	Reilly Hall 344
Housing (on & off Campus)	Office of Campus Life and Leadership	x4520	Campus Center, 2nd Floor
ID Card Loss	Office of Campus Life and Leadership	x4520	Campus Center, 2nd Floor
Illness or Injury on campus	Security Office	x4444	Nelligan Hall 001
	Health Services	x4440	Seton Hall
Information, General		x4100	
Insurance, Students	Health Services	x4440	Seton Hall
Job Placement - Students	Career Services	x4185	Reilly Hall 344
Liturgies On Campus	Campus Ministry	x4110	Panasci Family Chapel
Loan Information	Financial Aid	x4400	Grewen Hall 303
Lost and Found	Security Office	x4444	Nelligan Hall 001
Mailing	Mail Room	x4507	Reilly Hall 101
Multicultural Information	Barbara Karper	x4525	Campus Center, 2nd Floor
Non-Credit Programs	Center for Continuing Education	x4141	Reilly Hall 342
Orientation - New Students	Office of Student Development	x4525	Campus Center, 2nd Floor
Parking	Security Office	x4444	Nelligan Hall 001
Payment of College Fees	Office of the Bursar	x4350	Grewen Hall 209

Payroll	Payroll Office	x4360	Grewen Hall 209 F
Personal Problems	Wellness Center for Health and Counseling	x4195	Romero Hall
Posting of Signs	Office of Campus Life and Leadership	x4520	Campus Center, 2nd Floor
Rape	Security Office Syracuse Rape Crisis Center	x4444 422-7273	Nelligan Hall 001
Records — Academic	Office of the Registrar	x4456	Grewen Hall 212
Residence Halls	Office of Campus Life and Leadership	x4520	Campus Center, 2nd Floor
Retreats	Campus Ministry	x4110	Panasci Family Chapel
Reservations			
Academic Buildings/Classrooms	Office of Event Management	x5443	Campus Center, 2nd Floor
Campus center/Vans	Office of Campus Life and Leadership	x4520	Campus Center, 2nd Floor
Scholarship Information	Financial Aid	x4400	Grewen Hall 303
Security and Safety	Campus Shuttle Security Office	x4444	Nelligan Hall 001
Sexual Harassment	Office of Human Resources	x4583	Grewen Hall 209E
Service Learning	Office of Service Learning	x5438	Reilly Hall 342
Social Events	Le Moyne Student Programming Board (LSPB)	x4529	Foery Hall Basement
Student Extensions Link		x5555 (on campus only)	
Student Government	Student Senate	x4543	Foery Hall Basement
Student Organizations	Office of Campus Life and Leadership	x4520	Campus Center, 2nd floor
Study Abroad	Office of Academic Advising and Engagement	x4275	Grewen Hall 301
Study Skills Assistance	Academic Support Center	x4118	Library
Summer Sessions	Center for Continuing Education	x4141	Reilly Hall 342
Telephone Number Information		x4100	
Thefts	Security Office	x4444	Nelligan Hall 001
Timetable of Classes	Office of the Registrar	x4456	Grewen Hall 212
Transcripts	Office of the Registrar	x4456	Grewen Hall 212
Tutoring	Academic Support Center	x4118	Library
U.S. Postal Service	Mail Room	x4507	Reilly Hall 101
Verification of Attendance	Office of the Registrar	x4456	Grewen Hall 212
Withdrawing from College	Office of the Registrar	x4456	Grewen Hall 212
Writing Improvement	Academic Support Center	x4118	Library

For campus events, online directory, announcements and other helpful information, log on to

echo.lemoyne.edu or **lemoyne.edu**