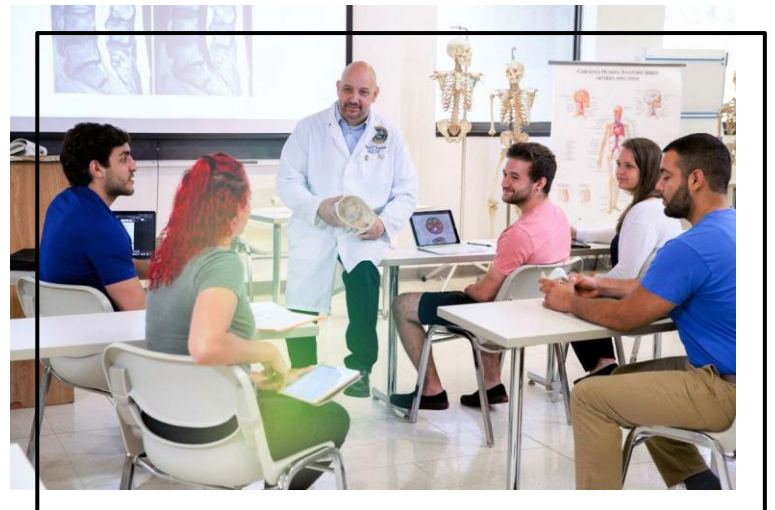




Northeast
College of Health Sciences

2025-2026 STUDENT GUIDE

ACADEMIC EXCELLENCE
LEADERSHIP
PROFESSIONAL BEST PRACTICES



Student Guide



Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, N.Y. 13148

Phone: 800.234.6922

www.northeastcollege.edu

STUDENT GUIDE

About the Northeast College of Health Sciences Seal	1
History of Northeast College of Health Sciences	2
Degree Programs	3
The Campus	4-7
Essential Information	8
Abbreviated Campus Directory	9
I. Academic Affairs	10-17
A. Attendance Requirements	10
B. Anatomy Center Policy	10
C. Religious Observances	10
D. Language Skills	11
E. Grading Policies	11-12
F. Standards of Academic Progress	12-14
G. iPad Policy	14-15
H. Class Recordings	15
I. Student Identity Verification in Distance Learning	15-16
J. Independent Study	16-17
II. Research	17
III. Library	17-19
A. Hours of Operation	17
B. Collection	18
C. Services	18-19
IV. Information Technology	19-22
A. Computer Use Policy	19-20
B. Wireless Network Usage Policy	20-21
C. Telecommunication Services	21
D. Educational Technology	21-22
V. Academic Accommodation Services	22-32
A. Purpose Statement	22
B. Tutoring Services	22
C. Learning Strategies	22
D. Accessibility Services	22-29
E. Religious Accommodation	29-31
F. Counseling Services	31-32
VI. Registrar's Office	32-34
A. Name and Address Changes	32
B. Annual Notification of Rights Under the Family Educational Rights and Privacy Act	32-34
C. Retention of Records	34
D. Release of Credentials	34
E. Transcripts	34
F. Registration Policies	34
G. Commencement Exercises	34
VII. Code of Student Conduct & Ethics	35-46

	Preamble	35
	A. Definitions	35-37
	B. College Jurisdiction and Judicial Authority	37
	C. Code of Student Conduct Offenses	37-39
	D. Code of Conduct and Ethics - Personal Statement	39
	E. Code of Ethics Offenses	39-40
	F. Violation of Law and College Discipline	40
	G. Charges of Misconduct and Pre-Hearing Procedures	41
	H. Administrative Hearing for Student Code Violations	41
	I. Interim Suspension	41
	J. Judicial Panel Hearings	42
	K. Sanctions	44
	L. Request for an Appeal	44
	M. Records	45
	N. Interpretation and Review	45
VIII.	Discrimination, Mistreatment, Harassment and Sexual Misconduct Prevention Policy	47-70
	A. Scope of Policy	48
	B. Definitions of Prohibited Conduct	48-51
	C. General Definitions	51-54
	D. Resources for Those Affected and Reporting Process	54-56
	E. Supportive Measures	56-57
	F. Emergency Removal of Student Respondents	57-58
	G. Grievance Process for Sexual Misconduct	58-60
	H. Investigation Procedures	60-61
	I. Informal Resolution	61-65
	J. Adjudication Procedures	65-66
	K. Retaliation	66
	L. Amnesty for Individuals Who Report Sexual Misconduct	66
	M. Academic Freedom	66
	N. Clery Act Compliance	66
	O. Coordination with Other Policies	66-67
	P. Designation of Authority	67
	Q. Application to Faculty and Staff	67
	R. Policy Compliance	67-69
IX.	General Policies in Compliance with State & Federal Law	69-79
	A. Drug and Substance Abuse	70-71
	B. Federal Student Consumer Information Notice	71
	C. Immunization	71-72
	D. Maintenance of Public Order	72
	E. Copyright Policy	72
	Emergency Telephone Numbers	73
	F. Campus Safety, Security, and Fire Report	74
	G. Security	74
	H. Emergency Procedures and Evacuation	74
	I. Whistleblower Policy	74-77
	J. Service Animal	77-78
	K. Anti-Hazing Prevention Policy	78-80
X.	General College Policies	79-86
	A. Smoking	80-81

B.	Use of Skateboards, Inline Skates, and Any Other Similar Conveyances	81-82
C.	Bulletin Board Posting Policy	82
D.	Children	82-83
E.	Dress Regulations	83
F.	Fundraising Policy	83
G.	Identification Cards	83
H.	Parking	83-84
I.	Solicitation Policy	84
J.	Weather Related or Emergency Campus/Health Center Closing	84-85
K.	Student Complaints and Grievances	85-87
XI.	Center for Student Support	86-91
A.	Student Activities	87-88
B.	Leadership Education	88-90
C.	Club or Organization Events with Alcohol	90-92
D.	Corporate Relations	92
XII.	Residence Life	91-93
A.	Residence Life Philosophy	92
B.	Residency Requirements and Waivers of Residency	92-93
C.	Residence Life Contract Duration and Obligations	93
D.	License Termination and Refunds	93-94
E.	Withdrawal Refunds	94
F.	Room Assignments	94
XIII.	Career Services	93-94
A.	Practice Laws & Regulations	94
B.	Online Career Opportunities Database	94-95
C.	Alumni Portal	95
D.	Career Readiness and Support	95
XIV.	College Bookstore and Spirit Store	94
XV.	Health Services	94-95
A.	Campus Health Center – Seneca Falls Campus	94
B.	Student Accident and Health Insurance	94-95
C.	Seneca Falls Health Center	95
XVI.	Dining Services	95
XVII.	Health & Fitness Center	95-97
A.	Health & Fitness Center Philosophy	96
B.	Types of Programs Offered	96
C.	Health & Fitness Center Facilities Available for Use	96-97
D.	Health & Fitness Center Closings	97
E.	Health & Fitness Center Access	97
F.	Membership for Spouses and Dependents	97
G.	Health and Fitness Center Policies and Regulations	97
XVIII.	Other Campus Services	97-98

A.	Mail Services	97-98
B.	Student Mailroom Usage	97
C.	Duplication Center	97
D.	Monitor Announcements	97
E.	Lost and Found	97
F.	Emergency Calls	97
G.	Student Lockers98

About the Northeast College of Health Sciences Seal

THE NORTHEAST COLLEGE SEAL

The official College seal represents the institution's distinguished history and is used for official, formal or ceremonial purposes (such as on documents like diplomas) and for other business of the office of the President.

The seal includes the full Northeast College of Health Sciences name, as well as the year of the College's founding.

Three books stacked atop one another illustrate the rich foundation of wisdom upon which the College is built, and the lifelong pursuit of new knowledge to which the College's scholars are devoted.

A scroll and a quill pen immersed in an inkwell signify learning and open discourse, both academic and interpersonal.

The shining lamp and flame represent the illumination of all in its light, casting ignorance into the shadows and elevated by two hands symbolizing strength and healing.

The seal's central message, "Virtus Animusque," reaffirms Northeast's commitment to excellence and rationality.



History of Northeast College of Health Sciences

In 1919, in Manhattan, New York City, Dr. Frank Dean founded the Columbia Institute of Chiropractic (CIC), which would go on to become New York Chiropractic College (1978) and then Northeast College of Health Sciences (2021).

Dr. Dean served as the institution's first president, overseeing CIC's growth as it merged in the 1950s with the Columbia College of Chiropractic and Atlantic States Chiropractic Institute.

Following Dr. Dean's death in 1958, Dr. Lorraine Welch served briefly as interim president. In 1959, Dr. Ernest Napolitano was named president and led the College to national prominence.

In 1978 CIC became New York Chiropractic College (NYCC), soon after moving to a larger site in Old Brookville, Long Island, New York; was granted an absolute charter by the New York State Board of Regents; and received accreditation of its Doctor of Chiropractic degree program from the Council on Chiropractic Education.

Shortly after seeing NYCC achieve institutional accreditation from the Middle States Association of Colleges and Schools, Dr. Napolitano was succeeded by acting president Dr. Neil Stern, and Dr. Keith Asplin was appointed president in 1989.

In 1989, NYCC acquired the former Eisenhower College campus in Seneca Falls, New York. Dr. Kenneth W. Padgett was appointed president and led the 1991 opening of the new 286-acre campus. The site included academic and administrative buildings as well as an extensive library, athletic center and residence halls. Subsequent years saw the construction of two new academic buildings and the addition of community care clinics across New York State. In addition, emerging collaborations with various healthcare facilities and organizations ensured diverse opportunities for clinical education.

Dr. Frank Nicchi (D.C. '78) became NYCC president in 2000 and guided the addition of graduate degrees in diagnostic imaging and clinical anatomy, as well as online M.S. degrees in applied clinical nutrition and human anatomy and physiology instruction. A baccalaureate degree completion program and various

certificate programs were also added. NYCC also established the first-ever chiropractic residency in a U.S. Department of Veterans Affairs (V.A.) hospital. Success of this pilot program led to the establishment of five residency sites in V.A. hospitals and medical centers across the country; the College served as academic affiliate for two of these sites.

In 2017, Dr. Michael A. Mestan — who joined the College in 2002 and was named executive vice president and provost in 2010 — was appointed president of New York Chiropractic College.

The College's "BLUEprint: Growing the Future Together" strategic plan launched in 2018 and concluded in 2023. As part of this work, in 2021, NYCC officially became Northeast College of Health Sciences.

Also in support of the 2018 "BLUEprint," the College began developing several new graduate and undergraduate degrees, including Radiologic Technology, Diagnostic Medical Sonography, Massage Therapy, and Physician Assistant Studies programs.

The College's "BLUEprint: Charting the Course" launched in 2023 and is intended to carry through to 2028. The BLUEprint sets forth a clear roadmap for our continued growth and evolution and is focused on enhancing academic excellence, strategic marketing and recruitment, campus master planning institutional advancement, and ensuring financial effectiveness and sustainability.

As a sort of "return to our roots," in September of 2024, the college opened a branch campus on Long Island, featuring the Doctor of Chiropractic program.

Northeast College remains on the cutting edge of health science education and, as always, is guided by its mission to be "committed to academic excellence, leadership and professional best practices in the health sciences."

Degree Programs

Northeast College of Health Sciences offers the following degree programs that are designated in the New York State Education Department inventory of registered programs.

<u>Program Name</u>	<u>New York State HEGIS Code</u>	<u>Credential</u>
Chiropractic	1221	DC
Whole Food Nutrition	1299	ADV CRT
Sports Science & Human Performance	1221	ADV CRT
Custom Stabilizing Orthotics	1221	ADV CRT
Applied Clinical Nutrition	1299	MS
Human Anatomy & Physiology Instruction	0805	MS
Life Sciences Only available to Northeast students in D.C. program	1201	BPS
Diagnostic Imaging	1225	MS
Clinical Anatomy	1299	MS
Massage Therapy	5299	NC CERT
Diagnostic Medical Sonography	5207	AAS
Radiologic Technology	5207	AAS

Information pertaining to all Northeast degree programs is presented in the first sections of this document, while the information that is specific for each program is presented in the individual program sections.

The Campus

The Northeast College of Health Sciences is housed primarily on the Seneca Falls Campus – a sprawling 286-acre property in the beautiful Finger Lakes region of upstate New York. The campus boasts approximately 500,000 square feet of building space, 133,000+ of which is dedicated to instruction.

Academic Facilities

Students and faculty in the Northeast College DCP have access to all college facilities including lecture and laboratory classrooms, library, study spaces, cafeteria, athletic facilities, housing, athletic fields, green spaces, etc.

Four academic buildings (Academic 1, 2, and 3, along with the Library/Anatomy Center) at the Seneca Falls campus serve as major centers for Northeast's instructional, research and student-life programs. Academic 1 and 3, the library, and the administration buildings are connected by either underground tunnels or elevated enclosed walkways for convenient and protected access during inclement weather. These buildings contain four amphitheater-style lecture halls and conventional classrooms equipped with multimedia instructional technology, plus laboratories for foundational sciences, X-ray positioning, diagnostics, therapeutics, rehabilitation and manipulation classes, and research programs and activities. Also included in the academic building complex are the Force Assessment Simulation Technology lab (FAST lab), the CARL (Computerized Anatomy Resource Lab), computer laboratories, and faculty and administrative offices.

Academic 1

The Academic 1 building, with over 60,000 square feet of space, is the most centrally located building within the core campus. The lower floor of Academic 1 houses 43 North, a coffee/snack bar, lounge areas, four computerized instruction labs, an x-ray positioning lab, and a centrally located physical diagnosis lab. There are also faculty and staff offices on this floor.

The “second” or “ground” floor houses a theater-style computer lab with 40 seats, multiple office spaces, housing information, educational and informational

technology, and the Continuing Education and Center for Student Support departments. This space will soon house new program offices and facilities.

On this building's third floor there are four chiropractic technique and physical examination laboratories, the Lillian Ford conference room, and administrative and faculty offices.

Academic 2: Research Center

This 9,300 square-foot facility houses research laboratories, one classroom (set up for active and passive rehab.), and offices. The Research Center is designed to extend knowledge in such areas as muscle physiology, neurophysiology, clinical biomechanics, e.g. gait, posture and balance, and human performance. The Research Center uses rigorously tested measurement tools to conduct survey research and qualitative research, e.g. focus groups, interviews, case studies, and observations. Faculty mentorship assists students with conducting independent research projects. These resources offer a unique opportunity for students to integrate cutting-edge research into their education.

Academic 3

With over 48,500 square feet of lecture hall, lounge, conference, and office space, Academic 3 is the main didactic classroom facility on campus. The Main floor houses offices and two large amphitheater-style lecture rooms, each with just under 200 seats. There is also a beautiful, glassed lobby, referred to as “the Atrium” with lounge amenities. On the second floor there are several offices and conference rooms, along with two 120-seat amphitheater-style lecture rooms; and a large, central, partitionable, technique and physical diagnosis lab space to include the previously mentioned FAST Lab.

Library

The 42,000+ square-foot Library building is a significant part of the academic community, offering a dynamic environment for learning with group study rooms, quiet study areas, and the Library Commons, a student-centric area with comfortable seating and flexible workspace groupings promoting interaction and collaboration.

The extensive collections of print and electronic books, journals, and media have been developed to enhance all programs. Access to online databases, eJournals and eBooks is available through networked desktop computers or wireless access for ease of student and faculty research.

The library houses natural bone materials, radiographic films, models, and demonstration videos of lectures in chiropractic, nutrition, and human anatomy and physiology. Plus, rare and out-of-print materials on chiropractic and nutrition are available for research and study.

The library staff provides in-person, online, and telephone services that include reference, circulation, interlibrary loan, and informational literacy programs.

Anatomy Center

Located on the Library's ground floor is the Anatomy Center, consisting of the anatomy laboratory and prosection theater. The prosection theater is equipped with video equipment and monitors to preview the day's dissection for the students. The Anatomy Center also includes cold storage and preparation rooms for cadavers, X-ray equipment, faculty offices, and conference areas.

Imaging Sciences Classrooms

A newly re-constructed area within the lower level of the Library/Anatomy center building houses the on-campus classroom and laboratory space for the college's Imaging Sciences programs: AAS degrees in Radiologic Technology and Diagnostic Medical Sonography. Each AAS degree program has a modest classroom space, but each also houses either a fully functional, digital x-ray suite or a multi-bay Diagnostic Ultrasound (DUS) suite with five state-of-the-art DUS units. These classrooms and their equipment are available for use by any of Northeast's programs including the DCP.

The Northeast College of Health Sciences Museum

The mission of the Northeast Museum, and its collections, is to gather and preserve artifacts relating to the history and cultural heritage of the programs offered at Northeast and to expand the understanding of health sciences to the College community and world at large. Through collections and exhibits both physical and electronic, the Museum strives to reflect the past,

present, and future of health sciences at Northeast College of Health Sciences. Various exhibits are displayed in the Museum area of the library. There are photos and documents spanning over 100 years of chiropractic history and a collection of diagnostic and therapeutic equipment used by chiropractors over the last century. The Northeast Museum houses other exhibits, including objects from the Arnold M. Goldschmidt exhibit, within the walls of the Museum and around the campus.

Kenneth W. Padgett Administration Building

The 59,000+ square-foot Administration Building is the primary location of administrative, enrollment, and institutional support services for the College. The offices of President, Provost and Vice President of Academic Affairs, and other members of Senior Staff are in this building, along with the offices of Accounting, Payroll, Purchasing, Student Accounts, Information Technology, Human Resources, Institutional Effectiveness and Compliance, Marketing and Communications, Enrollment Management and Student Affairs (Admissions, Financial Aid, and Registrar), Administrative Services, Facilities Management, and Campus Security. The Administration Building also houses student, faculty, and staff mail and central duplication services, the cafeteria, and the Delavan Theater.

Cafeteria

On the main floor of the Padgett building is the cafeteria - operated by a third-party food service vendor: Hallmark Management Service, Inc. This facility serves lunch (Monday – Friday) and dinner (Monday – Thursday) and has a capacity of 400 seats in three dining halls. Students in the DCP are required to purchase a meal plan which provides access to meals at the cafeteria and at the coffee shop, “43 North”, located in the lobby of the Academic 1 building.

Delavan Theater

On the lower level of the Padgett Building is the Delavan Theater, which seats 350 people for college and community activities. Its full complement of AV equipment and lighting makes this an ideal site for dance, theatrical, musical, and other special events. It is also used as a classroom space for the DCP.

Residence Halls

Northeast's residence halls, with over 166,000 square feet of living space, provide students with a secure campus environment that offers a social yet private residential campus life for unmarried and married students, and married students with dependent children. Living on campus offers the convenience of proximity to academic buildings, Library, and the Standard Process Health & Fitness Center.

The campus has four suite-style residence halls. All suites include single bedrooms, a living/study room, and either one or two bathrooms. Standard features include Wi-Fi, air-conditioning in the main suite lounge, full-sized refrigerator, and wall-to-wall carpeting, as well as basic furnishings such as beds, desks, tables, and chairs. Each building also has a centralized kitchen, recreation room, laundry room, and storage space. With a capacity for approximately 200 rooms, there are approximately 100 students living there currently.

Standard Process Health & Fitness Center

Students, faculty, and staff enjoy one of the finest regional recreational facilities in Northeast's 75,500 square-foot Standard Process Health & Fitness Center. Memberships are also available to residents of the surrounding community. A 32,000 square-foot gymnasium accommodates a variety of recreational, athletic, cultural, and academic functions. The gymnasium features four basketball courts – which can be converted to four tennis courts, three volleyball courts, five pickleball courts, or four badminton courts – and a 150-meter, four-lane track. It is also the site of the College's commencement exercises.

Within the SP Health & Fitness center also resides a 3,700 square-foot work-out facility equipped with both cardiovascular and free-weight equipment. Additional amenities include two racquetball/ handball courts; a six-lane, 25-meter swimming pool; an aerobics room; and men's and women's locker rooms. The 286-acre Northeast campus also provides outdoor recreational venues, featuring a multipurpose athletic field used for soccer, lacrosse, and flag football.

Northeast College of Health Sciences Health Centers

Each of the health centers of Northeast College of Health Sciences is well-equipped with dozens of

examination and treatment rooms, rehabilitation equipment, a student lounge with computers, a library, and classrooms. These facilities provide the clinical and educational environments in which students receive guided experiences to develop the skills, knowledge, and attitudes necessary to become competent and confident healthcare providers.

Seneca Falls Health Center, Seneca Falls, New York

The 19,400 square-foot Seneca Falls Health Center is located on the main campus, across from the Standard Process Health & Fitness Center. It is an integrated multidisciplinary health center offering various services including chiropractic, acupuncture, nutritional counseling, and massage therapy. This is a full fee facility that serves the surrounding community. Chiropractic students assigned to Seneca Falls for trimesters eight through ten spend their time both here and at associated clinical rotations.

This building also houses the Campus Health Center. In this health center, chiropractic students learn to provide care and perform treatment in a practice setting by serving the healthcare needs of the entire campus community as well as immediate family members of students, faculty, and staff free of charge. All chiropractic students in their seventh trimester participate in the Campus Health Center as their first clerkship experience.

Depew Health Center, Depew, New York (Western N.Y.)

The Depew Health Center is situated on a busy county road in a suburb of Buffalo. It is a residential and business locale with convenient access from most areas of the Erie County region, including downtown Buffalo, its adjacent towns, and Niagara Falls. Chiropractic students assigned to Depew for trimesters eight through ten spend their time both here and at associated clinical rotations. The Health Center has 13 treatment rooms, 2 classrooms, and 1 room for rehabilitation and exercises.

Levittown Health Center, Levittown, New York (Long Island Campus)

The Levittown Health Center occupies half of a building owned by the college and is situated in a suburban residential and business locale with convenient access from the New York City region and eastern Long Island. Chiropractic, massage therapy, and nutritional counseling are provided here. Eighth through tenth-

trimester chiropractic students assigned to Levittown spend time both here and at associated clinical rotations. The Health Center has 12 treatment rooms and 1 open area for rehabilitation.

The other half of the building houses the Long Island Campus. In addition to office spaces, this area includes five dedicated learning spaces. First, a virtual anatomy lab (like the CARL lab on the main campus in Seneca Falls) with four full-size Anatomage tables which are used to assist in the delivery of courses such as gross anatomy, histology, physical assessment, systems physiology, neuro-muscular skeletal studies, and neuroanatomy. Next, two new lecture classrooms with state-of-the-art technology providing real-time connectivity with lecturers and students situated on the main campus. This technology is used for events such as remote lectures, meetings, webinars, club, and college-wide events. There is also a chiropractic technique laboratory with a force sensing technology lab (FAST lab), and a physical examination laboratory. Radiography positioning and sonography equipment in this facility will also support diagnostic imaging examination courses in the DCP.

***President's Residence**

The President's residence at the Seneca Falls campus serves as a private home for the President and his family and is utilized for college-related receptions and other social functions.

Essential Information

The information on this page is detailed elsewhere, but also presented here for quick reference. Please refer to relevant sections of the Student Guide for more complete information.

Emergency Telephone Numbers

Call Security at 3022 from any residence hall, office or College house phone. From elsewhere, call 315.568.3022 (Security) or 911 (Seneca County 911 Center).

ID Card

Students must obtain an identification card, carry it with them at all times on campus, and present it for positive identification upon request by a member of the Northeast faculty, staff, or administration.

Official Communications

The College utilizes several mediums to communicate with students. Students are required to regularly monitor each of the communication mediums available to them. Official communication mediums include: student's Northeast email account (*FirstInitialLastName###@s.northeastcollege.edu*), MyNortheast Portal, TextCaster (emergency alerts), campus mailbox, and campus monitors.

Parking Permit

Students who have a motor vehicle must obtain a parking permit and display it properly on their vehicle. Those roadways and parking lots specified for student use may be used in accordance with the College's parking regulations, which are distributed with the student orientation package.

Academic Calendar

The academic calendar can be found on the College's website under the information for current students tab.

Abbreviated Campus Directory

<u>Department</u>	<u>Extension*</u>	<u>Building</u>	<u>Room</u>
Academic Affairs	315.568.3226	Administration	201A
Admissions	315.568.3040	Administration	104
Chiropractic Program	315.568.3328	Academic I	206A
Clinical Education	315.568.3262	Academic I	206C
Educational Technology & Telecommunications	315.568.3127	Academic I	L 16
Emergency			
Security	315.568.3022	Administration	L 01
Ambulance	911		
Sheriff's Dept.	911		
Fire	911		
Faculty and Research	315.568.3868	Academic II	4
Financial Aid	315.568.3063	Administration	102
Health & Fitness Center	315.568.3255, 3259	Health & Fitness Center	
Library (main desk)	315.568.3244	Library	
Lost and Found	315.568.3022	Administration	L 01
Mailroom	315.568.3077	Administration	L 20
Marketing & Communications	315.568.3282	Administration	101
Media Library	315.568.3112	Library	
Registrar	315.568.3058	Administration	102
Security	315.568.3022	Administration	L 01
Seneca Falls Health Center	315.568.3166	Seneca Falls Health Center	
Student Accounts	315.568.3072	Administration	103
Center for Student Support	315.568.3064	Academic I	114
Academic Accommodation Services			
Career Services			
Counseling			
Housing			
Professional Development			
Title IX Issues			
Student Technology Help Desk	315.568.3223	Administration	L 04

*From a campus phone, the four-digit extension can be used.

Health Centers:

Depew	716.685.9631	4974 Transit Road, Depew, N.Y. 14043
Levittown	516.796.4800	70 Division Avenue, Levittown, N.Y. 11756
Seneca Falls	315.568.3166	2360 State Route 89, Seneca Falls, N.Y. 13148

I. Academic Affairs

A. ATTENDANCE REQUIREMENTS

Attendance is expected in all classes at Northeast College of Health Sciences. Additionally, students should note that certain courses have specific laboratory attendance policies that must be followed to qualify for a passing grade in the course. These policies are articulated in the course syllabi provided to each student at the beginning of the trimester.

Noncompliance with attendance policies will result in a grade of XF, in which case both lecture and lab components of the course must be repeated in their entirety.

The licensing requirements of various states differ widely. Certain states may require a standard of attendance which exceeds that of the College. It is the students' responsibility to determine the requirements of the state(s) in which they may be planning to practice.

Lateness to class, within time limits set by instructors, may be recorded as a partial absence (such as 1/2), and arrival beyond the limit counts as a total absence for that class period. To protect their own attendance record, students should always verify that the correction is made if they have arrived after attendance is taken, or if they missed the first hour of a two-hour class.

In the case of extended absence, students are to notify their program administrator's office, and the appropriate faculty will be notified.

Northeast College of Health Sciences policy is that there are no "excused absences" for students missing classes (and class-related assignments such as clinic and rotations). However, there may be institutionally approved activities that will be accepted as a legitimate reason to miss class sessions and provide students with the opportunity to make-up missed assignments and examinations. The missed class session is considered a class absence towards the XF grade. Students should contact their program dean, director, or Dean of Clinical Education to obtain the appropriate paperwork.

B. ANATOMY CENTER POLICY

Improper or unprofessional handling of cadaveric material is punishable by the laws of New York State. Furthermore, the College views such action or behavior as warranting appropriate disciplinary action. Photography of cadaveric materials in the Anatomy Center is not permitted. This includes video photography and still photography, including cell phone cameras.

The Northeast Anatomy Center meets all state and federal safety requirements. Northeast cares about the health of its students, faculty, and staff.

Concentrations of chemicals in the laboratory are monitored, and chemical levels are maintained well below the requirements of OSHA standards. Remember that your instructors are concerned about this as well, as they are exposed to these chemicals for up to 12 hours or more per week, 45 weeks a year, year in and year out. Chemicals used in the embalming fluid may include phenol, formaldehyde, ethyl alcohol, glycerin, and water. Material Safety Data Sheets are maintained by the Anatomy Manager and are available for viewing by any interested parties. Anyone desiring additional protection may purchase a chemical protective mask.

C. RELIGIOUS OBSERVANCES

Northeast College of Health Sciences is a private, nonprofit institution chartered by the Board of Regents of the State of New York. The College publishes an academic calendar that informs all students and employees regarding holidays the College is closed. If any members of the student body or staff, by virtue of their religious beliefs and/or affiliation, choose to take additional time off from the College, they do so at their will. Attendance policies in each course make allowances for religious observances and emergencies upon completion of the necessary paperwork. Students should plan any absences for religious observances so as to comply with the attendance requirements of each course. If a student is unable to participate in an academic activity by virtue of their religious beliefs and/or affiliation, it is the student's responsibility to request a religious accommodation through the Center for Student Support at the start of the trimester, or as soon as reasonably possible, as per the Religious Accommodation section of the Student Guide.

D. LANGUAGE SKILLS

All Northeast students must have the ability to read, write, and speak English at a level sufficient to successfully complete the course of study for their respective program. Therefore,

1. Students taking examinations in class will not be permitted to use any dictionary.
2. Testing accommodations and tutoring through the Center for Student Support will not be provided on the basis of English language competency alone.
3. In the absence of a documented disability, extra time will not be allowed for any tests, including outcomes assessment examinations.
4. At the discretion of each instructor, requests for explanations may be granted as needed.

E. GRADING POLICIES

A description of Northeast's grading system is presented in detail in the college's catalogs. The following information provides students with specifics in how to deal with grading issues that may arise.

1. Grading Errors

The most common errors in grades occur either in (1) transcription or (2) calculation of grades. A student whose grade on a grade report or transcript does not match the posted grade should contact the Registrar. A student who believes the posted grade to be incorrect should first contact the instructor, who will verify (1) whether or not the posted grade was the calculated grade; or (2) whether or not that grade was calculated correctly.

2. Grade Changes

A grade change from I to an earned grade is made by the end of the second week of the new trimester, and a student must complete all course requirements within this time frame. Other grade changes, to include those that would result from a successful grade appeal, must be made immediately following the term in which the grade was earned. If a student suspects an erroneous grade, it should be checked immediately according to the policy mentioned above on grading errors. All grade

changes must be approved by the program administrator.

3. Grade Appeals

A student wishing to appeal a grade in any aspect other than an apparent grading error must adhere to the following procedure:

A student must first address the matter with the lead instructor of the course or the respective full-time clinician in matters pertaining to the assignment of clinical education grades. For students in the AAS in Radiologic Technology or AAS in Diagnostic Medical Sonography programs, the matter must be addressed with the lead instructor within three calendar days. If after doing so the student believes the grade to have been assigned in an arbitrary and capricious manner, the following steps must be observed no later than one week (five calendar days for AAS in Radiologic Technology and AAS in Diagnostic Medical Sonography programs) following the assignment of the grade. Where assignment of the grade occurs within one week of a trimester break, the steps must occur by the end of the first week of that trimester that immediately follows the assignment of the grade.

Students will address the matter in writing to the faculty member's program administrator. This written appeal must include

1. a copy of the course syllabus including the grading criteria; and
2. the basis for the appeal, which must include evidence that the grade was

not fairly assigned consistent with the established grading criteria, and/or

assigned in an arbitrary or capricious manner.

The program administrator will discuss the matter expeditiously with both the involved faculty member(s) and the student with the intent of resolution. If the program administrator is the course director of the grade in question, the student shall contact the Provost and Vice President of Academic Affairs

(PVPAA) for a designee to be appointed for this stage.

The program administrator or designee will render a decision to either

change the grade, or

uphold the grade.

The student may thereafter appeal the decision to the PVPAA (or their designee) within three class days (three calendar days for AAS in Radiologic Technology or AAS in Diagnostic Medical Sonography programs), following its receipt by student. Failure to do so constitutes a withdrawal of the appeal. The PVPAA at their sole discretion, will render a decision to either

personally review appeal and render a final decision, or

form a committee.

If the decision is to form a committee, the PVPAA will appoint an ad hoc committee, comprised of two faculty members from within the discipline in which the appealed grade was obtained and one faculty member from another discipline. Written statements will be submitted to the committee, consisting of the Grade Appeal already submitted by the student.

The committee, at its discretion may interview the student and any other person it deems relevant. The ad hoc committee will report its finding and recommendation to the PVPAA, who will notify both parties of their final decision.

F. STANDARDS OF ACADEMIC PROGRESS

Graduate Programs

A graduate student must meet the following academic measures in order to remain in good academic standing with the College. These measures apply to students matriculating in all Northeast degree programs. Failure to maintain good academic standing could result in the

loss of financial-aid eligibility and/or dismissal from the program of study.

The policies and procedures described in this document should encourage students to take all appropriate action necessary to ensure academic success. Students whose academic performance falls below the required standards are so notified and, depending on performance level, may be subject to an Academic Plan to enable them to retain satisfactory academic performance. Students also are expected to utilize the academic services provided by the Center for Student Support.

1. Notice of Academic Concern

A student will receive a Notice of Academic Concern whenever an academic event occurs, which may lead a student to fall below the minimum standard of academic progress if not corrected. A student receiving a Notice of Academic Concern is in good academic standing and retains all rights, privileges, and financial aid eligibility as a regular student. Some academic events which will automatically prompt a Notice of Academic Concern are:

- a. A grade of F, XF, or WF is earned;
- b. A term GPA below 2.0 during any trimester of enrollment.

Students whose academic performance reflects any of the above activity should be aware that their future course scheduling and date of graduation may be impacted.

2. Standards of Academic Progress

A student must meet the following academic measures in order to remain in good academic standing with the college, and to continue to meet the U.S. Department of Education's eligibility requirements for Federal Student Aid. These measures apply to students matriculating in all Northeast degree programs:

- a. A student must achieve a cumulative GPA of 1.5 or better in their first trimester.
- b. At the end of a student's second trimester of enrollment, and thereafter, a cumulative GPA of 2.0 or higher must be earned.

- c. A student must successfully complete a course that is being repeated after earning a grade of F, XF, or WF.
- d. Pace of program completion: To ensure a reasonable pace, a student must have successfully completed a minimum percentage of their cumulative attempted credit hours at the end of each term. An earned course grade of I, F, XF, WF, or W is not considered to be successful completion of a course. Any credit hours, from accepted transfer courses, are included in the pace calculation as credit hours earned and attempted.
- e. *How the program pace (completion rate) is determined:*

$$\frac{\text{Cumulative number of credit hours successfully completed}}{\text{Cumulative number of attempted credit hours}}$$

- Required minimum program pace percentages:
- 35% during first trimester of enrollment
 - 35% during second trimester of enrollment
 - 50% during third trimester of enrollment
 - 67% during fourth, and all subsequent, trimesters of enrollment

The maximum length of time to complete an academic program is 150% of the program's total credit hours.

3. Academic Warning

A student in academic warning status has failed to meet the minimum requirements of the College's standards of academic progress, and must meet the minimum standards by the end of the next trimester of enrollment. U.S. Department of Education regulations state that a student in academic warning status may only receive federal student aid for one additional term before being required to meet the standards of academic progress to maintain their eligibility for funds. The student should meet with the Center for Student Support during the trimester to assess academic progress and receive assistance in developing effective learning strategies.

4. Academic Dismissal

A student is academically dismissed from their program of study if they have not met the standards of academic progress within one trimester immediately following a term of academic warning status, or is unsuccessful in their probation appeal attempt.

5. Probation

A student who has been academically dismissed may appeal to be placed in a probation status. Approval of the probation status allows the student to continue in their program, and reinstates federal financial aid eligibility for one trimester. Appeals will be considered by the college within guidelines set by the U.S. Department of Education (DOE). DOE guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.

6. Academic Plan

In some circumstances, a student may be placed on an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan, or they will be academically dismissed without an opportunity for further appeal.

Radiologic Technology and Diagnostic Medical Sonography Degree Programs

A student must meet the following academic measures in order to remain in good academic standing with the college and to continue to meet the U.S. Department of Education's eligibility requirements for Federal Student Aid. These measures include both qualitative (grades) and quantitative (pace) requirements. The following measures apply to students matriculating in the Radiologic Technology and Diagnostic Medical Sonography degree programs.

For a student to meet the qualitative satisfactory academic progress requirement, they must receive a grade of "C" or higher for each required course in the program major (RAD, RSO, SON course prefix) courses. Final program major course grades below a "C" are not considered a passing grade and the student will receive an academic status of academic dismissal. In addition, students must earn a minimum cumulative program grade point average (GPA) of 2.0 after the first trimester, 2.25 after the second trimester, and 2.5 at the end of the third trimester of enrollment and thereafter.

The quantitative (pace) measurement requires the student to pass all (100%) of the required courses in the student's program of enrollment on time. Any course not completed within the course period or not achieving a passing grade (including program major courses "C" grade or above) will result in the student being assigned an academic status of academic dismissal.

1. Notice of Academic Concern

A Notice of Academic Concern is sent each trimester to a student who earns a cumulative GPA below 2.5. The student is instructed to seek academic advisement and academic support services provided by the Center for Student Support. A student who receives a Notice of Academic Concern without an Academic Dismissal remains in good academic standing and retains all rights, privileges, and financial aid eligibility as a regular student.

2. Academic Dismissal

A student is academically dismissed from their program of study if they have not met the standards of academic progress or is unsuccessful in their probation appeal attempt. Status results in the loss of Federal Student Aid eligibility.

3. Probation

A student who has been academically dismissed may appeal to be placed in a probation status. Approval of the probation status allows the student to continue in their program and reinstates federal financial aid eligibility for one course evaluation period. Appeals will be considered by the college within guidelines set by the U.S. Department of Education (ED). ED guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.

4. Academic Plan

In some circumstances, a student may be placed on an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan, or they will be

academically dismissed without an opportunity for further appeal.

Massage Therapy Program

The Massage Therapy program is 1,000 clock hours of training. Satisfactory progress is evaluated at the end of each course period. The student is required to meet qualitative (course grade) requirements to remain enrolled in the academic program and maintain financial aid eligibility. If a student receives a failing (F) grade and is determined to be unsuccessful in an appeal attempt, they will be academically dismissed from the program.

In addition, to meet all satisfactory academic progress requirements for the program, a student must attend all scheduled class hours measured on a cumulative basis during each course period. Any class hours missed must be made up, with prior approval required from the faculty member and/or the program director.

1. Academic Dismissal

A student is academically dismissed from their program of study if they have not met the standards of academic progress or is unsuccessful in their probation appeal attempt. Status results in the loss of Federal Student Aid eligibility.

2. Probation

A student who has been academically dismissed may appeal to be placed in a probation status. Approval of the probation status allows the student to continue in their program and reinstates federal financial aid eligibility for one course evaluation period. Appeals will be considered by the college within guidelines set by the U.S. Department of Education (ED). ED guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.

3. Academic Plan

In some circumstances, a student may be placed on an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of

academic progress outlined in the plan, or they will be academically dismissed and lose financial aid eligibility.

G. IPAD POLICY

This policy applies to all students whose program of study requires them to use an iPad for assessments. Aligning with our commitment to academic excellence, Northeast has implemented the use of advanced educational and assessment software (ExamSoft/Examplify). As such, all programs that use the software require students to purchase an iPad that meets or exceeds the minimum iPad specifications listed below. These requirements are subject to change without notice based on future upgrades to software applications.

Students may be required to use their iPads for laboratory exams. This scenario is used by many medical and chiropractic schools. Protective bags will be distributed to the students upon entry into the lab and then discarded after the lab exam.

Students who deviate from the iPad requirement and therefore cannot participate in a specific course, complete a course assignment, or participate in the classroom where iPad use is expected, without additional effort on the part of the faculty or the College, will be assessed any academic penalty, including an absence for the day, as deemed appropriate by the course instructor.

iPad Requirements for Examplify 5.0

- Hardware = iPad 5+, iPad Air2+ and iPad Pro.
- Operating System = iPadOS 15, iPadOS 16, and iPadOS 17. (Only officially approved Apple versions of the iPadOS are supported.)
- 500 MB of free space required to commence an exam.
- iPad must not be modified (e.g., Jailbroken).
- Internet connection for Examplify download, account registration, exam download and upload.

H. CLASS RECORDINGS

The faculty of Northeast strive to provide an educational environment that maximizes the student learning experience while protecting the rights and privacy of the

people engaged in the educational process. Faculty have the right and the authority to allow recording of classes and to rescind permission at all times. As such, students may not record (audio, video, or photograph) any portion of a lecture, lab, or course presentation unless written permission is expressly granted to the student(s) by the course lead faculty. Video and photographic content may not include other students without their written permission. Recordings are for personal educational use only and may not be replicated, shared or utilized by any other individual.

Learners with a documented disability may be provided permission to record classes as an accommodation by the Center for Student Support. Students requesting such accommodations must follow the policies outlined in the Accessibility Services section of the Student Guide and the Northeast Protocol on Recording of Lecture Material of the Academic Accommodations Handbook. If permission to record has been granted as an accommodation, this will be expressly stated in writing from the Center for Student Support to the student.

Students who record in violation of this policy are subject to disciplinary action under the Code of Student Conduct and Ethics.

I. STUDENT IDENTITY VERIFICATION IN DISTANCE LEARNING

Northeast College of Health Sciences complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, and the requirements of our regional and professional accreditors, which require the verification of student identity in distance or correspondence education. Accordingly, all credit-bearing courses and programs offered at Northeast through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. Any online student work, assessment, or activity that is graded or contribute to a student's grade must be performed or submitted via system that verifies the student identity. Faculty have the option of using several methods of identity verification such as:

- A secure login and pass code;
- Proctored examinations; and

- New or other technologies and practices that are effective in verifying student identification.

Verification of Identity

The identity of each student enrolled in a program where coursework is offered through distance education is initially verified during the admission process using approved photo ID. All students are provided a unique login and password to the MyNortheast portal during the enrollment process, and to other systems as needed thereafter (including the learning management system). Students have the option to reset their passwords for each system at any time.

Student Privacy

All methods of verification of student identity in distance education must protect the privacy of a student's information as described in the Family Educational Rights and Privacy Act (FERPA) Policy. This policy protects the privacy of students' information by requiring, with limited exceptions, that the student's consent be obtained before disclosing any personal identifiable information from the student's education records.

Charges Associated with the Verification of Student Identity

Northeast College of Health Sciences does not currently charge students to verify their identity.

J. INDEPENDENT STUDY

Independent Study

This policy provides guidelines for faculty members to provide an independent study to students, allowing students an opportunity to complete required coursework in an individualized format.

Eligibility

1. The course lends itself to an individualized, less traditional format.
2. The course is not offered during the term when independent study is requested.
3. The student meets prerequisites or co-requisites, if applicable.
4. A student may request an independent study if one or more of the following occur:

- a. The student received a failing grade (F) in a course and has a demonstrated need to retake the course to progress in their academic program.
- b. There are significant non-academic reasons the student was not able to take the course when it was previously offered.
- c. The course was cancelled when it was supposed to be offered.

Approval Process

1. Independent study coursework is only offered during the trimester in alignment with the established academic calendar.
2. The student must submit a formal request for the independent study to the program administrator.
3. The request must include justification for the independent study, course name, number and a timeline for completion.
4. Final approval from the faculty member and program administrator is required before the student can be enrolled in the course.
5. The student must register for the course as an independent study prior to the add/drop period of the trimester in which they wish to take the course.

Responsibilities of the Faculty Member

1. The faculty member agrees to provide individualized instruction, guidance, and assessment according to the course learning objectives.
2. The faculty member must ensure that the student's work and progress are monitored regularly, providing timely feedback and support.
3. The faculty member should be available for scheduled meetings with the student, either in person or remotely, to discuss course content and address questions.

Responsibilities of the Student

1. The student must adhere to the schedule and expectations set forth in the syllabus, completing all assignments, assessments, and other requirements.
2. The student is responsible for maintaining regular communication with the faculty member and seeking support when necessary.

3. The student must demonstrate satisfactory progress according to the standards set in the syllabus. Failure to meet these standards may result in termination of the independent study and/or failing grade in the course.

Grading and Evaluation

1. The faculty member submits the final grade to the registrar at the end of the independent study period.
2. The grade will be recorded in the same manner as for a regularly taught course and will factor into the student's GPA.

Limitations

Independent study options may not be available for all courses and are subject to faculty availability and department approval.

II. Research

Northeast faculty engage in various research and scholarly activities that promote evidence-based clinical practice. The scholarship of our faculty incorporates multidisciplinary research methodologies towards a better understanding of the musculoskeletal system, neurophysiology, systems physiology and associated pathologies, chiropractic techniques, clinical diagnosis, and healthcare interventions. Our research endeavors contribute to the evidence-based practice of healthcare interventions by integrating basic science concepts with clinical science theories. Northeast faculty members also contribute to scholarship of teaching by using clinical and educational technologies as well as teaching best practices. These educational research activities facilitate the learning of skills and knowledge required by our students to practice in an evidence-based manner.

Laboratory facilities within the Research Center provide us with the opportunity to objectively measure clinical changes that may occur in response to health sciences interventions.

Students participate in the research programs at Northeast in several ways:

1. They participate as subjects in applied and clinical research projects.

2. They serve as research assistants on scholarly projects conducted by Northeast faculty.
3. They conduct independent research projects under the mentorship of Northeast faculty.
4. They are encouraged to write and submit scholarly research reports.

Faculty support student research through directed study courses. Directed study courses provide students with practical research experience by teaching them the following skills: (1) project development and proposal writing; (2) data collection and data analyses; and (3) manuscript writing. The directed study courses diverge across disciplines represented by Northeast faculty. Research opportunities also exist in our master's programs.

III. Library

PURPOSE STATEMENT

The Library advances the Mission and Values of Northeast College of Health Sciences by providing access to resources and services that support the educational goals of the College and foster the development of information literacy skills to promote research and life-long learning by:

- developing and maintaining a relevant and authoritative collection of materials in print, electronic and other formats that supports the academic programs, the cultural heritage, and the research initiatives of the institution,
- providing an environment conducive to learning and the exchange of ideas,
- conveying our knowledge and skills in the advancement of information discovery.

A. HOURS OF OPERATION

The Library is open the following hours (subject to change) when classes are in session:

Monday-Thursday:	8 a.m. - 10 p.m.
Friday:	8 a.m. - 5 p.m.
Saturday:	noon - 5 p.m.
Sunday:	noon - 9 p.m.

The Library is closed on all designated College holidays. Any changes will be posted at the Library and noted on the monitors. During trimester breaks Library hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., closed weekends.

The Library will close in the event the campus closes due to inclement weather conditions that would jeopardize the safety of students and employees per the Weather Related or Emergency Campus/Health Center Closing Policy.

B. COLLECTION

Northeast's holdings consist of online journals and books on chiropractic, nutrition, anatomy, and other relevant medical subjects. Our print and hard copy materials include required and recommended textbooks, DVDs, radiographs, natural bone materials, microscopes, lab slides, CDs, and interactive multimedia.

C. SERVICES

1. Multipurpose Environment

The Library offers a dynamic environment for learning with group study rooms, quiet study areas, and the Library Commons, a student-centric area with comfortable seating, flexible workspace groupings to promote interaction and collaboration, computers, two large-screen TVs, and coffee and snack vending machines. The group study rooms and quiet study areas are located around the perimeter of the Library and upstairs in the Media Library; the Commons is in the center of the Library.

2. Electronic Resources

Links to the Northeast Library's databases, journal subscriptions, and online catalogs may be found using LibGuides at <https://northeastcollege.libguides.com/welcome> or on the Library Webpage at <https://northeastcollege.edu/student-resources/library>.

Eligibility for access to online electronic resources is based upon the terms of publishers' licensing agreements, which limit off-campus access to current Northeast students, faculty, and staff. Those connecting to online electronic resources from off-campus must authenticate themselves by entering their D2L or Portal ID and password when prompted before access is

allowed. It is strongly recommended that for off-campus access to these resources, use the Library link in D2L, the Portal, or at <https://northeastcollege.libguides.com/welcome>. The Library staff is available to assist with searches.

A small number of iPads with SofTest-M ExamSoft pre-installed are available on a first-come, first-served basis for students to borrow, at no charge, for a limited number of hours from the Library. *No reservations will be accepted and the availability of an iPad is not guaranteed.* Overdue fines will be charged if the iPad and all accessories are not returned on time. Fees will be charged for repair or replacement if the iPad and/or accessories are returned damaged or are missing.

The Library also has desktop computers to search the online catalogs, subscription databases and electronic journals; read eBooks, access the Internet, create documents with Microsoft Office products such as Word, Excel, and PowerPoint; and check email. The Library also has wireless service for those who wish to use their own portable devices.

3. Reference

The Library provides reference and research assistance to students, faculty, and staff of Northeast. Librarians are available to assist you in the Library, through email, and by phone.

4. Interlibrary Loan

Materials in all disciplines that are not owned by Northeast may be available, with some exceptions, through interlibrary loan. The Library staff will be pleased to assist students in obtaining interlibrary loan materials. Be advised that items may take up to two or more weeks to arrive. To place your request, use the forms found at the front desk in the Library, or use the online interlibrary loan form found at LibGuides <https://northeastcollege.libguides.com/welcome>.

5. Circulation

Much of the Library material is in-house use, with a select group of books, DVDs and CDs available to circulate outside the Library. A valid Northeast ID card is required at all times to use reserve materials in-house or to charge out books and media materials. Required textbooks, selected heavily used journal titles, and Media items such as bones and radiographs are reserve

materials to be used only in the Library for two-hour time periods. Print reserve materials are located at the Main circulation desk; reserve Media materials are available upstairs at the Media circulation desk. Reference materials are located in the hallway outside the Librarian's office.

There is a limit of ten books per borrower with two renewals allowed. The overdue fine for late return of books is 15 cents per day. There is a limit of two Media titles per borrower with no renewals. The overdue fine for late return of Media materials is \$1 per day per item.

6. Printing

Printing from the Library computers utilizes the Go Print system; you must be a currently enrolled Northeast College student and have an account set up to print. Wireless printing is also available from your mobile device using the PrinterOn app.

Please refer to the Library Handbook on the Library page at LibGuides <https://northeastcollege.libguides.com/welcome> or on the Library Webpage at <https://northeastcollege.edu/student-resources/library> for further details on the above policies and services.

IV. Information Technology

A. COMPUTER USE POLICY

The Information Technology (IT) Department has established several computer labs for the Seneca Falls campus, Long Island campus, and off-campus health centers. On-campus computer laboratories are equipped with the latest available software to enhance a student's academic pursuits. Word processing, desktop publishing, database, Internet access, and curriculum courseware are available. Wireless Internet access is available to all currently registered students in most areas throughout the campus, residence halls, Long Island campus, and off-campus health centers.

Northeast College of Health Sciences' administrative systems are intended to be used by authorized personnel. This includes faculty, staff, part-time employees, and supervised work-study students. Students are prohibited from placing any type of file on any administrative computing system.

Classroom computers may be utilized by students when they are delivering a presentation to a class under an instructor's auspices; otherwise, students should use the computers in the computer labs and the Library.

1. Policy

Student-accessible computers and network are the property of the College and are for the specific purpose of academic pursuits, tasks, and communications at Northeast. It is imperative that students refrain from making any changes to settings or downloading software to the computers. They are not to be used for copyright infringement, hacking, gaining unauthorized access, plagiarism, gambling, or viewing, printing or downloading pornographic images, nor should electronic mail transmit information that would be reasonably considered offensive, disruptive, or defamatory. Messages containing inappropriate sexual comments or images, racial slurs, or offensive gender-specific and/or age-specific slights are not permitted. Inefficient and illegal Internet uses such as downloading music, file sharing, sending chain letters, flooding the system with mass mailings, and downloading viruses are also prohibited. Such uses are in direct violation of the Northeast Code of Student Conduct and Ethics. Violators will be referred for disciplinary action.

2. Student Computer Locations

PC labs for student use are located on campus in the Academic I building and in the Library. Lab assistants are available to answer general computer and application support questions. Hours of operation are posted in the lab. Labs are also located in each of the off-campus health centers.

3. Student Email

All students are provided with a Northeast email account. Access to student email is removed upon withdrawal from Northeast. The accounts of graduates will be removed after three months. All email correspondence from the Administration and Portals will be sent to the Northeast student email account. Use of the email account must stay within the boundaries of the Northeast Code of Student Conduct and Ethics. Violators will be referred for disciplinary action.

4. MyNortheast Portal

All students are provided with secure access to personal admission and academic information through the MyNortheast Portal. Course information is also available through the Portal at the discretion of the instructors. Access to the Student Portal is disabled upon withdrawal or graduation from Northeast.

5. TextCaster

TextCaster is a contracted service that enables rapid communication in the event of an emergency via text message to a mobile phone and/or email. Enrollment is free. This service is used by the College only to communicate an emergency situation or weather-related closing or delay. It is not to be used to send any general or non-emergency messages.

In order to be activated, a student's mobile device must be able to receive text messages and the usual cost to receive text messages will apply. Email-only service can be accommodated, if a student does not have access to a mobile texting device. Students are strongly encouraged to activate this service by contacting the Student Technology help desk or using the link on the MyNortheast Portal.

6. Student Technology Help Desk

Support services are available for MyNortheast Portal, Internet, wireless network, email, ExamSoft, and Desire2Learn learning management system (LMS) by contacting the Student Technology help desk by one of the following methods:

Phone (voice mail only): 315.568.3223

Email: helpdesk@northeastcollege.edu

TeamDynamix Help Desk:

<https://northeastcollege.teamdynamix.com/TDClient/89/Portal/Home/> (find the link on the Northeast College of Health Sciences website "Info For" section, or the MyNortheast portal.)

B. WIRELESS NETWORK USAGE POLICY

The major objective of Northeast's IT Department is to assure the best possible service to the campus community. To secure quality service, students are required to follow the policy guidelines outlined below regarding computer hardware, software, and configuration. Failure to abide by the policy guidelines

will result in disconnection from the wireless network until the IT Department verifies compliance.

Questions regarding compliance to any of the following guidelines should be directed to the IT Department by calling the Student Technology help desk at 315.568.3223, or emailing helpdesk@northeastcollege.edu. To assist Northeast students in obtaining compliance, IT personnel are available to inspect computers and assist with necessary changes.

1. Privacy Issues

Students should assume that all network resources, including but not limited to another student's computer and college computers, are private. Any attempt to circumvent network or file security is strictly prohibited.

Students are strongly discouraged from sharing files across the network. If files are shared and security settings are configured improperly, other individuals may be able to gain access to your data. Northeast is not responsible for any loss of data caused by allowing others to access computers or computer files.

2. Anti-Virus Software

An anti-virus software package that is able to be automatically updated via the Internet must be installed on all Windows Operating System computers that use the Northeast wireless network(s). It is the student's responsibility to obtain, install, and maintain this package. Northeast reserves the right to disconnect computers from the wireless network that are infected with a virus or found without an anti-virus software package installed.

3. Port Scanning

Scanning for computers on the network using port scanners or network-probing software including, but not limited to, packet-sniffers is prohibited. Viewing, copying, altering, or destroying any data or connecting to another computer without permission of the owner is a violation of College policy. Attempts to breach network security will result in immediate disconnection from the wireless network.

4. Servers

Running a server of any kind is strictly forbidden. Some examples of servers are: FTP servers, gaming servers, Web servers, email servers, or P2P file-sharing programs.

5. Hardware

There are several wireless access points in various locations. Tampering with these devices is prohibited. If an access point is not functioning properly, please alert the IT Department. Installation of personal wireless access points, network hubs or switches, or other types of networking equipment is prohibited.

6. Outside Service Providers

Only the College has authority to contract for housing services involving Internet (both high-speed and dial-up), wire telephone, cable television, satellite television, and related, fee-based electronic transmissions. Consequently, individual student accounts regarding these services are not permitted.

7. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

The Northeast Wireless Network Usage Policy is subject to change without notice.

C. TELECOMMUNICATION SERVICES

1. House Phones

There are several house phones strategically placed on the Seneca Falls campus (Library, Administration Building, Research Building, the lobby of Academic III Building) for the purpose of calling Security (3022) in the event of an emergency.

2. Emergency Phones

Each residence hall has an emergency phone on the outside of the building that can be used to call the campus Security office (3022).

D. EDUCATIONAL TECHNOLOGY

Services are available to assist the College community in their effort to photograph, videotape or record authorized projects. Student requests for such support require prior authorization from appropriate College administrators. Generally, these services do not undertake the production of materials, including any computer output (e.g., Word documents, Excel spreadsheets or PowerPoint presentations) related to individual student tasks or projects.

1. Requests for Equipment

Requests from individual students or student groups (clubs, classes, etc.) for the use of services or equipment in the classroom are to be made either to the Center for Student Support or to the lead instructor. Please note that requests of this nature require three days' prior notice and will be processed and served on a first-come, first-served basis.

2. Requests for Services

Student groups should submit their requests for the recording of events (videotape, audiotape, photographs, etc.) through the Center for Student Support at least 14 days prior to the event. These services will be provided based on the availability of equipment and/or resources.

Unfortunately, the Educational Technology Department cannot guarantee that services requested will be provided. Groups requesting services that require the assistance of outside contractors also should contact the Center for Student Support to make arrangements with such contractors for their services.

The Educational Technology Department's resources are limited and, therefore, the department cannot rent equipment or provide services to individual students. Equipment provided to classrooms for student work becomes the responsibility of the individual student making the request.

V. Academic Accommodation Services

A. PURPOSE STATEMENT

To develop, foster, and grow student support services, leadership, and activities that are inclusive, empowering and engage academic life, balance, and success.

B. TUTORING SERVICES

Overview:

- Tutors are assigned based on availability and academic need.
- Students must be enrolled in the course for which they are requesting tutoring.
- Tutoring is not guaranteed for all classes.
- Tutoring hours for a given course may not exceed the number of contact hours per week in that course.
- Tutors do not re-teach course content.
- All tutees are responsible for being prepared for their tutoring session by asking in-depth questions, answering tutor questions, and identifying concepts they do not yet understand. Tutors will refer students to the Center for Student Support for assistance with additional challenges or concerns.
- Requests for tutor changes will be reviewed and approved on a case-by-case basis by the Student Accessibility Services Manager.

Drop-In Tutoring is arranged on a case-by-case basis through faculty or student driven requests for specific courses. When arranged, drop-in tutoring meets weekly

and is designed to support classroom lectures and assignments.

Small Group Tutoring is available in specific subject areas as tutors are available. Small Group Tutoring, for D.C. students, typically meets once per week beginning week two (2) of the trimester through week 13. Ninety-percent attendance for class, lab, and tutoring sessions is required for the student to continue with small group tutoring services. The Student Accessibility Services Manager may remove students from their small group tutoring assignment for non-participation.

Individual Tutoring is available in specific subject areas as tutors are available. Ninety-percent attendance for class, lab, and tutoring sessions is required for the student to continue with individual tutoring services. The Student Accessibility Services Manager may remove students from their individual tutoring assignment for non-participation.

Requesting Small Group or Individual Tutoring is done through the course portal. Tutees who are assigned to a small group or individual assigned tutor, are expected, within reason, to adhere to the tutor guidelines and expectations, including notifying their tutors of a cancellation 12 hours in advance of a session.

General Tutoring is available to provide academic support for general education courses. Tutoring support requests for program courses will be directed to course faculty as a first resource. Where there is course overlap between programs, students will have the opportunity for peer-to-peer tutoring.

C. LEARNING STRATEGIES

Students have the opportunity to meet individually with the Student Accessibility Services Manager or designee. Learning strategy meetings include topics such as creating an academic success plan, study strategies, exam preparation, test taking, motivation, time management, stress management, and test anxiety.

D. ACCESSIBILITY SERVICES

Policy Overview

Pursuant to several federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, all qualified students with

disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services, or activities.

Northeast College of Health Sciences (Northeast or College) is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities; promoting the full participation in all aspects of campus life; and making reasonable accommodations is necessary to ensure that programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability.

It has been our experience that nearly all accommodations requested at Northeast are directly related to academic activities. For that reason, some of the language of this policy refers specifically to academic accommodations. This is particularly true with regards to implementation (see Section 5) and the Appeals Process. Nevertheless, the policy applies to all programs and activities of Northeast College of Health Sciences. Please contact the Executive Director of the Center for Student Support for further information and questions regarding non-academic accommodations.

Northeast, therefore, prohibits discrimination against any individual on the basis of physical or mental disability. It is also the policy of Northeast to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question.

Students with disabilities at Northeast are required to meet the same academic standards as nondisabled students at the College. Moreover, it is only through a student's voluntary disclosure of their disability and request for accommodation(s) that Northeast can support the student's needs.

This Policy extends to all rights, privileges, programs and activities, including admission, financial assistance, food service, housing, educational programming, and others. Northeast encourages all students with disabilities to self-identify.

Definitions

An individual with a disability is a person with a physical or mental impairment that substantially limits

one or more "major life activities." Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, blindness and visual impairments, deafness and hearing impairments, mobility impairments, and some chronic illnesses. A person is considered to be an individual with a disability and legally protected if they have the disability, has a record of having the disability, or, for certain purposes, is regarded as having the disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. To the extent an applicable state or local law imposes a broader definition of "disability," Northeast will apply the broader applicable definition.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Substantially limits means a material restriction of the duration, manner, or condition under which an individual can perform a major life activity exists when compared to the average person's ability to perform that same major life activity. Temporary impairments that take significantly longer than normal to heal, long-term impairments, or potentially long-term impairments of indefinite duration may be disabilities if they are severe. The College will evaluate whether the impairment substantially limits any of the major life activities of a specific student, not whether the impairment is substantially limiting in general.

Northeast also will determine whether an impairment substantially limits a major life activity without regard to effects of mitigating measures such as medication, medical supplies, hearing aids, etc. For example, a student with hearing loss will still qualify as an individual with a disability, even though the individual may substantially improve their hearing impairment while using hearing aids. The one exception to this rule is eyeglasses or contact lenses. Because so many individuals wear corrective lenses, the effects of corrective lenses on one's vision shall be considered in determining substantially limits. Thus, a student with good vision

with corrective lens will not be considered disabled for the purposes of this policy.

A qualified student with a disability means an individual who, with reasonable accommodations to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.

Reasonable Accommodation refers to an adjustment or modification in the academic environment that enables an individual to have equal access to the College's programs, services, or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response, and/or presentation. The accommodation may not alter in any significant way what the test or assignment measures and may not pose an undue burden on the College. Personal aids and services, including help in bathing, dressing, or other personal care, are not required to be provided by postsecondary institutions.

Auxiliary aids and services refer to a wide range of devices and services that provide effective communication for students with disabilities. Examples of auxiliary aids and services are taped texts, note takers, interpreters, readers, videotext displays, television enlargers, talking calculators, electronic readers, Braille calculators, printers or typewriters, spelling dictionaries, and telephone handset amplifiers.

Fundamental Alteration. While the College makes every effort to provide reasonable accommodations, it is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of its academic programs. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the program administrator will consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, whether the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

For example, where a course requirement is essential to the program of instruction taken by the student,

Northeast is not required to waive the requirement. In addition, all students must meet any Technical Standards applicable to the program(s) in which they are enrolled. Technical Standards and associated procedures are beyond the scope of this policy and are detailed elsewhere.

Northeast will determine whether or not the requested modification would result in the alteration or elimination of an essential program or course requirement. This decision may be based on pedagogical precepts and/or documented in the class syllabus. Sometimes the question hinges not on the course of study but the manner in which a specific course is conducted.

Northeast need not accommodate a student who poses a direct threat to health or safety to themselves or others, which means a significant risk to health or safety that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether a student poses a direct threat to health or safety, the College must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to ascertain: (a) the nature, duration, and severity of the risk; (b) the probability that the potential injury will actually occur; and (c) whether reasonable modification of policies, practices, or procedures will mitigate the risk.

Undue Burden. Northeast need not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors to be considered are the nature and cost of the action needed in the context of the overall financial resources of the College.

Procedures to Obtain Accommodations

Students with disabilities who wish to make a request for accommodations, modifications, auxiliary aids and/or disability-related services must do so through the Center for Student Support, which serves students with all types of disabilities, including visual, mobility and hearing impairments, and learning and psychiatric disabilities. The Center for Student Support works with students on an individual basis to determine which, if any, accommodations, modifications, auxiliary aids and/or services would be most effective to help them achieve academic success. For the purposes of these Accommodation Procedures, Northeast will refer to

accommodations, modifications, auxiliary aids and/or services collectively as “accommodations.”

1. Registering for Services

To receive accommodations, students must register with the Center for Student Support. Students are encouraged to register with the Center for Student Support as early as possible. The process of obtaining and reviewing the necessary documentation as well as determining appropriate accommodations can be lengthy.

Accommodations may not be provided until this process is complete. No student is entitled to accommodations unless they self-identify and register with the Student Accessibility Services Manager.

To begin the process, each student must submit documentation of their disability to the Student Accessibility Services Manager. Once the documentation is received, the student will be invited to schedule an intake appointment to determine the student’s eligibility for accommodations and discuss the details of what may be provided.

During the intake meeting, the Student Accessibility Services Manager will review the student’s documentation, to include student narrative, and discuss which types of accommodations, modifications, aids, and/or services may be reasonably necessary. The Student Accessibility Services Manager may request additional documentation if it is incomplete, or if there are questions or inconsistencies with the student’s current impairment status and a requested accommodation(s).

If the Student Accessibility Services Manager determines that the student is eligible, an accommodation plan will be developed. All accommodations are determined on a case-by-case basis.

2. Documentation Requirements

Appropriate documentation of disability must be provided so the Center for Student Support may: determine the student’s eligibility for accommodation; and if the student is eligible, determine appropriate academic accommodations, modification, aids, and/or services.

Disability documentation must include a written evaluation from a physician, psychologist, or other qualified specialist that establishes the nature and extent

of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for accommodation. At a minimum, the documentation must include

- **The credentials of the evaluator(s):** Documentation should be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).
- **A diagnostic statement identifying the disability:** Documentation should include a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition. While diagnostic codes from the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Classification of Functioning, Disability and Health (ICF) of the World Health Organization are helpful in providing information, a full clinical description will also convey the necessary information.
- **A description of the diagnostic methodology used:** Documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended. Diagnostic methods that are congruent with the particular disability and current professional practices in the field are recommended. Methods may include formal instruments, medical examinations, structured interview protocols, performance observations, and unstructured interviews. If results from informal, non-standardized or less common methods of evaluation are reported, an explanation of their role and significance in the diagnostic process will strengthen their value in providing useful information.

- **A description of the current functional limitations:** Information on how the disabling condition(s) currently impacts the individual provides useful information for both establishing a disability and identifying possible accommodations. A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report is the most comprehensive approach to fully documenting impact. The best quality documentation is thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s). While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is recommended. Likewise, changing conditions and/or changes in how the condition impacts the individual brought on by growth and development may warrant more frequent updates in order to provide an accurate picture. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.
- **A description of the expected progression or stability of the disability:** It is helpful when documentation provides information on expected changes in the functional impact of the disability over time and context. Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts. If the condition is not stable, information on interventions (including the individual's own strategies) for exacerbations, and recommended timelines for re-evaluation, are most helpful.
- **A description of current and past accommodations, services, and/or medications:** Documentation should include a description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness in ameliorating functional impacts of the disability. A discussion of any significant side effects from current medications or services that may impact physical, perceptual,

behavioral, or cognitive performance is helpful when included in the report. While accommodations provided in another setting are not binding on the current institution, they may provide insight for making current decisions.

- **Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services:** Recommendations from professionals with a history of working with the individual provide valuable information for the review and planning process. It is helpful when recommended accommodations and strategies are logically related to functional limitations; if connections are not obvious, a clear explanation of their relationship can be useful in decision-making. While the post-secondary institution has no obligation to provide or adopt recommendations made by outside entities, those that are congruent with the programs, services, and benefits offered by the college or program may be appropriate. When recommendations go beyond equitable and inclusive services and benefits, they may still be useful in suggesting alternative accommodations and/or services.

Students who submit documentation that does not meet the above guidelines will be notified of the lacking information and be required to submit additional documentation before being considered for accommodations. Northeast reserves the right to request additional documentation as necessary in order to fully evaluate any request for accommodation.

3. Determining Eligibility

The Student Accessibility Services Manager determines that the student has a disability and is a qualified student with a disability, and will determine a student's reasonable accommodations on a case-by-case basis, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. Eligibility for accommodations is determined through an examination of the student's description of need and the thoroughness of their disability documentation. More particularly, accommodations are determined by the Student Accessibility Services Manager in consultation with the student as well as input from relevant faculty and staff, when needed.

In general terms, the Student Accessibility Services Manager makes determinations regarding reasonable accommodations by examining the following:

- the barriers resulting from the interaction between the documented disability and the campus environment;
- the possible accommodations that might remove the barriers;
- whether or not the student has access to the course, program, service, activity, or facility without an accommodation; and
- whether or not essential elements of the course, program, service, activity, or facility are compromised by the accommodations.

In reviewing the specific accommodation requests by the student or recommended by the physician/ evaluator, it may be found that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, The Center for Students Support may propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

The Student Accessibility Services Manager reserves the right to determine eligibility for accommodations based on the quality of the submitted documentation.

4. Accommodation Requests

Accommodations may include, but are not limited to: ability to record lecture only; signing interpreters; extended time testing; distraction-reduced testing setting; use of computer/word processor for testing; electronic stethoscopes, alternatively formatted texts, etc.

Once a student receives an accommodation, it will remain in place until otherwise specified. Requests for accommodation should be made as early as possible to allow the Student Accessibility Services Manager sufficient time to review requests and documentation, and to make proper arrangements.

Accommodations may be compromised if a request is not made in a timely manner. A disclosure of disability or request for an accommodation made to a faculty member, administrator or staff member, other than the

Student Accessibility Services Manager, will not be treated as a request for an accommodation.

5. Implementation

Because accommodations and the disabilities they mitigate are highly individualized the process of implementation must be considered on a case-by-case basis as well. When notified that an accommodation has been granted, the student will be provided with a letter describing the approved accommodation(s). The faculty will be notified if a student in their class receives an accommodation via the MyNortheast portal. If necessary, faculty may contact the Student Accessibility Services Manager with questions or concerns or for assistance in providing the necessary accommodation. The Center for Student Support is responsible for supporting all necessary arrangements such as proctoring specially administered examinations, providing for note-taking services, acquiring special equipment, etc.

6. Denial of Accommodations

Northeast reserves the right to deny services or accommodations in the event that documentation does not comply with its guidelines for service eligibility or documentation, is out-of-date, incomplete, or otherwise insufficient.

If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be notified. The student will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist, or other specialist.

Northeast is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue burden, or poses a direct threat to the health or safety of the student or others.

APPEALS POLICY AND PROCESS

Dispute Concerning Implementation of Approved Accommodation

The Center for Student Support works with students to determine appropriate accommodations. Once an accommodation is approved, the expectation is that the accommodation will be implemented. Occasionally, a student believes that an approved accommodation is not being implemented properly, or a faculty member

believes that the accommodation is not feasible or is inconsistent with course objectives. The following procedures apply to these situations.

Level 1: Informal

- a. If a student believes that an officially approved accommodation is not being implemented properly, the student should contact the Center for Student Support. Similarly, if a faculty member questions the propriety of an approved accommodation, the faculty member should contact the Center for Student Support.
- b. The Center for Student Support will communicate with the student and the faculty member in an effort to resolve the issue. If there is a mutually acceptable solution, the resolution will be documented to the student and the faculty member.
- c. If no resolution is mutually acceptable, the Center for Student Support will issue a written finding of the decision, and it will be implemented immediately.
- d. A student will not be harassed or have a negative consequence as a result of utilizing an informal or formal review process.

Level 2: Formal

- a. If the issue is not resolved to the student's satisfaction pursuant to the above process, the student may file a written request for review with the Provost and Vice President of Academic Affairs within seven (7) calendar days after receipt of the written decision. The request shall include a brief statement as to the reason for appeal.
- b. The Provost and Vice President of Academic Affairs or their designee will review the information in the case file and may gather additional information from the student, the faculty member, and the Center for Student Support.
- c. The Provost and Vice President of Academic Affairs or their designee will issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15)

calendar days of their receipt of the formal appeal. This decision is not internally appealable.

Appeal of Denial of Accommodation

The following process applies to situations where a student disagrees with the decision that the student does not qualify for accommodation and/or the student disagrees with the nature or extent of the approved accommodation(s).

- a. Within seven (7) calendar days after receipt of a decision as to the student's accommodation request, the student may request review by the Provost and Vice President of Academic Affairs or their designee. The request shall be in writing, and shall include a brief statement of the reason for appeal.
- b. The Provost and Vice President of Academic Affairs or their designee will review the information in the case file and may gather additional information from the student, the Center for Student Support, and others, as may be appropriate.
- c. The Provost and Vice President of Academic Affairs or their designee will issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15) calendar days of their receipt of the formal appeal. This decision is not internally appealable.
- d. A student will not be harassed or have a negative consequence as a result of utilizing this appeal procedure.
- e. Northeast understands that a student's accommodation needs may change over time, and a student may make more than one application for accommodation. This procedure will apply anew to any subsequent request for a different accommodation or subsequent request based on a newly diagnosed disability.

Confidentiality

Northeast recognizes that student disability records contain confidential information and are to be treated as such. Documentation specific to a student's disability is

maintained by the Center for Student Support and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student, or as permitted by the College's student records policy and federal law.

At the same time, a student's right to privacy must be balanced against the College's need to know the information in order to provide requested and recommended services and accommodations. In the interest of serving the needs of the student, the provision of services may involve a Center for Student Support official disclosing disability information provided by the student to appropriate College personnel participating in the accommodation process.

Information will be disclosed to appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This is limited to a specific situation that presents imminent danger to a student, other students, or other members of the College community. Any release of information must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. The amount of information that may be released is determined on a case-by-case basis.

Section 504/ADA Coordinator

Northeast has designated the following as its Section 504/ADA Coordinator to coordinate the College's Section 504 and ADA compliance efforts:

Executive Director of the Center for Student Support
Academic I, Room 1164
Phone: 315.568.3047

Inquiries regarding this Policy and all other disability-related issues should be directed to the Section 504/ADA Coordinator.

E. RELIGIOUS ACCOMMODATION

Northeast prohibits discrimination against any individual on the basis of religion. All students who hold religious beliefs that conflict with a policy, procedure, or another academic requirement are eligible to receive reasonable accommodation(s) unless an accommodation would compromise essential elements of the course, program, service, activity, or poses an undue burden. Accommodations typically consist of reasonable

change(s) in the academic environment that enable a student to practice or observe their religious belief. This may include, but is not limited to, dress and grooming requirements, and necessary modifications to a policy, procedure, or other academic requirement.

Students who plan any absences for religious observances, including time for prayer during scheduled courses or clinic time, and request to attend religious events or observe a religious holiday, should refer to the Academic Affairs section on Religious Observances in the Student Guide for additional information. In most cases, students who elect to take time off from their scheduled academic activities, as permitted by the Religious Observances policy, are not required to request additional accommodations and do so within the constraints of the attendance requirements of each course. Any other requests for religious accommodation should follow the procedures outlined below.

Procedures for a Religious Accommodation

1. Requesting a Religious Accommodation

Any student may request a religious accommodation by completing the Religious Accommodation Request Form and submitting it to the Center for Student Support, which acts as a liaison between the student and the College in order to facilitate the process. The forms can be obtained on the MyNortheast portal or in the Center for Student Support. The Center for Student Support will inform the appropriate program faculty and/or administrator of the request. All accommodation requests are evaluated on a case-by-case basis. A student may request a religious accommodation at any time during the student's course of study, and multiple requests may be made as may be necessary or appropriate. The College understands that religious beliefs may change or evolve. The College requires, however, that a religious belief be sincerely held by the student. The College may request additional information or documentation from the student to support a religious accommodation request. Accommodations are appropriate only in those situations where a student is unable to fulfill a sincerely held religious belief in a way that does not conflict with or require accommodation in a College course, program, service or activity.

If the College becomes aware that a student with a pending religious accommodation request or approved religious accommodation does not sincerely hold the religious belief, the College may deny or revoke the

accommodation. If a student with an approved religious accommodation no longer believes it is necessary to fulfill their accommodation, the student is to notify the Center for Student Support. Intentional misrepresentation with respect to a religious accommodation request may subject the student to discipline pursuant to the Code of Student Conduct and Ethics.

2. Determining Eligibility

Level 1: Faculty Request

If the requested religious accommodation is specific to a single course, service, or activity, the Center for Student Support will inform the appropriate faculty member or program administrator of the student's religious accommodation request. The faculty has the authority to determine the feasibility of providing a reasonable accommodation for the course activities and requirements. This generally requires a conversation between the faculty member and the student. If a mutually acceptable solution can be found, the faculty member will send a written notification to the student, Center for Student Support, and the program administrator to describe the approved accommodation process. If a mutually acceptable solution cannot be found, the faculty member will contact the program administrator and the Center for Student Support to advance the request to a Level 2 (see below).

Level 2: Administrative Request

If the requested religious accommodation is likely to impact multiple courses, services, or activities, or if a Level 1 accommodation request did not provide an acceptable resolution, Center for Student Support will communicate directly with the program administrator, who will perform an administrative evaluation of the request. The program administrator will determine the feasibility of accommodating the student's request by consulting with the student, the Center for Student Support, and/or any implicated faculty members by examining the following:

- The barriers resulting from the interaction between the religious belief or observance and the College course, program, service or activity;

- Whether or not the essential elements of the course, program, service, or activity are compromised as a result of the stated religious need/belief;
- Whether accommodations or modifications, would be effective to help the student fulfill the expectations of the program.

Following the evaluation of the student's request, a decision is rendered by the program administrator and is communicated to the student, the Center for Student Support, and any implicated faculty members, as follows:

- a. An accommodation is deemed appropriate. A written agreement between the student and program administrator/faculty is produced, including a description of the type of accommodation to be provided.
- b. An accommodation is denied (see Denial of Accommodation).

3. Implementation

Assuming a religious accommodation has been granted by the program administrator, the student, the Center for Student Support, and any relevant faculty member will be provided with a letter that stipulates the accommodation to be provided. Faculty, when necessary, may be consulted for assistance in providing the necessary accommodation(s). Generally, the academic program will be responsible for making the necessary arrangements to meet this request. The College reserves the right to modify or revoke an approved accommodation request if the accommodation in a particular course, program, service or activity compromises an essential element of the College's educational program or poses an undue burden.

4. Dispute Concerning Implementation of Approved Religious Accommodation

Once an accommodation is approved by the program administrator, the expectation is that the accommodation will be implemented. In the event that a student believes that an approved religious accommodation is not being implemented properly, or a faculty member believes that the accommodation approved by the program administrator is not feasible or

is inconsistent with the course objectives, then the following procedures apply to these situations:

- a. If a student believes that an approved accommodation is not being implemented properly, the student should contact the Center for Student Support, which will notify the program administrator. If a faculty member questions the propriety of an approved accommodation, the faculty member should contact the program administrator.
- b. The program administrator will meet with the student, the Center for Student Support, and the faculty member to resolve the issue. If a mutually acceptable solution cannot be found, the program administrator will make a determination in writing as to the procedure for proper implementation of the religious accommodation.
- c. If the issue is not resolved to the student's satisfaction pursuant to the above process, the student may file a written request for review with the Provost and Vice President of Academic Affairs (see 5. Denial of Accommodation).

5. Denial of Accommodation

The student may appeal the decision from the program administrator regarding the eligibility to receive religious accommodation or the implementation of the religious accommodation by filing a written request for review with the Provost and Vice President of Academic Affairs within seven (7) calendar days after receipt of the program administrator's decision.

The Provost and Vice President of Academic Affairs or their designee will review all information in the case file and may gather additional information from the student, the faculty members, the program administrator, and the Center for Student Support. The Provost and Vice President of Academic Affairs or their designee will then issue a written decision. Absent extraordinary circumstances, the decision will be issued within fifteen (15) calendar days of their receipt of the formal appeal. This decision is final.

No student who submits an accommodation request or appeal in good faith under this policy shall be subject to

retaliation, intimidation, discrimination, or harassment as a result of such submission or filing.

F. COUNSELING SERVICES

Introduction to Counseling Services

Northeast Counseling Services Center provides safe, free, confidential, and professional mental health support to currently enrolled Northeast students*. Services aim to assist students in managing and resolving personal concerns that may affect daily life and academic success.

Our licensed counselors bring diverse and extensive clinical experience and are equipped to handle a wide range of emotional and mental health challenges. Additionally, counselors can assist students with community referrals. These referrals can include needs such as medication management and specialized counseling services.

Counseling involves a collaborative process between the counselor and the student. Together, personal goals will be established, and strategies will be recommended to help the student reach their full potential. When social and emotional challenges interfere with daily life or academic performance, meeting with a counselor in a supportive environment can help foster personal development.

Available Services

Our services include individual counseling, walk-in services, student support groups, personal consultation, and crisis intervention. All services are voluntary**, and counseling records are protected by law and will not be included in your academic or educational record.

How to Contact and Request Counseling

To request an appointment, students can e-mail Northeast Counseling Services Center at counseling@northeastcollege.edu or may call (315) 568-3040.

Notes on Eligibility and Exceptions

*Due to counselor licensure requirements, on-line students may face limitations in accessing services depending on their state or province of residency. Please contact counseling services to check eligibility for

services. If necessary, counselors can assist students with finding external support.

**Services are voluntary, except in cases of psychiatric emergencies.

Students under the age of 18 can have a parent/guardian authorize treatment by signing a consent form at matriculation.

Students who require documentation for academic or other programmatic accommodations, due to mental health or other disability, should refer to the “Documentation Requirements” section under Academic Accommodation Services. Northeast policy prevents counseling services staff from providing this documentation.

Northeast policy also precludes staff and faculty, including counseling services staff, from providing letters of support and/or recommendation for internal college disciplinary actions or any other internal college process. However, counselors are available to offer individual emotional support to students involved in these processes.

VI. Registrar’s Office

A. NAME AND ADDRESS CHANGES

The name that appears on the admissions application will be used for all Northeast documentation.

A name may be changed upon submission of a completed Legal Name Change Form with supporting documentation (e.g., a marriage license or court order). Students desiring to add their maiden names will be required to submit documentation as proof of their maiden name. Students are advised that other agencies require documentation to support name changes, and it is recommended that they consult with these agencies regarding specific documentation requirements.

Students are expected to provide accurate addresses during registration and to complete an address change form in the event of any changes during the program.

B. ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Northeast College of Health Sciences complies with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), which affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records, subject to certain limits described below. Requests for inspection and review should be directed to the Registrar’s office. The College will provide access to the extent required by FERPA within a reasonable period of time, but not more than 45 days after it receives the request.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or in violation of the student’s privacy rights. Requests to amend education records should be directed to the Registrar’s office. If the College decides not to amend a record as requested by a student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. If the hearing results in a final determination not to amend the record, the student is permitted to place a statement in their file contesting the accuracy of the record.
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. Several exceptions permitting the disclosure of a student’s education records without their consent are described below; Northeast College of Health Sciences reserves the right to make such disclosures in these and other circumstances as and to the extent permitted by FERPA.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints may be submitted in writing to:

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

Definition of Education Record

An “education record” covered by this policy includes information recorded in any way and maintained by Northeast College of Health Sciences, or a party acting for the College, that is directly related to an identifiable student who is or has been in attendance. However, education records do not include the following:

1. Records that are kept in the sole possession of the maker thereof, are used only as a personal memory aid, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.
2. Records maintained by the law enforcement unit of Northeast College of Health Sciences that were created by that law enforcement unit for (in whole or in part) the purpose of law enforcement.
3. Records that relate to individuals who are employed by Northeast College of Health Sciences, are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose. Notwithstanding the preceding sentence, records of individuals in attendance at Northeast College of Health Sciences who are employed as a result of their status as students are educator records (e.g., work/study records).
4. Records relating to a student who is 18 years of age or older that are (a) created or maintained by a chiropractor, physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity; (b) made, maintained or used solely in connection with the provision of treatment to the student; and (c) not disclosed to anyone other than individuals providing such treatment. “Treatment” in this context does not include remedial educational activities or activities which are part of the program of instruction at the College.

5. Records created or received by the College after an individual is no longer a student in attendance at the College that are not directly related to the individual’s attendance as a student (e.g., information gathered on the accomplishments of alumni).

Limitations on Right to Inspect Education Records

Limitations exist on students’ rights to inspect and review their education records. Consistent with FERPA, Northeast College of Health Sciences does not permit students to inspect or review the following:

1. Financial information submitted by the student’s parent(s).
2. Confidential letters and recommendations placed in the records that the student has waived their right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors.
3. Education records containing information about more than one student. In such cases Northeast College of Health Sciences will limit access to that part of the record which pertains only to the student in question, unless the information about the other student(s) cannot be segregated and redacted without destroying its meaning.

Disclosure Without Consent

As noted above, a student has the right to consent to the disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Set forth below is information about some of the circumstances in which FERPA authorizes such disclosures. Northeast College of Health Sciences reserves the right to make disclosures of education records without a student’s consent in these and other circumstances in which such disclosures are permitted by FERPA.

Directory Information

One exception which permits disclosures without consent is an exception permitting disclosure of “Directory Information.” Currently, the College has identified the following items as Directory Information:

Name, address, telephone number, email address, dates of attendance, class, photograph, previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred (including dates).

Students are afforded the right to prevent the disclosure of Directory Information three times a year, at registration. If the form provided to the student is not completed, signed, dated and submitted by the student at this time, it will be assumed that the above information may be disclosed for the duration of the trimester following registration.

College Officials

Another exception which permits disclosures without consent is an exception permitting disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the College in an administrative, supervisory, academic or research or support staff position; 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; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks; or a person volunteering or otherwise performing services for the College. A contractor, consultant, volunteer, or other party to whom the College has outsourced institutional services or functions may be considered a school official under this exception only if they perform an institutional service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and agrees to use the education records only for the purposes for which they were disclosed.

A school official has a “legitimate educational interest” if they or it needs to review an education record in order to (a) perform a task specific to their job description or their contractual or volunteer duties to the College, (b) perform a task related to the student’s education (including without limitation discipline of the student), or (c) provide a service or benefit relating to the student or the student’s family.

Disclosures to Other Institutions

Upon request, the College also discloses education records without consent to officials of another school in which a student is enrolled or seeks or intends to enroll, for purposes related to the student’s enrollment or transfer.

C. RETENTION OF RECORDS

Academic records of students who have matriculated at Northeast College of Health Sciences and its predecessor institutes, New York Chiropractic College, Columbia Institute of Chiropractic, and Atlantic States Chiropractic Institute, will be maintained by the Registrar’s office in accordance with the College’s policy of retention of records.

D. RELEASE OF CREDENTIALS

Any unpaid balance due the College constitutes a financial obligation that must be met in full before awarding of degrees or recommendations can occur.

E. TRANSCRIPTS

Official transcripts are sent directly to an authorized agency such as a state board, educational institution, professional society or organization. Unofficial transcripts are issued directly to students. An unofficial transcript is stamped “Unofficial Transcript” and is not embossed with the College’s seal. Requests for both official and unofficial transcripts must be made in writing, preferably on the College’s appropriate release form, and should be directed to the Registrar’s office. All transactions related to transcripts are carried out in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).

F. REGISTRATION POLICIES

Registration for enrolled students is conducted during a specified time period. Every effort is made to provide an efficient process for both students and administration. The Registrar’s office strives for fairness in its offering of various sections of each trimester class.

Students need to have sufficient financial aid to cover their tuition and fee balances, or have made the required down payment and have signed the payment plan in order to register.

Students who fail to register at the assigned time risk penalties and late fees as established by the Registration Committee. Dates of registration are announced on a trimester basis.

G. COMMENCEMENT EXERCISES

Commencement exercises for the Doctor of Chiropractic program are held each trimester. Commencement exercises for all other programs are held annually. In addition to conferring degrees, awards for academic excellence and achievement are also presented.

VII. Code of Student Conduct & Ethics

PREAMBLE

The faculty and administration of Northeast College of Health Sciences (Northeast or College) take enormous pride in educating our students. In order for students to complete their studies successfully and graduate, the College must assess their knowledge of subject matter presented. Such assessments occur through written, oral and/or practical examinations, and evaluation of clinical competencies in the health center environment.

Equally important is for each student to exhibit professional behavior and academic integrity while attending the College. Students should note that they are attending a professional school and are required to contribute to and support professionalism and integrity at all times. They should show respect to the faculty, staff, and peers and, in return, expect to receive the same degree of respect. It is to be understood that the student experience at Northeast should not be viewed as a continuation of undergraduate study, but rather as the transition to one's professional career. Students must begin to identify and often wrestle with difficult moral and ethical questions that will arise continuously throughout their professional career.

The College prohibits sexual harassment, sexual assault, domestic violence, dating violence, stalking and other acts of sexual misconduct. These offenses are defined in the College's Discrimination, Harassment & Sexual Misconduct Prevention Policy. The Discrimination, Harassment & Sexual Misconduct Prevention Policy also sets forth an investigation and adjudication process for such acts of misconduct. The Discrimination, Harassment & Sexual Misconduct Prevention Policy is incorporated herein and set forth in Section VIII of this Student Guide.

The Code of Student Conduct and Ethics (Student Code) is expected to serve as a guide to the professional and ethical behavior of students during their studies at Northeast. Students are required to follow all of the rules and regulations outlined in the Northeast Catalog and Student Guide, Health Center Manual, Library

Handbook, and other materials published by the College. The Student Code that follows is a set of rules and regulations that includes both a Code of Student Conduct and a Code of Ethics, together with a unified judicial system for dealing with alleged offenses in either area. Violation of College regulations may result in disciplinary action, depending upon the severity of the infraction.

The Northeast Code of Student Conduct defines the standards for the nonacademic conduct and responsibilities of students, as well as the procedures to be followed when charges of alleged misconduct offenses have been filed. Students are expected to abide by all policies regarding personal conduct, and refrain from actions that would be considered disruptive or disrespectful, or could cause potential injury or interference with the rights and interests of other students, faculty, or staff members of the College.

The Northeast Code of Ethics defines policies and guidelines for academic and professional conduct and responsibilities, as well as procedures to be followed when charges of alleged ethics offenses have been filed. Any form of academic dishonesty, including the unauthorized use of others' intellectual property, is a serious offense in an academic community. At Northeast such dishonesty may result in removal from and assignment of an F grade for a course, separation from the College community, or a combination of these.

The College Main Servery and vending and copy machines, while operated by outside vendors, are overseen by the College and are on College property. These vendors are part of the Northeast community and may seek redress through the Codes of Student Conduct and Ethics. Theft or damage in any of these facilities, including the consumption of unpaid-for Servery food, will be treated as violations of the Code of Student Conduct and subject to the judiciary proceedings of the College. The Student Guide also specifically addresses the prohibition of selling of books or equipment on campus without specific permission. Violation of this policy may also result in disciplinary procedures.

A Judicial Panel will not excuse a lack of awareness or understanding of what constitutes academic dishonesty and/or appropriate conduct.

A. DEFINITIONS

Assistant Judicial Officer means a College faculty or staff member appointed by the Provost and Vice President of Academic Affairs to assist the Judicial Officer. In appropriate cases, the Assistant Judicial Officer may conduct the investigation of charges, and conduct Administrative Hearings when designated by the Judicial Officer.

Appropriate Judicial Panel shall mean that Judicial Panel empaneled and authorized to make findings relating to the accused.

College or *Northeast* means Northeast College of Health Sciences.

College official includes any person employed by the College having assigned administrative or professional responsibilities.

College premises includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

Complainant is an individual who brings charges against a student.

Faculty member means any person hired by the College to conduct and/or supervise classroom, laboratory, health center, online courses or research activities, and as defined by the Faculty Handbook.

Judicial Administrative Support will provide administrative support which will include working with the Judicial Officer to set meetings, communicate to all parties, prepare reports, filing, etc.

Judicial Advocate is a person appointed by the Provost and Vice President of Academic Affairs who will assist the accused by explaining the judicial process. The Judicial Advocate may recuse self if they cannot provide support without bias. Instances where a conflict exists preventing an individual from serving as Judicial Advocate include being an investigator for the case under judicial review; where the advocate is the individual who reported the incident; or where the individual is expected to participate as a witness.

Judicial Observer means a College faculty or staff member(s) designated and identified by the Judicial Officer to be present in a non-participative fashion and seated in a separate location to observe the proceedings for training purposes. These individuals are selected from the Judicial Panel Standing Committee. The Faculty Senate may recommend one individual, who may or may not be on the Judicial Panel Standing Committee, to also serve as a Judicial Observer through approval of the Judicial Officer. Each observer shall commit to maintaining confidentiality of the procedures in order to be selected.

Judicial Officer means a full-time College faculty member designated and identified to the College community by the Provost and Vice President of Academic Affairs.

Judicial Panel means the persons authorized by the Provost and Vice President of Academic Affairs to determine whether a student has violated the Code of Student Conduct and/or Code of Ethics. The Judicial Panel shall consist of the Judicial Officer, who shall serve as a nonvoting process facilitator; two faculty members of the college, two students, and one staff member. All panel members are chosen from the Judicial Committee by the Provost and Vice President of Academic Affairs and Judicial Officer. No voting member shall be selected for the panel where their prior dealings or relationship with the accused student is likely to preclude a fair and unbiased hearing.

May is used in the permissive sense.

Member of the College community includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the College.

Organization means any number of persons who have complied with the formal requirements for College recognition.

Policy is defined as the written regulations of the College as found in, but not limited to, this Code, the Graduate Catalog, Undergraduate Catalog, and Student Guide, the Residence Life License Agreement, individual department policy and procedure manuals, and other College policy statements approved by the College President or their designee.

Shall is used in the imperative sense.

Staff member means any person hired by the College other than faculty members and academic administrators.

Standing Judicial Committee is a cadre of individuals that have ongoing training for the purpose of serving on a Judicial Panel and providing input for revisions to the Code of Student Conduct and Ethics. Panel members will receive annual training concerning pertinent issues, including sexual misconduct, domestic violence, dating violence and stalking, organized by the Judicial Officer. The Judicial Panel is authorized by the Provost and Vice President of Academic Affairs to determine whether a student has violated the Code of Student Conduct and Ethics and, if so, to determine sanctions, as outlined in the committee charge.

Student includes all persons taking Northeast courses – full time, part time, and non-matriculated – pursuing undergraduate, graduate, or professional studies, plus those who attend post-

secondary educational institutions other than Northeast and reside in College residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College, such as a leave of absence, are considered students.

Student Code shall mean this Code of Student Conduct and Ethics.

Working day shall mean any day that the College is in session, whether or not classes are held on that day.

B. COLLEGE JURISDICTION AND JUDICIAL AUTHORITY

Generally, College jurisdiction and discipline shall be limited to conduct that occurs on College premises or that adversely affects the College community and/or the pursuit of its mission.

The Judicial Officer is responsible for the process related to the hearing and suspected violations of the Student Code, acting under the authority of the Provost and Vice President of Academic Affairs.

Any member of the College community may propose policies for the administration of the judicial program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code. Proposed changes may or may not be acted upon and are subject to Academic Policy Committee procedures and legal review.

Decisions made by a Judicial Panel shall be final, pending the normal appeal process.

The action of a Judicial Panel will be a function through the office of the Provost and Vice President of Academic Affairs. All files will be stored under the authority of the office of the Provost and Vice President of Academic Affairs. Results will be shared with the appropriate stakeholders.

C. CODE OF STUDENT CONDUCT OFFENSES

Any student found to have committed one or more of the following offenses is subject to the disciplinary sanctions authorized by this Code.

Acts of dishonesty, including but not limited to the following:

1. Furnishing false information to any College official or office.

2. Forging, altering, or misusing any College document, record, or instrument of identification.
3. Tampering with the election of any College- recognized student organization.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person to include oneself (communicated in any form, including any conduct related to a bias/hate crime).
6. Non-gender based harassment and discrimination
7. Hazing in any and all forms.
8. Attempted or actual theft of, or damage to, property or services owned by the College or a member of the College community, or other personal or public property.
9. Hazing – defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property – for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
10. Failure to comply with directions of College officials or law-enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession, duplication or use of –
 - a. a key to any College premises, or unauthorized entry into or use of College premises; or
 - b. a College ID card, either on or off the College campus.
12. Violation of published College policies, rules or regulations.
13. Violation of federal, state or local law on College premises or at College-sponsored or -supervised activities.
14. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
15. Use, possession or distribution of alcoholic beverages, intoxicants or medications except as expressly permitted by

the law and College regulations; public intoxication, or conviction of DUI or similar charge.

16. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
 17. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 18. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or -supervised functions.
 19. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises, at functions sponsored by the College, or at functions in which the College participates.
 20. Theft or other abuse of computer time, including but not limited to –
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. use of another individual's identification and password;
 - d. sharing of individual passwords;
 - e. use of computing facilities to interfere with the work of another student, or member of the college faculty, staff, or administration;
 - f. use of computing facilities to send obscene or abusive messages;
 - g. use of computing facilities to interfere with normal operation of the College computing system.
 21. Unauthorized use of another's intellectual property.
 22. Abuse of the judicial system provided for by this Student Code, including but not limited to –
 - a. failure to obey the summons of a Judicial Panel or College official;
 - b. falsification, distortion, or misrepresentation of information before a Judicial Panel;
 - c. disruption or interference with the orderly conduct of a judicial proceeding;
 - d. institution of a judicial proceeding knowingly without cause;
 - e. attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - f. attempting to influence the impartiality of a member of a Judicial Panel prior to, and/or during the course of, the judicial proceeding;
 - g. harassment (verbal, physical, or electronic) and/or intimidation of a member of a Judicial Panel prior to, during, and/or after a judicial proceeding;
 - h. failure to comply with the sanction(s) imposed under the Student Code;
 - i. influencing or attempting to influence another person to commit an abuse of the judicial system.
 23. Unprofessional conduct related to the student's activities outside of the classroom, including but not limited to a demonstrated lack of personal integrity, a violation of the ethical standards of the student's chosen profession, or an act of disrespect directed toward the faculty, other members of the College community, or the human subjects of study or treatment.
 24. Unprofessional conduct related to the student's activities outside the classroom that results in civil sanctions must be immediately self-reported to the Judicial Officer. Failure to self-report could result in additional charges.
 25. Violation of any College or housing agreement policies.
 26. It may be considered a violation of the Code of Conduct to willfully ignore College guidance and policy, both on and off campus, during crises and/or emergencies.
- The College also prohibits sexual harassment, sexual assault, domestic violence, dating violence, stalking and other acts of sexual misconduct. These offenses are defined in the College's Discrimination, Harassment & Sexual Misconduct Prevention Policy. The Discrimination, Harassment & Sexual Misconduct Prevention Policy also sets forth an investigation and

adjudication process for such acts of misconduct. The Discrimination, Harassment & Sexual Misconduct Prevention Policy is incorporated herein and set forth below in Section VIII of this Student Guide.

D. CODE OF CONDUCT AND ETHICS - PERSONAL STATEMENT

All Northeast students are bound by the following statement, which they have signed prior to being admitted to the College:

“As a professional student I shall abstain from lying, cheating and stealing and shall not condone or tolerate any other student who does. Further, I shall conduct myself at all times in an honorable and professional manner not discrediting myself, my colleagues, my college or my profession. It is my moral obligation to take action and to report violations of the Code of Conduct and Ethics to the proper authorities. I understand that students who suspect or witness violations of the Code of Conduct and Ethics are morally obligated to report the suspected dishonesty to a College official.”

Discussions on ethical issues are integrated into student course work throughout the curricula.

E. CODE OF ETHICS OFFENSES

Academic dishonesty and unethical conduct includes but is not limited to the following:

1. Cheating on examinations, tests, or other student assessments — to give or receive assistance from written material, another person, their paper, or any other source, or attempt to do so, during an examination or test without the explicit instruction of the teacher of the course.
2. Plagiarism — failure to acknowledge ideas or phrases used in any paper, exercise or project submitted in a course as part of a student’s work but gained from another person or source. (Guidelines for proper documentation are available from the Library.)
3. Significant and/or willful misrepresentation or falsification of data in any course work.
4. Self-plagiarism — the submission of similar or identical work as original work in more than one course without the explicit written permission of the instructor(s) of the subsequent course.
5. Cooperative or collaborative effort in course work without acknowledgment or the explicit permission

of the instructor. (This is not meant to inhibit discussion and debate of academic subjects either inside or outside a classroom.)

6. The submission of work as one’s own that has been prepared by another person, whether oral or written.
7. Forgery or falsification of academic documents.
8. Unauthorized use of another’s intellectual property.
9. Unprofessional conduct related to the student’s academic responsibilities, including but not limited to a demonstrated lack of personal integrity, a violation of the ethical standards of the student’s chosen profession, or an act of disrespect directed toward the faculty, other members of the College community, or the human subjects of study or treatment.
10. Students in the clinical service phases of the program should refer to the appropriate health center manual for specific “clinic” infractions and consequences during the clinical phase of the program. Academic dishonesty and unethical conduct include, but are not limited to, the following:
 - a. Unauthorized adjusting and/or treatment of patients;
 - b. Treatment of health center patients outside of the health center or other supervised programs;
 - c. Fraudulent entry into the patient record. This includes entering false data and failing to enter pertinent information;
 - d. Failure to follow or carry out a clinician’s recommendations or orders;
 - e. Failure to maintain patient records in the appropriate filing area in the health center or removal of patient files/X-rays/blood work from the health center property without specific written authorization;
 - f. Failure to follow health center policies and procedures;
 - g. Forgery of any document or instrument related to College activity;
 - h. Utilizing evaluation or treatment techniques that are not authorized in the College’s health centers.

F. VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result

from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of their status as a student. If, however, the alleged offense is also the subject of a proceeding before a Judicial Panel under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

G. CHARGES OF MISCONDUCT AND PRE-HEARING PROCEDURES

Any member of the College community may file charges against any student for violations of the Student Code. Charges submitted by a member of the College community must be submitted in writing to the Judicial Officer. Any charge should be submitted as soon as possible after the alleged event takes place, but there is no time limit for the reporting of allegations or for the College to file charges.

A faculty member who suspects that a student has violated the Code of Ethics in a course being taught by the faculty member may confront the student directly with the evidence of violation. If unresolved, the faculty member, in the presence of their immediate supervisor, shall provide the student with an opportunity to explain their alleged misconduct, and shall then inform the student whether or not the student is being charged with an offense and, if so, what sanction is being proposed by the faculty member. If the sanction is limited to a failing grade for the assignment, test or course in question, and if the student accepts the failing grade as the sanction, the faculty member shall have the authority to impose the sanction subject to the approval of the appropriate Dean/Director. If the sanction is not so limited, or the student refuses to accept the failing grade, or the student has previously been found to have violated the Code of Ethics pursuant to an action administered through judicial action under the Student Code, the faculty member must file a charge with the Judicial Officer. In

cases where the sanction has been limited to an agreed-upon failing grade for a first violation, the faculty member shall notify the student in writing of such action with a copy of the letter going to the Judicial Officer, the appropriate Dean/Director, and placed in the student file.

Upon receiving a charge, the Judicial Officer will immediately notify the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs may choose for the Judicial Officer or another College administrator or other appropriate person(s) to conduct the investigation of the charges.

If the charges are supported and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Officer and Provost and Vice President of Academic Affairs, then such disposition shall be final and there shall be no subsequent proceedings.

If the charges are not admitted, or cannot be disposed of by mutual consent, or if the student has previously been found to have violated the Student Code, the Judicial Officer shall present the case in writing to the Judicial Panel alleging violation of the Student Code. Those who participate in the judicial process are to exercise utmost discretion and confidentiality in their disclosure of matters relating to a judicial action.

The accused will be offered the opportunity to confer with a person appointed by the Provost and Vice President of Academic Affairs to serve as an "Advocate" who will assist the accused by explaining the judicial process, and suggesting optimal means to assemble a defense. The Advocate may be present at meetings between the Judicial Officer and the accused as well as at hearings, if requested by the accused, to serve only as an advisor to the accused. Communications made by the accused to the Advocate are neither privileged nor protected by confidentiality. The Advocate will be notified by the Judicial Officer of the charges.

If, at any point, evidence is presented to the Judicial Officer demonstrating conclusively that the accused is not culpable and that any further processing of the charge(s) is unwarranted, the Judicial Officer will present this information to the Provost and Vice President of Academic Affairs, who may dismiss the charge(s) and the complainant and the accused shall be informed of the dismissal in writing.

The formal statement of charges shall inform an accused student in writing of the charges, support for the charges, range of sanctions available, and the following rights:

1. To an expeditious hearing;

2. To be informed in writing of the procedures to be followed in the hearing as specified under Student Code provision, J. "Judicial Panel Hearings," herein;
3. To bring an advisor to the hearing;
4. To bring witnesses, but only those who have facts bearing on the case;
5. To ask questions of any witnesses who personally participate in the hearing;
6. To testify or not, orally, or in a written document, or both; and
7. To make a closing statement in the proceedings.

Where a hearing is to be held, in conjunction with the Provost and Vice President of Academic Affairs, the Judicial Officer shall appoint a Judicial Panel to hear a judicial case and shall notify the parties of the appointments and the time and place of the hearing. Any member of the Judicial Panel so appointed who believes that they have a conflict of interest in a particular case may disqualify themselves after consultation with the Judicial Officer. In addition, the accused or the complainant may request that the Judicial Officer seek disqualification of any member of the Judicial Panel where the party believes a conflict of interest exists that would preclude a fair hearing. The accused or complainant must present to the Judicial Officer a written explanation as to the nature of the alleged conflict of interest. Anyone may alert the Provost and Vice President of Academic Affairs if they believe there exists a conflict of interest involving any participant in a judicial action that would preclude a fair hearing. A request for disqualification must be made within three (3) days before the hearing date. The Provost and Vice President of Academic Affairs will have final authority to determine disqualification from participation in any judicial proceeding.

Where it appears that a material witness will not be available to participate at a hearing, the complainant, accused or the Judicial Officer may attempt to obtain a recorded or written statement from the witness to be furnished at the hearing. Further, in appropriate cases, the Judicial Officer may allow the complainant, the accused, a judicial panel member, or a witness to participate in the hearing via conference call, Skype, or other means.

H. ADMINISTRATIVE HEARING FOR STUDENT CODE VIOLATIONS

The Judicial Officer shall also inform an accused student of the option to request an administrative hearing conducted by the Judicial Officer or designee under the following conditions:

1. The student had not previously been found to have violated the Student Code pursuant to an action administered through judicial action under the Student Code;
2. The accused student waives the right to a Judicial Panel review;
3. The accused student admits all violations of the Student Code; and
4. The accused student shall have received a document from the Judicial Officer explaining that the accused student must admit a violation of the Student Code, and the student shall admit to such a violation.

The Provost and Vice President of Academic Affairs and the Judicial Officer will decide whether to approve a request for an administrative hearing. A decision by the Provost and Vice President of Academic Affairs and Judicial Officer to deny an administrative hearing may not be appealed. Only the accused student, the complainant, the Judicial Officer, and any other persons deemed by the Judicial Officer to have appropriate standing in the case may take part in an administrative hearing.

The accused student and the complainant will have an opportunity to be heard. These meetings will occur separately. The Judicial Officer will inform the parties involved of the sanction(s) the Judicial Officer intends to impose. If the parties involved accept the sanction(s), the sanction(s) will be imposed and the judicial process concluded with no opportunity for appeal. If the parties involved decline to accept the sanction(s), the question of appropriate sanction(s) will be referred to a Judicial Panel.

I. INTERIM SUSPENSION

In certain circumstances, the Provost and Vice President of Academic Affairs or designee may impose a College or residence hall suspension prior to a Judicial Panel hearing, administrative hearing or other administrative action to resolve the situation. Interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes), college clinics, sites where the college has internship

affiliations, and/or all other college activities or privileges for which the student might otherwise be eligible, as the Provost and Vice President of Academic Affairs or designee may determine to be appropriate.

J. JUDICIAL PANEL HEARINGS

Judicial Panel hearings shall be conducted by a Judicial Panel according to the following guidelines:

The Judicial Officer shall convene the Judicial Panel for a hearing to be held expeditiously, generally not fewer than five or more than ten working days following the delivery of a written charge to the accused. Maximum time limits for notifications and the scheduling of hearings may be extended at the discretion of the Provost and Vice President of Academic Affairs. The accused or complainant is to provide reasons supporting any request for altering the time limits.

After the College's investigation is completed, the accused and the complainant will be allowed access to the documentation if the party requests. An accused shall present to the Judicial Officer a written, point-by-point response to charges at least one working day before a hearing. Any witness brought to testify should be identified in this statement and the testimony they will provide. All points of the charges not specifically denied shall be deemed admitted, and evidence, testimony, and witnesses regarding these points shall be deemed unnecessary in a hearing. Any witnesses brought to testify should be identified by the complainant along with the testimony they will provide at least one working day before a hearing. Should the accused student fail to appear at the hearing, the Judicial Panel has the authority to hear the case without the accused's attendance or participation. Similarly, the Judicial Panel has the authority to hear a case without the complainant's attendance or participation. Except in the case of an accused student charged with failing to obey the summons of a Judicial Panel or College official, which may result in further judicial charges, no student may be found to have violated the Student Code solely because the student failed to appear before a Judicial Panel. In all cases, the evidence in support of the charges shall be presented and considered.

If the case does not qualify for an administrative hearing and the student admits guilt to all charges, a Judicial Panel may convene to make recommendations on sanctions. The accused and the complainant are not required to be present but will be allowed to be heard.

All hearings of the Judicial Panel shall be de novo, without regard to any matter previously developed in

informal proceedings, and no decision about responsibility in a case shall be made on evidence other than that presented at the hearing. Hearings normally should be conducted in private, and admission of any person to the hearing shall be at the discretion of the Judicial Officer.

In hearings involving more than one accused student, the Judicial Officer may recommend to the Provost and Vice President of Academic Affairs that the hearings be conducted concurrently. In cases involving multiple allegations, all allegations will be heard together by the same Panel, unless the Judicial Officer decides otherwise.

The complainant and the accused have the right to be assisted by an advisor of the party's choice (in addition to the Judicial Advocate). In an exceptional case, subject to the discretion of the Judicial Officer and following a request made at least two days before the hearing, the advisor may be an attorney; in that event, the College reserves the right to have an attorney present to advise the Judicial Panel.

Advisors are not permitted to make statements, arguments or objections or otherwise participate directly in any hearing before a Judicial Panel without the consent of the Judicial Officer. An advisor's role is to consult quietly with the party. An advisor who fails to adhere to these rules or is disruptive to the proceeding will be required to leave, and the proceeding will continue without an opportunity for the party to seek a new advisor.

The hearing will be audio recorded. The record and recording shall be the property of the College and may be made available to others as, and in such manner and as deemed appropriate by the Judicial Officer. The audio recording will be maintained for at least five years.

The Judicial Officer ensures that all the material is made available to the Judicial Panel members (at least 24 hours prior to the scheduled hearing). The Judicial Officer works with the Judicial Administrative Support person to set the date and time.

The Judicial Officer shall call a hearing to order, introduce all participants, and admonish all participants that they are expected to be truthful in all testimony. No one may speak at a hearing unless recognized by the Judicial Officer, who shall have full authority over the proceedings. The Judicial Officer will make decisions with respect to the conduct of the hearing, the order of witnesses, the introduction of evidence and testimony, and any procedural issue. Formal rules of evidence do not apply, and the Judicial Officer may allow or exclude any evidence or testimony they deem irrelevant, incompetent, or otherwise unnecessary or inappropriate.

The accused student and complainant(s) may be present during the presentation of all testimony except that a complainant may be excluded for parts of the hearing concerning charges, if any, unrelated to the complainant.

The Judicial Officer shall introduce the formal statement of charges and the accused student's written response, copies of which have been given to members of the Judicial Panel and they have had appropriate time to review prior to the start of the hearing. The hearing shall consider only those charges in the written statement; new charges may not be introduced during the hearing. In the event the accused has previously been found to have violated the Code of Ethics pursuant to an action administered through judicial action under the Student Code, the Judicial Officer will determine if the fact of or certain details concerning the prior violation(s) are relevant to the Judicial Panel's consideration as to whether the student is responsible for the present alleged violations. If so, the accused student will be provided advance notice of the Judicial Officer's intent to allow the introduction of such evidence, and the accused student will be granted the opportunity to explain why such evidence should not be introduced. The Judicial Officer will notify the accused student at least one (1) day before the hearing as to their decision.

The complainant and the accused shall present witnesses subject to the right of cross-examination by the other party and by the Judicial Panel.

In appropriate cases, the Judicial Officer may require that questioning, including cross-examination questions, be conducted through the Judicial Officer, and the Judicial Officer will decide whether to pose the question to the party or witness. Witnesses shall be present only during their own testimony, but must remain available for the duration of the hearing unless excused by the Judicial Officer.

Members of the Judicial Panel may question any participant during a hearing or have participants recalled for questioning at the discretion of the Judicial Officer.

Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Panel at the discretion of the Judicial Officer.

The individual(s) filing judicial charges shall expeditiously present their case, witness testimony, documentation and other evidence. Panel members and the accused may ask questions to clarify a statement.

The accused student shall expeditiously present their defense, including appropriate witnesses, documentation and other evidence. Panel members and the complainant may ask questions to clarify a statement.

The individual(s) filing judicial charges may expeditiously offer evidence or testimony in rebuttal subject to questions by the accused and panel members.

The accused student may expeditiously offer evidence or testimony in rebuttal subject to questions by the accused and panel members.

The complainant and the accused student shall have opportunity to make closing statements, neither to exceed 10 minutes in length.

Following presentation of evidence, the hearing will be closed and everyone except members of the Judicial Panel shall be dismissed.

The Judicial Panel shall determine culpability and, within two (2) working days following the conclusion of the hearing, shall conclude deliberations, decide by majority vote whether it is more likely than not the accused committed violations of the Student Code, and identify which provisions of the Code were violated. In cases where the accused student has admitted culpability, the Judicial Panel's deliberations will be limited to appropriate sanction(s).

If the Judicial Panel determines that an accused student violated the Student Code, evidence of prior disciplinary action against the accused shall be entered into the deliberations by the Judicial Officer. The Judicial Panel may request suggestions from the accused or complainant regarding appropriate sanctions and will recommend any sanction(s) by majority vote. Upon conclusion of a hearing, the Judicial Officer will prepare a written statement containing the Judicial Panel's decision as to culpability and sanction(s), if any, as well as a brief rationale for the decision and sanction(s), if any, and this will be provided to the accused student. The complainant will also be notified of the outcome of the hearing.

The complainant and other participants may be informed as to the outcome, only to the extent permitted by law.

Deliberations of the Judicial Panel are strictly confidential. Its members may not at any time discuss facts of a case or particulars of deliberations with anyone other than the Judicial Officer, Title IX Coordinator, other compliance officials or agencies, Provost and Vice President of Academic Affairs, President, or another member of the Judicial Panel that heard the case. The Judicial Officer may recommend to the Provost and Vice President of Academic Affairs that any member

violating this provision may be dismissed from current or any subsequent Judicial Panels, and an appropriate replacement member will be identified through the normal Judicial Panel selection process. In addition, further action may be taken by the participant's supervisor (faculty and staff) or if a student, this may be considered a violation of the Student Code.

K. SANCTIONS

Code of Student Conduct. The following sanctions may be recommended by the Judicial Panel and imposed by the Provost and Vice President of Academic Affairs upon any student found to have violated the Code of Student Conduct:

1. Warning — a notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation — a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code, any institutional regulation(s) and/or conditions of probation during the probationary period. A determination regarding whether an institutional regulation or condition of probation has been violated shall be made pursuant to a hearing before the Provost and Vice President of Academic Affairs, during which the student shall have an opportunity to relate their version of the facts and submit documentation relating to the alleged violation. The Provost and Vice President of Academic Affairs shall rule whether a violation has occurred and will assess sanction(s) they deem appropriate under the facts and circumstances, and that may include dismissal. The Provost and Vice President of Academic Affairs' determination and assessed sanction shall be final.
3. Loss of Privileges — denial of specified privileges for a designated period of time.
4. Fines — previously established and published fines may be imposed.
5. Restitution — compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions — work assignments, service to the College or similar assignments.
7. Residence Hall Suspension — separation of the student from the residence halls for a definite period

of time, after which the student may be eligible to return. Written conditions for readmission will specify the student's reacceptance eligibility.

8. Residence Hall Expulsion — permanent separation of the student from the residence halls.
9. College Suspension — separation of the student from the College for a definite period of time, after which the student is eligible to be readmitted. Conditions for readmission must be specified in writing.
10. College Expulsion — permanent separation of the student from the College.

Code of Ethics. The following sanctions may be recommended by the Judicial Panel and imposed by the Provost and Vice President of Academic Affairs upon any student found to have violated the Code of Ethics:

1. A student may be required to complete community service and/or an educational assignment deemed relevant to the specifics of the case.
2. Removal from the course; assignment of a grade, academic suspension or dismissal from the College, or other appropriate sanctions consistent with the nature of the violation.

Written records of Judicial and Administrative Hearing proceedings shall be kept in the Provost and Vice President of Academic Affairs' office so long as the student matriculates and as long thereafter as the Provost and Vice President of Academic Affairs deems appropriate.

The following sanctions may be imposed upon College groups or organizations:

1. Those sanctions listed above in Section K;
2. Deactivation — loss of privileges, including College recognition, for a specified time.

The College reserves the right to withdraw a student for medical or safety reasons when a condition exists that could cause serious harm to the student or other members of the College community, or that results in disruptive behavior and which threat or disruption cannot be mitigated via reasonable means.

L. REQUEST FOR AN APPEAL

Within three days of being notified of the Judicial Panel's decision, the accused may file a written appeal to the Provost and Vice President of Academic Affairs. The grounds for

appeal shall be limited to review of the record for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student and complainant a reasonable opportunity to prepare and to present testimony and evidence;
2. To determine whether the decision reached regarding whether the accused student is responsible or not responsible for the alleged violation was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that it was more likely than not that a violation of the Student Code occurred;
3. To determine if the sanction imposed was appropriate;
4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing but only if such evidence and/or facts were not known to the person appealing at the time of the original hearing and could not have been discovered through reasonable efforts.

The Provost and Vice President of Academic Affairs will be the sole decision-maker on appeal. No member of the Appeal Panel will have a conflict of interest. The decision on appeal may:

1. Uphold the original decision;
2. Remand the case to the same or a newly appointed Judicial Panel for a new hearing or a reconsideration of particular issue(s);
3. Modify the decision and/or sanction.

During the appeal process, the accused student will be allowed to attend and participate in all classes unless an interim suspension has been previously imposed. An appellate decision to uphold the decision or modify the decision and/or sanction is final.

M. RECORDS

The record of a Judicial Panel case shall consist of the written statement of the charges, written response by an accused, documentary evidence introduced and accepted by the Judicial Officer in the course of the hearing

(including statements taken as part of a pre-hearing investigation), audio recording, any prepared summary by the Judicial Officer of the Judicial Panel's actions, the letter from the Judicial Officer informing of the Judicial Panel's findings and sanction(s). This record will be filed under the authorization of the Provost and Vice President of Academic Affairs.

The record of an appeal shall consist of the letter of appeal, written statements from the complainant and accused, documentary evidence introduced and accepted by the Judicial Officer in the course of the hearing (including statements taken as part of a pre-hearing investigation), the recording of the proceeding, and the Judicial Panel's letter of findings and sanction(s). This record shall be appended to the written record of the original disciplinary action.

All records concerning a disciplinary proceeding will be maintained for at least five (5) years under the authorization of the Provost and Vice President of Academic Affairs in a secure location, with access provided only to those with a legitimate right and need to know. Access will be granted to the accused and complainant to the extent permitted by law.

At the beginning of each trimester, or when appropriate, the Provost and Vice President of Academic Affairs will provide reports to the faculty and Student Government Association of judicial outcomes. The report will not disclose names.

For those crimes of violence that Northeast is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a Code of Conduct violation; or
- Expelled after a finding of responsibility for a Code of Conduct violation; or
- Withdrew with conduct charges pending (please note that Northeast reserves the right to disallow withdrawal while conduct charges are pending).

One (1) year after the conclusion of a suspension, a student may submit a request to the President that the transcript notation for a suspension be removed from the transcript. Transcript notations noting that a student's status is expelled will not be removed.

N. INTERPRETATION AND REVIEW

The Judicial Officer may be consulted regarding interpretation of the Student Code.

Revisions to the Student Code will go before the Academic Policy Committee. Final approval of Code revisions will be made by the College President and Provost and Vice President of Academic Affairs.

The Judicial Officer, Provost and Vice President of Academic Affairs, President or other College official may designate their authority to another appropriate person.

VIII. Discrimination, Mistreatment, Harassment and Sexual Misconduct Prevention

Table of Contents

- A. Scope of Policy
- B. Definitions of Prohibited Conduct
- C. General Definitions
- D. Resources for Those Affected & Reporting Process
- E. Supportive Measures
- F. Emergency Removal of Student Respondents
- G. Grievance Process for Sexual Misconduct
- H. Investigation Procedures
- I. Informal Resolution
- J. Adjudication Procedures
- K. Retaliation
- L. Amnesty for Students Who Report Sexual Misconduct
- M. Academic Freedom
- N. Clery Act Compliance
- O. Coordination with Other Policies
- P. Designation of Authority
- Q. Application to Faculty & Staff
- R. Policy Compliance

Northeast College of Health Sciences (Northeast) is a professional community devoted to the study, teaching, and practice of healing arts. Acts of discrimination, harassment, sexual assault, dating violence, domestic violence, and stalking are antithetical to Northeast's mission and values and will not be tolerated. This policy is intended to educate the Northeast community about these issues and thereby to prevent such incidents from occurring and also explain the way in which Northeast will respond to incidents in the event they occur.

A. SCOPE OF POLICY

This policy applies to all students, faculty and staff of Northeast. This policy applies to interactions between members of Northeast on campus or off campus in connection with any Northeast-sponsored program or activity. Further, even off-campus conduct that occurs outside a Northeast-sponsored program or activity may violate this policy if the conduct creates a threatening or uncomfortable work or learning environment on Northeast's campus or within a Northeast program, or if the incident causes concern for the safety or security of Northeast's campus. Visitors to campus (e.g., alumni, family of students, vendors, etc.) are expected to abide by the behavioral expectations in this policy. Applicable law protects employees (including unpaid interns and trainees), students, and non-employees

(including independent contractors) and those employed by companies contracting to provide services to the College, regardless of immigration status. A perpetrator of sexual harassment can be a superior, subordinate, student, faculty member, staff member, administrator, independent contractor, contract worker, vendor, client, customer, or visitor.

B. DEFINITIONS OF PROHIBITED CONDUCT

1. Discrimination

Northeast defines discrimination as an educational or employment-related decision that disadvantages a person that occurs because of the affected individual's race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, self-identified or perceived sex, gender expression, transgender status, military or veteran's status, marital status, or any other characteristic protected by applicable law.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Academy for Academic Excellence and Student Success (AAESS) office and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office's policies.

2. Harassment (Other than Sexual Harassment)

Northeast defines harassment as unwelcome, offensive conduct that occurs on the basis of race, color, religion, ethnic or national origin, age, disability, predisposing genetic characteristics, military or veteran's status, marital status, or any other characteristic protected by applicable law. Whether harassment has occurred in violation of this policy depends on a consideration of all the circumstances, including the severity of the incident(s), whether the conduct was repeated, whether it was threatening or merely annoying, and the context in which the incident or interaction occurred. Sexual harassment may be considered unlawful where it is severe or pervasive and:

- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating a hostile work or educational environment, even if the complaining individual is not the intended target of the harassment;

- such conduct is made either explicitly or implicitly a term or condition of one’s education or employment; or
- submission to or rejection of such conduct is used as the basis for decision affecting an individual’s education or employment.

Harassment may be verbal, visual, physical, or written in electronic or print form. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of age, disability, physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or writings; or gestures that mimic or mock a person’s disability, race or age.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a “reasonable person” standard and takes into account the totality of the circumstances. Northeast considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complained-of behavior occurred because of or on the basis of one of the protected characteristics under federal or state law. If it did not, the behavior is not regulated by this policy. Nevertheless, Northeast reserves the right to discipline conduct that offends based on a protected characteristic even if the situation does not rise to the level of severity or pervasiveness to violate applicable law.

Harassment when committed by an employee is a form of employee misconduct. In the employment context, harassment includes conduct that subjects an employee to inferior terms, conditions or privileges of employment. With respect to harassment of employees, supervisors and managers who knew or should have known that harassment of their subordinates was occurring and failed to take responsive action may be subject to disciplinary action. A supervisor or manager who becomes aware of a situation that may constitute workplace harassment, including by witnessing the

situation or receiving a complaint or report of harassment, is expected to notify the next level of supervision and the Title IX Coordinator.

3. Sexual Harassment & Other forms of Sexual Misconduct

Northeast prohibits sexual harassment, sexual assault, domestic violence, dating violence, stalking and sexual exploitation (collectively referred to in this policy as “Sexual Misconduct”). Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships.

Northeast expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity. All references to consent in this policy will mean affirmative consent as defined in this policy.

Sexual relationships between faculty and students and staff and students are problematic due to the inherent power differential. Therefore, sexual or romantic relationships between faculty and students and between staff and students are strongly discouraged.

Definitions of Specific Sexual Misconduct Violations

This policy sets forth conduct expectations for our community and provides a process for the reporting, investigation and adjudication of alleged violations. This policy applies to alleged conduct violative of Title IX of the Education Amendments of 1972 (i.e., “Title IX Category” violations) and also applies to a broader range of contexts and behaviors inconsistent with the College’s commitment to equal opportunity (i.e., “College Category” violations).

The designation of conduct or allegations as either “Title IX Category” or “College Category” is not a function of the seriousness of the alleged conduct but rather a function of the scope and coverage of Title IX versus the College’s broader jurisdiction to prohibit and discipline a larger scope of inappropriate behavior. In order to comply with Title IX regulations, the Title IX Coordinator must “dismiss” an alleged Title IX Category violation if it is apparent that the allegations are not within the scope of Title IX as described below, but the College may address the allegations as potential College Category violations as described below.

A. Title IX Category Violations

Title IX of the Education Amendments of 1972 provides: “No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

In accordance with Title IX as interpreted by the Department of Education, the College recognizes the following as conduct violations within the meaning of Title IX, provided that the context and circumstances of the conduct fall within the scope of Title IX, including but not limited to that the complainant was in the United States at the time of the alleged conduct, that the complainant be participating in or seeking to participate in the College’s education program or activity at the time of the complaint, and that the conduct have occurred in the context of the College’s education program or activity:

1. **Sexual harassment.** “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct (commonly referred to as a “quid pro quo”);
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity (commonly referred to as a sexually or gender-based “hostile environment”).

2. **Sexual assault.** “Sexual assault” is a sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault consists of the following specific acts:

- a. **Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- b. **Non-Consensual Sexual Contact.** The touching of the private body parts (including genital area, anus, groin, buttocks or breast), whether under or over clothing, of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

3. **Dating violence.** “Dating violence” means violence committed by a person on the basis of sex: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

4. **Domestic violence.** “Domestic violence” means violence on the basis of sex committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

5. **Stalking.** “Stalking” is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable

person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking that does not occur on the basis of sex may be addressed as a College Category Violation as described below.

B. College Category Violations

The College prohibits the following behavior. For purpose of College Category violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, the Complainant is not participating or seeking to participate in the college's education program or activity, or otherwise in circumstances over which the College does not have influence or control, including but not limited to during college academic breaks. The College retains discretion to not respond to, investigate or adjudicate circumstances in which no College interest is implicated.

1. **Sexual harassment.** "Sexual harassment" means unwelcome, offensive conduct that occurs on the basis of sex, sexual orientation, self-identified or perceived sex, gender, gender expression, gender identity, gender-stereotyping or the status of being transgender, but that does not constitute sexual harassment as a Title IX Category Violation as defined above. Sexual harassment can be verbal, written, visual, electronic or physical.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. The College considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning or working community.

2. **Sexual assault.** "Sexual assault" is a sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving

consent. but that does not constitute sexual assault as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity). Sexual assault consists of the following specific acts:

- a. **Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b. **Non-Consensual Sexual Contact.** The touching of the private body parts (including genital area, anus, groin, buttocks or breast), whether under or over clothing, of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

3. **Dating violence.** "Dating violence" means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. the length of the relationship;
 - b. the type of relationship; and
 - c. the frequency of interaction between the persons involved in the relationship;

but that does not constitute dating violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example, because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity).

4. **Domestic violence.** "Domestic violence" means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, if the conduct does not constitute domestic violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity).
5. **Stalking.** "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress, but that does not constitute stalking as a Title IX Category Violation as defined above because of the basis on which it occurs or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education

program or activity). Stalking behavior includes but is not limited to repeated, intentional following or observing another; or using "spyware" or other electronic means to gain impermissible access to a person's private information.

6. **Sexual Exploitation:** When one takes non-consensual sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person's consent; or exposing one's genitals in non-consensual circumstances; or having sex while knowingly infected with a transmissible disease and not informing one's sexual partner.
7. **Retaliation** is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the College or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

C. GENERAL DEFINITIONS

Advisor of Choice. An advisor of choice is a person selected by the Complainant or Respondent to advise and accompany the Complainant or Respondent throughout the investigation and adjudication process. An advisor of choice may be any person, including an attorney. The institution does not appoint or pay for an advisor of choice. An advisor of choice's role is limited to the functions further described in this policy.

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

Coercion. Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person's words or conduct are sufficient to constitute coercion if they deprive another individual of the ability to freely choose whether or not to engage in sexual activity.

Complainant. The term Complainant refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. In some cases, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the "Complainant"; the complainant remains the person who allegedly experienced the sexual misconduct.

Consent. As used in this policy, term "consent" always refers to "affirmative consent" (defined above). By way of further explanation, consent is free and informed permission. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future. Consent can be withdrawn at any time, and, if so, the sexual activity must cease. Consent to some sexual activity (e.g., kissing, fondling) cannot be presumed consent for other sexual activity (e.g., intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. A person cannot consent if they are unaware of the who, what, when and how of a sexual

interaction. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent.

A person who has been drinking or using drugs is still responsible for ensuring that the person has the other person's affirmative consent and/or appreciating the other person's incapacity to consent. This means that, even if the accused was drunk or high and, as a result, did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.

Formal Complaint. A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal complaint is necessary to initiate an investigation and adjudication process of any allegations involving sexual harassment and other forms of sexual misconduct.

Institution Advisor. A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing to adjudicate sexual misconduct allegations is entitled to be appointed an advisor by the college at no charge to the party. This advisor is referred to an "institution advisor" who may be but need not be an attorney. An institution advisor's role is limited to asking cross-examination questions of the other party during a hearing. An institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross-examination questions the institution advisor will pose during the hearing.

Reporting Party. The term Reporting Party refers to the person who made the report. This may or may not be the same as the Complainant, a witness, or a bystander.

Respondent. The term Respondent refers to the person alleged to have committed a violation of this policy.

D. RESOURCES FOR THOSE AFFECTED & REPORTING PROCESS

Any College community member who has been

affected by a violation of this policy has the right to make a report to Campus Security, local law enforcement, and/or state police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College. A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is found at the end of this policy.

Confidential and Non-Confidential Resources

The College encourages any person who has experienced sexual assault or other forms of sexual misconduct to talk to someone about what happened, so she or he can get the support needed. There are a variety of confidential resources available to members of the College community. Some of these resources maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." A confidential resource does not reveal the information shared with him/her/them without the disclosing person's consent. A non-confidential resource is a person who is permitted to share information with others with a need to know. A College employee who is a non-confidential resource will disclose to as few individuals as possible, but a non-confidential resource does not have the ability to promise that he/she/they will not tell others within the College about the information that has been shared with him/her/them.

1. Confidential Resources

A victim or other person affected, including an accused student, is encouraged to seek support for his/her emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources for services that are available to students free of charge:

Northeast Counseling Services	315.568.3040
counseling@northeastcollege.edu	
LifeCare Medical Associates	315.539.9229
Safe Harbors of the Finger Lakes Hotline	800.247.7273
F.F. Thompson Hospital (SAFE Nurse*)	585.396.6000
Domestic Violence Hotline (Ontario/Seneca County)	800.695.0390
Clifton Springs Hospital Mental	

Health Lifeline	
Day	315.462.1080
Evening	800.310.1160

NYS Office of Victim Services
800.247.8035

NYS Domestic Violence Hotline
800.942.6906

* Sexual Assault Forensic Examiner Nurse (SAFE) can provide an exam whether you choose to report to police, or the College, or choose not to report at all.

These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The on-campus resources listed above are the only confidential resources on campus; all other employees of Northeast should not be considered confidential.

A report to a Confidential Resource is not a report to the College and will not result in remedial action or an investigation or disciplinary action. Any person who desires remedial action (such as a change in housing, academic or work assignments) must contact one of the Responsible Administrators, listed below.

2. Reporting to the College - Responsible Administrators

An individual may contact a Responsible Administrator to obtain information about this policy and/or to file a report. No person need disclose details about an incident to obtain general information about the College's policies and available resources. A reporting form is available online on the College's website: cm.maxient.com/reportingform.php?NYChiropractic&layout_id=0. Individuals may, but not need necessarily, utilize that reporting form.

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

Carol Faivre
Executive Director, The Center for Student Support

titleix@northeastcollege.edu, 315.568.3047

Christine McDermott
Director, Human Resources
Deputy Title IX Coordinator
cmcdermott@northeastcollege.edu, 315.568.3109

If a report is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. Therefore, a person who wishes for the College to take action is strongly encouraged to report to one of the offices listed above.

Upon receiving a report, the Responsible Administrator to whom the report was made will discuss with the complainant available avenues and options. Options may include disciplinary action against the accused and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include a no contact directive, changes in academic, residential, or working arrangements to separate the complainant and the accused. A complainant does not need to file a formal complaint and pursue disciplinary action in order to obtain supportive measures, such as changes in academic, residential or working arrangements. The College will review the facts and circumstances of each case, as well as the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

Employees who believe that they are being subjected to harassment or discrimination in violation of this Policy, or who have witnessed or otherwise become aware of behavior prohibited by this Policy should promptly report that behavior to a supervisor, the Human Resources Manager, the Title IX Coordinator, or a member of the College's administration. If an employee makes a report of workplace discrimination or harassment to his/her supervisor or manager and believes the supervisor or manager is not taking appropriate action, the employee should report this inaction to any member of the College's administration. All supervisors and managers are required to report all complaints of workplace discrimination and harassment that they receive or that they observe or become aware of immediately to the Human Resources Manager or the Title IX Coordinator even when the complaining employee asks to keep the complaint confidential, or indicates that they do not wish to file a formal complaint.

A Responsible Administrator is not a Confidential Resource.

However, even Northeast offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. A Responsible Administrator is a non-confidential resource who will share information only on a need-to-know basis.

A person may make a report to a Responsible Administrator and request that no investigation or disciplinary action be taken. This may be the case where the individual is interested only in supportive measures. If the complainant elects not to proceed with a formal complaint at the time of report, they may return to the Title IX team and choose to proceed at a later date. Similarly, a person may make a formal complaint intending for the College to initiate the investigation and adjudication process, but later may request that the complaint be withdrawn. The College will endeavor to honor such requests to not initiate or to cease an investigation or withdraw a formal complaint unless the Title IX Coordinator determines that an investigation and/or adjudication process is necessary to ensure a safe, non-discriminatory environment for all members of the Northeast community, including the individual(s) involved.

Factors used to determine whether to honor such a request for confidentiality include, but are not limited to:

- a. Whether the accused has a history of violent behavior or is a repeat offender;
- b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from the previously noted behavior;
- c. The increased risk that the accused will commit additional acts of violence;
- d. Whether the accused used a weapon or force;
- e. Whether the reporting individual is a minor; and
- f. Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.
- g. As well as other considerations such as:
 - i. whether there was a single perpetrator or multiple;
 - ii. whether the circumstances suggest a risk to the campus community, and
 - iii. similar considerations.

The College retains the right to act upon any

information that comes to its attention. If the College determines that a request not to proceed cannot be honored, the complainant will be so informed. However, in order to encourage participation in public awareness and advocacy events, if information is disclosed as part of such an event (such as Take Back the Night), the College is not obligated in that instance to commence an investigation. Where the only parties to the situation are employees, Northeast will be less inclined to honor a request for confidentiality.

3. Other Non-Confidential College Resources

Campus Security Office 315.568.3022

4. Law Enforcement

A victim of a crime is encouraged to, but is not required to, report the incident to local law enforcement and pursue criminal charges. The criminal process and the College's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or College complaint or both. Any internal College investigation and/or hearing process will be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in the College's internal processes may be requested by local law enforcement authorities for the purpose of gathering evidence. Any requested temporary delay shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

In criminal cases, including non-consensual sex offenses, the preservation of evidence is critical and must be done properly and promptly. If you have been sexually assaulted, you should not wash your body or clothes, as evidence may be lost. The Seneca Falls Police Department (315.568.5555) can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. New York State Police maintain a 24-hour hotline staffed by individuals trained to respond to sexual assault (844.845.7269).

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Northeast College community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter Northeast property, and Northeast will abide by a lawfully issued order of protection.

The Security Office or other College officials will, upon request, provide reasonable assistance to any member of the College community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- a copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

E. SUPPORTIVE MEASURES

Once a report is made under this Policy, the complainant will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. A report that triggers supportive measures need not be a formal complaint, and it may be made by a third-party (i.e., someone other than the complainant himself/herself). Once the respondent is informed of a report or a formal complaint, the respondent will be contacted by the Title IX Coordinator and offered individualized support as more fully described below.

Supportive measures are intended to restore or preserve, to the extent practicable, equal access to the College's educational programs and activities and protect the safety of all parties without unreasonably burdening the other party or parties. As required by federal regulation, these supportive measures must be non-disciplinary and non-punitive to the parties.

Supportive measures may include, but are not limited to: mutual "no contact" orders and, in very limited cases, one-way no contact orders; changes in academic, employment, or other circumstances; changes to housing and campus working situations if those changes are requested by a party and reasonably available; allowing a withdrawal from a course without

penalty; access to campus escorts or other reasonable security or monitoring measures; and counseling services. The Title IX Coordinator is responsible for coordinating the implementation of supportive measures, including coordinating with the various College departments and offices that may be involved. Supportive measures will be offered free of charge.

If a party's request for a supportive measure is denied, the party will be afforded an opportunity to have the denial promptly reviewed to assess whether the supportive measure is reasonable under the circumstances. In addition, each party will, upon request, be afforded the opportunity for a prompt review of the need for supportive measures that have been implemented, including the potential modification of these measures, to the extent that the party is affected by the measure(s) being reviewed. A request for review of a supportive measure may seek to add to, modify or eliminate a supportive measure. Such a request may be made to the Title IX Coordinator. Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. Each party will be allowed to submit evidence in support of, or in opposition to, the request to the extent the supportive measures under review affects that party. Information about how to request a review will be included in a written communication that will outline the supportive measures offered and any that were requested by the party but denied. The Title IX Coordinator will respond to the request as promptly as possible and, absent unusual circumstances, within one calendar week. The Title IX Coordinator may modify the supportive measures on a temporary basis and while the parties are submitting their information and responses.

F. EMERGENCY REMOVAL OF STUDENT RESPONDENTS

In some cases, Northeast may undertake an emergency removal of a student respondent in order to protect the safety of the college community. Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the sexual misconduct allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which may arise out of the sexual misconduct allegations.

Prior to removing a student respondent through the emergency removal process, Northeast will undertake

an individualized safety and risk analysis. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the student respondent, or other individual justifies removal, then a student respondent will be removed. This is the case regardless of the severity of the allegations and regardless of whether a formal complaint was filed.

After determining a student respondent is an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to both the complainant and respondent. This notice will contain: (1) the date the removal is set to begin, (2) the reason for the emergency removal, (3) the consequences of non-compliance, and (4) how to appeal the decision. If a student respondent disagrees with the decision to be removed from campus, the respondent may appeal the decision. The respondent must provide written notice of the intent to appeal, which shall include the substance of the appeal, to the Title IX Coordinator within 10 days of receiving the notice of removal. The burden of proof is on the student respondent to show that the removal decision was incorrect.

This section applies only to student respondents. Employee respondents are not subject to this section and may be placed on administrative leave pursuant to the College's policies during the pendency of the grievance process.

G. GRIEVANCE PROCESS FOR SEXUAL MISCONDUCT

Filing a Formal Complaint.

In cases involving sexual harassment or other forms of sexual misconduct, a formal complaint is necessary to initiate the College's grievance process, meaning an investigation and adjudication process. A formal complaint must be in written form and must be signed by the complainant. A third-party or anyone other than the victim of the misconduct may not file a formal complaint. However, a formal complaint may be filed by a parent or guardian of a minor person. (This formal complaint process is not required for individuals seeking to report instances of discrimination or any form of harassment other than sexual harassment and/or other forms of sexual misconduct).

A formal complaint is a document filed by a complainant or signed by the College's Title IX Coordinator alleging sexual harassment or another form of sexual misconduct against a respondent and

requesting that the College investigate the allegation. The respondent may be either a student or an employee or a visitor, independent contractor, intern, or volunteer of the College. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail to:

Carol Faivre, Executive Director
The Center for Student Support
2360 State Rte. 89
Acad 1, Rm 116
Seneca Falls, New York 13148
titleix@northeastcollege.edu, 315.568.3047

In order to qualify as a formal complaint, the document must contain the complainant's physical or electronic signature, or otherwise indicate that the complainant is the person filing the formal complaint.

If a complainant declines to sign a formal complaint or does not wish to participate in the complaint and adjudication process, or the complainant's identity is unknown, and the Title IX Coordinator determines there is sufficient cause to file a formal complaint, the Title IX Coordinator may file a formal complaint. In such cases, the Title IX Coordinator is not considered to be a complainant or other party under this Policy.

The Title IX Coordinator will consider the wishes of the complainant not to proceed with the investigation and adjudication process. However, the Title IX Coordinator may file a formal complaint if the Title IX Coordinator determines that the allegations are such that it would be unreasonable not to proceed despite the wishes of the complainant.

In making this determination, the Title IX Coordinator will consider, among other factors:

- the risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, which may be assessed by evaluating;
- whether there have been other complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;

- whether the sexual violence was committed by multiple perpetrators whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the prohibited conduct (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Additionally, where the respondent is not enrolled at the College and is not employed by the College, the College may decline to process the complaint through the Grievance Process. The College may take the steps it deems appropriate under the circumstances.

Mandatory Dismissal of Title IX Category Charges

The Title IX Coordinator will review a formal complaint filed by a Complainant. In order to comply with Title IX regulations, the Title IX Coordinator must "dismiss" the Title IX Category violation(s) if it is apparent that the allegations are not within the scope of Title IX, including that the conduct alleged:

- would not constitute sexual harassment as defined as a Title IX Category violation above, even if proved,
- did not occur in the College's education program or activity, or
- did not occur against a person in the United States.

Notice of dismissal of the Title IX Category violation(s) will be in writing and issued to both the Complainant and Respondent. The Title IX Coordinator may determine at any point in the process that facts have emerged that require the dismissal of a Title IX Category violation. A decision to dismiss a Title IX Category violation is immediately appealable by the complainant, pursuant to the appeal section in Section H(2) of this Policy.

Even if Title IX Category violations are subject to dismissal, the College may continue to process the allegations as College Category violations, assuming that the allegations, if true, would constitute a College Category violation.

Discretionary Dismissal of Title IX Category Charges

The Title IX Coordinator may, but is not required to, dismiss formal complaints in the following circumstances:

- When the complainant withdraws a formal complaint;
- When the respondent is no longer enrolled in or employed by the College; and
- Where specific circumstances prevent the College from gathering evidence (such as where a complainant refuses to cooperate but does not withdraw a formal complaint).

The decision to dismiss or not to dismiss a charge under these circumstances will depend on the totality of the situation.

H. INVESTIGATION PROCEDURES

Where a report of discrimination or harassment has been made or a formal complaint alleging sexual misconduct has been filed, and in the absence of an informal resolution, the College will appoint an investigator to conduct an investigation into the allegations. The College may appoint any qualified investigator, who may be a person internal or external to the College. The College also may appoint more than one investigator in the College's sole discretion. The investigation is an impartial fact-finding process.

The person(s) who conducts the investigation will be free of conflicts of interest or bias for or against any party. The parties will be informed of the identity of the investigator(s) and provided a reasonable opportunity to object to the investigator(s) on the ground of conflict of interest or bias. If an objection is made, the College will appoint an appropriate person to decide whether a conflict or bias exists such that an alternative investigator(s) will be selected. The Title IX Coordinator may determine that cases where the allegations arise out the same set of facts should be consolidated for purpose of the investigation and/or adjudication. Instances where consolidation of

complaints may occur include but are not limited to cross-complaints filed by the parties against each other, multiple complaints by a single complainant against a respondent, or multiple complaints by a single complainant against multiple respondents.

The Complainant and Respondent shall receive a notice of investigation referencing the violation(s) of this policy alleged to have been committed and the range of possible disciplinary sanctions and remedies following any determination of responsibility.

In cases involving sexual harassment or other forms of sexual misconduct, the notice of investigation will include, to the extent known:

- the identities of the involved parties;
- the date, time, location and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated;
- a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;
- their right to inspect and review evidence in accordance with this policy;
- notice that knowingly making false statements or knowingly submitting false information is prohibited under the Student Code of Conduct; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process

If, in the course of the investigation of the sexual misconduct allegations, the College decides to investigate additional sexual misconduct allegations that are not included in the notice initially provided to the parties, the Title IX Coordinator or designee will provide notice of the additional allegations to the parties.

The parties will receive notice, in advance of any interview or other meeting they are required or entitled to attend, including the date, time, location, participants, and factual allegations concerning the alleged violation, and purpose of any meeting or interview in which they are invited to or expected to participate. The Complainant and Respondent have a right to be accompanied by an advisor of their choice.

In cases involving sexual harassment or other forms of sexual misconduct, the party's advisor may be an attorney.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the investigator elects to audio and/or video record interviews, all involved parties involved in the meeting or interview will be made aware that audio and/or video recording is occurring.

During the investigation, which is an impartial fact-finding process, the Complainant and the Respondent will have an equal opportunity to share information, submit documentation, and request that witnesses be interviewed. In the absence of their consent, the parties will **not** be interviewed together or be required to meet. The investigator(s) has discretion to determine how to conduct the investigation and what information is necessary and relevant. An investigation usually involves interviews of witnesses and reviewing relevant documentation. This includes the opportunity to present fact or expert witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, at all times, the burden of gathering evidence remains with the College. The investigator may decline to interview any witness or to gather information the investigator finds to be not relevant or otherwise excludable (e.g., sexual history of the complainant with a person other than the respondent, materials subject to a recognized privilege, medical records in the absence of a release by the subject of the records, etc.). The investigator will determine the order and method of investigation.

Opportunity for Inspection and Review of Evidence

In cases involving sexual harassment or other forms of sexual misconduct, the Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The parties and their advisors may not make photocopies or take photographs of the materials and are prohibited from disseminating any of the materials subject to inspection and review to any individuals outside of those engaged in the grievance

process. The Complainant and Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes the relevant evidence. The investigator need not include information in the investigative report that the investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator.

In cases involving sexual harassment or other forms of sexual misconduct, at least ten (10) days prior to a hearing to determine whether there is responsibility for the allegations, the Complainant and Respondent, and each party's advisor if any, will be provided a copy of the investigative report (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform), subject to redaction permitted and/or required by law. The parties and their advisors are prohibited from disseminating or disclosing the Investigative Report or any materials in the Investigative Report to any individuals outside of those engaged in the grievance process.

Timeframe

The College endeavors to complete the investigatory phase within 45 calendar days. An investigation may be extended for good cause, such as witness unavailability, breaks in the academic schedule, or other similar circumstances.

Assessment of Cases Not Involving Sexual Misconduct

In cases that do not involve allegation of sexual harassment or any other forms of sexual misconduct, at the conclusion of the investigation, the investigator(s) will make a recommendation as to whether the complaint will be referred to the applicable disciplinary process. The investigation report, together with the parties' response to the report, will be forwarded to the Title IX Coordinator, who will make a determination as to whether the complaint will be forwarded to the applicable disciplinary process. The complainant and accused will be informed in writing as to whether the complaint will be forwarded to the applicable

disciplinary process, with an explanation of the basis for the outcome. If the determination is to not forward a complaint to a disciplinary process, there is no right to appeal.

I. INFORMAL RESOLUTION

In some instances, the parties may be interested in an informal resolution, and, if the case is appropriate for such an option in the College's discretion, it will be offered to the parties. The Informal Resolution Process is not available if the Respondent in a sexual misconduct complaint is a faculty or staff member of the College and the Complainant is a student.

An Informal Resolution Process is a voluntary process in which a trained facilitator assists the parties in resolving the allegations made by a complainant. No party will be required to participate in an informal resolution, and either party may decline further participation in the Informal Resolution process at any time before the final written resolution is signed, at which point the complaint will proceed to the formal investigation and adjudication process. No party should feel intimidated, coerced or threatened to participate in an Informal Resolution Process, or to withdraw from an Informal Resolution Process.

In cases involving allegations of sexual harassment or other forms of sexual misconduct, supportive measures will be available to both parties in the same manner as they would be if the formal complaint were proceeding under the formal grievance and hearing process.

If both parties consent to participate in the Informal Resolution process, the College will assign a facilitator who will act in an independent, impartial manner to facilitate a resolution between the parties. The facilitator will be trained on how to perform the role. The facilitator will also be screened to ensure that such person is free from conflicts of interest and bias.

The facilitator will assist the parties in communicating information and opinions to the facilitator and each other regarding the allegations in an effort to find common ground and a resolution of the allegations that is satisfactory to both parties. The facilitator may meet separately with each party to explore the party's views about the allegations and desired outcome from the process. Either party can elect to have any meeting occur so that the parties are in different rooms and the facilitator "shuttles" between the parties.

For the Informal Resolution process to have the best

chance for success, the parties should be free to express themselves. As a result, the information received from both parties during the Informal Resolution process will be kept confidential by the facilitator. In addition, in any cases that will involve a hearing, the facilitator will not be available as a witness in any hearing that may occur should either party terminate the Informal Resolution process before a resolution. This is in keeping with the concept that the facilitator is impartial and is only facilitating the interaction between the two parties and is not listening or taking notes for any purpose other than assisting the parties. Likewise, should the complaint be returned to the formal investigation and adjudication process of this policy, the parties may not disclose information shared by the other party during the process in the hearing. This confidentiality protection does not apply to information that is learned outside the Informal Resolution process through the investigation or otherwise.

A resolution is reached only if both parties agree. The facilitator will not impose an outcome, although they may assist the parties in suggesting resolutions that appear to meet the parties' needs. If an Informal Resolution Process does not result in an agreed-upon resolution, the complaint returns to the formal investigation and adjudication process. If a mutual resolution is reached, the facilitator will draft a document reflecting the agreement between the parties that becomes final once it is signed by both parties. This written and signed resolution indicates that the complaint has been resolved under this policy without the need for further investigation or adjudication.

J. ADJUDICATION PROCESSES

A complaint against a non-community member (e.g., a visitor to campus, an alum, a vendor or contract employees) will be investigated but no formal policy or procedure applies. The College may opt to ban the non-community member from College property or take other appropriate responsive measures.

1. RESOLUTION OF CASES INVOLVING ALL FORMS OF DISCRIMINATION AND ALL FORMS OF HARASSMENT, EXCEPT SEXUAL HARASSMENT & OTHER FORMS OF SEXUAL MISCONDUCT

This policy applies campus-wide and sets forth behavioral expectations for all. However, the applicable

disciplinary procedure for cases involving discrimination and harassment (other than sexual harassment) that will be applied in a particular case depends on whether the accused is a student, an employee, or a non-community member. For instance, a complaint brought by a staff member against a student is processed pursuant to the student policy; a complaint by a student against a staff member is processed pursuant to the staff policy; a complaint by a student against another student is processed pursuant to the student policy; and so on. In cases only involving discrimination and harassment (other than sexual harassment), no hearing is held, and instead cases will be adjudicated as follows:

- A complaint against a student will be processed in accordance with the Code of Conduct and Ethics policy found in the Student Guide under Section G. Charges of Misconduct and Pre-Hearing Procedures and Section J. Judicial Panel Hearings. Offenses and sanctions can be found in Section C. Code of Student Conduct Offenses, Section E. Code of Ethics Offenses and Section K. Sanctions.
- A complaint against a faculty member will be processed in accordance with the Faculty Handbook (Progressive Discipline, Suspension and Dismissal policies).
- A complaint against a staff member will be processed in accordance with the staff procedure (below).

The standard for decisions in disciplinary proceedings is a preponderance of the evidence, meaning that it is more likely than not that an allegation is true. Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law.

Please refer to the relevant sections of the Faculty/Student/Staff Handbook for detailed information on the disciplinary processes. Any complaints against a faculty or staff member will be promptly investigated in accordance with the procedures set forth above.

Following the investigation, a decision regarding responsibility (and consequences/sanctions, if appropriate) will be made by an appropriate College Official(s). In most instances, the decision maker(s) will make a decision as to responsibility and, if so, discipline, based on the information contained in the investigation report. The parties may request to meet

separately with the decision maker(s) if the party(ies) believe that additional information is relevant and/or the decision maker(s) may request to meet separately with the party(ies), witnesses or otherwise gather additional information the decision maker(s) feels necessary. The decision maker(s) will notify the parties in writing as to the outcome of the complaint. Any faculty or staff member found responsible for violation of this policy will be subject to disciplinary action, up to and including termination.

A faculty member found responsible for violation of this policy may grieve such decision, including both the finding of responsibility for the violation as well as the discipline imposed, through the Grievance Procedure set forth in Section J of the Faculty Handbook.

2. RESOLUTION OF CASES INVOLVING SEXUAL HARASSMENT, SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL MISCONDUCT

HEARING PROCEDURES

In cases involving allegations of sexual harassment and/or other forms of sexual misconduct, regardless of whether they are Title IX Category or College Category violations, a hearing before a three-member Hearing Panel designated by the Title IX Coordinator will be convened not less than ten days after the parties have been provided access to the final investigative report, for the purpose of determining whether the Respondent is responsible or not responsible for the charge(s). The Hearing Panel members may be members of the campus community or may be external to the College, as determined by the Title IX Coordinator. The Title IX Coordinator will notify the parties in writing of the date, time, and location of the hearing, the name[s] of the Hearing Panel members and how to challenge participation by any Hearing Panel member for bias or conflict of interest. Bias or conflict of interest will be judged by an objective standard (whether a reasonable person would conclude the decision maker is biased).

Participants in the hearing will include the members of the Hearing Panel, the Complainant and the Respondent, their respective advisors, the investigator(s) who conducted the investigation, and witnesses (solely during their own testimony). Hearings are private. Observers or additional support personnel, other than the parties' advisors, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability. Cell phones and recording devices may not be used by the

parties or their advisors in the hearing room(s).

Hearings may be conducted with all parties physically present in the same location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling the Hearing Panel and the parties to simultaneously see and hear any party or witness providing information or answering questions. If either party so requests, the hearing will be conducted with the parties located in separate rooms using technology as described in the preceding sentence.

The Title IX Coordinator may postpone the hearing for good cause as determined by the Title IX Coordinator. Good cause may include, without limitation, unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances

Procedural Matters

The Chair of the Hearing Panel is in charge of organizing the presentation of information to be considered at the hearing. Generally, the hearing will proceed in the following order:

1. Opportunity for Opening Statement by the Complainant
2. Opportunity for Opening Statement by the Respondent
3. Questions for the investigator(s) by the Hearing Panel and, if desired, on behalf of Complainant and the Respondent (as described below)]
4. Questions for the Complainant by the Hearing Panel and, if desired, on behalf of the Respondent (as described below)
5. Questions for the Respondent by the Hearing Panel and, if desired, on behalf of the Complainant (as described below)
6. Questions for each witness by the Hearing Panel and, if desired, on behalf of Complainant and the Respondent (as described below)
7. Opportunity for Closing Statement by the Respondent
8. Opportunity for Closing Statement by the Complainant

Formal rules of evidence will not apply. Except as otherwise expressly prohibited by this Policy, any information that the Chair of the Hearing Panel determines is relevant may be considered, including hearsay, history and information indicating a pattern of behavior, and character evidence. All evidence previously made available to the parties for inspection

and review prior to completion of the investigative report as described above will be made available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of questioning. Absent extraordinary circumstances as determined by the Chair of the Hearing Panel, no party may seek to introduce at the hearing any evidence not previously made available in accordance with the preceding sentence, other than the investigative report itself and any responses to the investigative report submitted by the parties.

The Chair of the Hearing Panel will address any concerns regarding the consideration of information prior to and/or during the hearing and may exclude irrelevant information. Subject to the terms of this Policy, the Chair will have discretionary authority to determine all questions of procedure, to determine whether particular questions, evidence or information will be accepted or considered, to call breaks or temporary adjournments of the hearing, and/or to recall parties or witnesses for additional questions as the Chair deems necessary or appropriate. The Chair may impose additional ground rules as the Chair may deem necessary or appropriate for the orderly and efficient conduct of the hearing, which will apply equally to both parties.

The hearing will be recorded through either an audio recording or transcript. That recording or transcript will be made available to the parties, upon request, for inspection and review. Prior to obtaining access to the recording or transcript, the parties and their advisors must acknowledge in writing that they will not disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the grievance process.

Advisors

The Complainant and the Respondent may each have present with them during the hearing an advisor of their choice (at the party's expense, if the advisor is a paid advisor). If a party does not have an advisor present at the hearing, Northeast will provide, without fee or charge to that party, an Institution Advisor of the College's choice for the limited purpose of conducting questioning on behalf of that party as provided in this Policy.

Except with respect to questioning as described below, the advisor's role is limited to consulting with their advisee, and the advisor may not present evidence, address the Hearing Panel during the hearing, object to any aspect of the proceeding, or disrupt the hearing in

any way, and any consultation with the advisee while the hearing is in progress must be done in a quiet nondisruptive manner or in writing. The advisor may consult with the advisee verbally outside the hearing during breaks, when such breaks are granted by the Chair of the Hearing Panel. An advisor's questioning of the other party and any witnesses must be conducted in a respectful, nonintimidating and non-abusive manner. If the Chair determines that an advisor is not adhering to these or other ground rules, the advisor may be required to leave the hearing, and the hearing will proceed without an opportunity for the party to obtain a replacement advisor; provided, however, that the College will assign an advisor of the College's choosing, without charge, for the purpose of conducting questioning on behalf of the party as provided below. Witnesses are not permitted to bring an advisor or other person to the hearing, absent an approved disability accommodation. The Hearing Panel may be advised by and/or consult with the College's legal counsel as the Chair of the Hearing Panel deems necessary or appropriate.

Questioning Procedures

The Hearing Panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility; provided that questions that seek disclosure of information protected under a legally recognized privilege will not be permitted unless the person or entity holding the privilege has waived the privilege in writing. Questioning must be conducted by the party's advisor in a respectful, nonintimidating and non-abusive manner, and never by a party personally. If a party does not have an advisor present at the hearing, the Title IX Coordinator will arrange for the College to provide without fee or charge to that party, an advisor of the College's choice (i.e., an Institution Advisor) to conduct cross-examination on behalf of that party.

Only relevant questions may be asked by a party's advisor to a party or witness. Before the party or witness answers a question posed by an advisor, the Chair of the Hearing Panel will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Such decisions by the Chair are final and not subject to objection or reconsideration during the hearing.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, other than questions and evidence about the Complainant's prior sexual behavior that (a) are offered

to prove that someone other than the Respondent committed the alleged misconduct, or (b) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Hearing Panel may not rely on any statement of that party or witness, during the hearing or otherwise, in reaching a determination regarding responsibility. The Hearing Panel will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

Hearing Determinations

Following conclusion of the hearing, the Hearing Panel will deliberate and render a determination by majority vote as to whether the Respondent is responsible or not responsible for the alleged violation(s). The Hearing Panel will use "preponderance of the evidence" as the standard of proof to determine whether each alleged violation of the Policy occurred. "Preponderance of the evidence" means that the Hearing Panel must determine whether, based on the evidence presented, it is more likely than not that the Respondent engaged in the conduct charged. Each party may submit a written personal impact statement to the Title IX Coordinator for consideration by the Hearing Panel in determining an appropriate sanction if there is a finding of responsibility on one or more of the charges. The parties must submit their statements to the Title IX Coordinator prior to the hearing. The Title IX Coordinator will provide each of the parties an opportunity to review any statement submitted by the other party.

In addition to the impact statement(s), if any, factors considered when determining sanctions may include:

- the nature and severity of, and circumstances surrounding, the violation(s);
- the Respondent's state of mind at the time of the violation(s) (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- the Respondent's previous disciplinary history;
- the need for sanctions to bring an end to the conduct; and/or to prevent the future recurrence of similar conduct;
- the need to remedy the effects of the conduct on the Complainant and/or the community;
- the impact of potential sanctions on the Respondent;
- sanctions imposed by the College in other

matters involving comparable conduct; and

- any other lawful factors deemed relevant by the Hearing Panel.

The following are the sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and that further infractions of any College policy, procedure, or directive may result in more severe disciplinary action.
- **Probation:** A written reprimand for violation of the Policy, providing for more severe disciplinary sanctions in the event that the Respondent is found in violation of any College policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from extracurricular activities, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Cessation of student status for a definite period of time and/or until specific criteria are met.
- **Expulsion:** Permanent termination of student status.
- **Withholding Degree and/or Diploma:** The College may withhold a student's degree and/or diploma for a specified period of time and/or deny a student participation in commencement activities.
- **Other Actions:** In addition to or in place of the above sanctions, the Hearing Panel may assign any other sanctions as deemed appropriate, including but not limited to the following:
 - Mandated counseling so the Respondent has the opportunity to gain more insight into his/her/their behavior.
 - A "no contact" directive (including but not limited to continuation of a no contact directive imposed as a supportive measure) prohibiting contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.
 - Removing Respondent from leadership roles or positions in College organizations or clubs.
 - Requiring the Respondent to write a letter of apology.

- Requiring unpaid service to the campus or local community stated in terms of type and hours of service.
- Restitution for damage to or misappropriation of property, or for personal injury, and other related costs.
- Loss, revocation or restriction of housing privileges (e.g., exclusion from specified locations).
- Loss of honors privileges (e.g., preceptorships)
- Monetary fines.

For those crimes of violence that the College is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall, as applicable, include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one year after the conclusion of the suspension. Transcript notations for expulsion may not be removed.

Notice of Outcome

The Hearing Panel will issue a written determination including the following information:

- A description of the charges that were adjudicated;
 - A description of the procedural steps taken from the submission of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the Policy to the facts;
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the College's educational programs or activities will be provided to the Complainant; and
 - The procedures and permissible bases for the Complainant and Respondent to appeal.
- The Title IX Coordinator will provide the written determination to the parties simultaneously.

Time Frame for Resolution

Northeast seeks to resolve every report of sexual misconduct within a timely manner of the initial report. The College will endeavor to conclude all reports of Sexual Misconduct within ninety (90) calendar days (exclusive of any appeal) from the time of filing of the formal complaint. Any time frames included in this policy may vary depending on the details of the reported situation and, in some cases, extenuating circumstances that may require an extension of the time frames. Extenuating circumstances may include the time of the academic year (e.g., during College breaks or final exams), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation by local law enforcement, or other unforeseen circumstances. In the event that the investigation and resolution is delayed, Northeast will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in the time frame.

Appeals

In cases involving allegations of sexual harassment and/or other forms of sexual misconduct, regardless of whether they are Title IX Category or College Category violations, a respondent or complainant may appeal: (1) a determination regarding responsibility, and (2) the College's dismissal of a formal complaint or any allegations therein. If a party wishes to appeal a determination regarding responsibility or the dismissal of a formal complaint, the party must submit written notice to the Title IX Coordinator of the party's intent to appeal within 7 days of receiving the written notification of the appealable decision.

A respondent or complainant may appeal on the following bases:

- Procedural irregularity that affected the determination regarding responsibility or dismissal of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the determination regarding responsibility or dismissal of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the determination regarding responsibility or dismissal of the matter. The professional experience of an individual need not disqualify

the person from the ability to serve impartially. Furthermore, bias is not demonstrated by working in complainants' or respondents' rights organization.

In addition to the three bases for appeal, the College reserves the right to add additional bases for appeal that will be available equally to both the respondent and the complainant. Any additional bases of appeal that are added will not be applied retroactively to previous determinations and dismissals. In the case of a claimed procedural irregularity, bias or new information, the appeal must also include a statement of the likely impact of the claimed irregularity, bias, or newly discovered information on the proceedings. A preponderance of the evidence standard will be applied on appeal.

When a party submits a written notice of its intent to appeal to the Title IX Coordinator within 7 days of the appealable decision, Northeast will notify the other party in writing and implement appeal procedures equally for both parties. If no written notice of either party's intent to appeal is sent, then the written determination becomes final after the time period to file an appeal (7 days) has expired.

In cases involving a student respondent, the appeal will be decided by a three-member Appeal Review Board appointed by the Title IX Coordinator. In cases where the respondent is an employee of the College, the Title IX Coordinator will assign a single Appeal Officer.

Each party will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Each party will have at least three (3) days to submit its written statement. If a party needs additional time, it can request such additional time from the decision-maker for the appeal. Such requests will be granted on a case-by-case basis. If the decision-maker for the appeal grants a request for additional time to submit a written statement, all parties will be granted the additional time. The decision-maker for the appeal will not be the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator. The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result. This decision will be provided to both parties simultaneously and in writing. Once the appeal decision has been sent to the parties, the appeal decision is final.

K. RETALIATION

The College prohibits retaliation against any individual who files a good-faith complaint or assists or participates in good faith in any manner in an investigation or proceeding conducted by the College or an external agency. Any retaliation is subject to disciplinary action, up to and including expulsion/termination. Allegations of retaliation will be subject to the disciplinary procedures noted above for students, faculty, staff and non-community members. Retaliation is against the law.

L. AMNESTY FOR INDIVIDUALS WHO REPORT SEXUAL MISCONDUCT

The health and safety of every student at Northeast is of utmost importance. Northeast recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Northeast strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to Northeast officials. A student bystander acting in good faith or a reporting individual (including a complainant/victim) that discloses any incident of domestic violence, dating violence, stalking or sexual assault to the College's officials or law enforcement will not be subject to Northeast's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault. Notwithstanding the foregoing, Northeast reserves the right to implement measures to protect the health and safety of patients or others who may be harmed (including but not limited to requiring substance abuse treatment and testing) and will comply with any obligations it may have to provide information to licensing authorities.

M. ACADEMIC FREEDOM

Northeast is a graduate institution at which academic freedom is necessary and valued. Northeast will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching and learning.

N. CLERY ACT COMPLIANCE

The College is required to include for statistical

reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the College will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

O. COORDINATION WITH OTHER POLICIES

A particular situation may potentially invoke one or more College policies or processes. The College reserves the right to determine the most applicable policy or process and to utilize that policy or process.

P. DESIGNATION OF AUTHORITY

Any person or title authorized by this policy to act or make a decision may designate his/her authority to another when necessary to avoid a conflict of interest or for any other reason.

Q. APPLICATION TO FACULTY AND STAFF

One or more of Northeast's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any situation where a student is the complainant or respondent. In all other situations, the College reserves the right to apply this policy or another applicable College policy or process. The College will apply this policy to any situation where the College determines that Title IX requires the application of this policy.

R. POLICY COMPLIANCE

The Title IX Coordinator has overall responsibility for the College's institutional compliance with Title IX. The Deputy Coordinator assists the Coordinator. Any person with a concern about the College's handling of a particular matter should contact

Carol Faivre, Executive Director
The Center for Student Support
Title IX Coordinator
titleix@northeastcollege.edu, 315.568.3047

Christine McDermott, Director
Human Resources
Deputy Title IX Coordinator
cmcdermott@northeastcollege.edu, 315.568.3109

In addition to or as an alternative to the College's

internal process, or if dissatisfied with the outcome of the College's process, a person may make a complaint to a governmental agency. These governmental agencies include:

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX and other federal laws, including Section 504 of the Rehabilitation Act. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, 800.421.3481. As a general rule, a complaint must be filed with OCR 180 days after the complained of event. OCR will investigate the complaint and determine if the College is in compliance with federal laws within OCR's jurisdiction. If OCR finds non-compliance, OCR will ensure that the College returns to compliance. OCR may require individual remedy for the individual complainant, where appropriate.

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with DHR, subject to a one year statute of limitations (except the statute of limitations is three years for sexual harassment complaints and any complaints involving alleged acts of discrimination that occurred on or after February 15, 2024), or in New York State Supreme Court, subject to a three year statute of limitations.

The DHR will investigate the complaint to determine if unlawful harassment occurred and if the circumstances amount to a violation of the law. If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which varies, but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including reversing an unlawful employment action, paying monetary damages, attorneys' fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, 718.741.8400 <https://dhr.ny.gov/>. The DHR can be contacted at 888.392.3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form and contact information for DHR's regional offices across New York State.

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC also investigates complaints, but does not hold hearings or award relief. The EEOC may take other action including pursuing cases in federal court on behalf of complaining parties, or issuing a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred.

The EEOC can be contacted by calling 800.669.4000 (800.669.6820 (TTY)), or visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

STUDENTS' BILL OF RIGHTS INVOLVING SEXUAL MISCONDUCT

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Northeast College of Health Sciences;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Northeast College of Health Sciences, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Northeast College of Health Sciences;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Northeast College of Health Sciences

IX. General Policies in Compliance with State and

A. DRUG AND SUBSTANCE ABUSE

1. Introduction

Northeast College of Health Sciences, in compliance with the Drug Free Workplace Act and the Drug Free Schools and Communities Act, has adopted policies regarding alcohol and drug possession and abuse. The College is prepared to implement these policies and to uphold any local, state and federal regulations in support of substance-abuse awareness and enforcement by imposing disciplinary actions on students, faculty, and staff.

2. Northeast Policies

- a. Alcohol
 - i. Northeast College of Health Sciences expects all members of its community to comply with New York State laws governing the sale, use and distribution of alcoholic beverages, and confers no immunity from federal, state, or local laws. Students, staff, and faculty are encouraged to know the applicable laws and take measures that prevent alcohol abuse.
 - ii. Northeast College of Health Sciences' alcoholic beverage policies are based on the principles of freedom within the context of individual and community responsibility. They are consistent with the College's noncustodial relationship to its students. Persons are not to be on the campus or at College events in an intoxicated state. The alcohol policies listed below are designed in accordance with other College policies and state laws. Specific policies regarding the serving of alcoholic beverages in the context of events hosted within the residence halls are to be found under Residence Life.
 - iii. The purchase, sale, distribution, consumption, possession, or transportation of alcoholic beverages by anyone under the age of 21 is prohibited. The possession of alcoholic beverages in residence hall rooms is forbidden, except by students and their guests who are 21 years or older.
 - iv. Drinking and/or possessing alcoholic beverages on College property (other than in student rooms)

is prohibited except at registered events. These events must be registered with and approved by the Executive Director of the Center for Student Support.

- v. In order to be served alcohol at a College event, a
- vi. picture ID card that demonstrates proof of age must be presented.
- vii.
- b. Drugs

The unlawful possession, manufacture, distribution, use, conveyance, sale, or purchase of controlled substances or marijuana*, as defined and prohibited by federal law, is expressly prohibited on College property or at College functions. Violators will be subject to disciplinary and/or legal action including, without limitation, expulsion and/or criminal prosecution.

*Federal Department of Education requirements supersede New York state law surrounding the use of marijuana. The use of marijuana in all forms remains illegal on College property, to include the residence halls, as well as College functions.

3. Counseling Services

Confidential counseling and/or referral services for a complete range of needs including academic, personal, marital, relationship, spiritual, stress and substance use/abuse are available through the Counseling Services office. Northeast students, faculty, and staff* can schedule appointments with counselors by calling 315.568.3064, or sending an email to counseling@northeastcollege.edu. Counseling appointments may also be made on a walk-in basis when available.

*Northeast students, faculty, and staff who participate in a full on-line capacity may access counseling services via tele-health if New York state has reciprocity of service with the individual's state of residence. To inquire if your state of residence is included as part of reciprocity by New York state, please contact counseling@northeastcollege.edu for assistance.

B. FEDERAL STUDENT CONSUMER INFORMATION NOTICE

This notice is a requirement under the federal Higher Education Opportunity Act of 2008. Higher education institutions receiving federal funds must send an annual notice to disclose and/or provide the means to access the information. It is expected that you will become familiar with all the policies, resources, and information. If you would prefer, you may contact Center for Student Support at 315.568.3064 or email studentlife@northeastcollege.edu and they can provide you this information in paper format.

Information items can be accessed through the MyNortheast Portal or the College's website at www.northeastcollege.edu/consumer-information.

C. IMMUNIZATION

New York State law requires that all students born on or after January 1, 1957, demonstrate proof of immunity against measles, mumps, and rubella. For a student at Northeast, proof of immunization is a requirement for attendance unless a valid reason for exemption from the law due to medical contraindication or religious beliefs is provided. Anyone who has received a single vaccination for measles will be required to obtain a second measles vaccination.

The College has prepared an Immunization Report Form that must be completed and signed by a physician or other appropriate public health official. The law indicates that no student can be allowed to remain in attendance at Northeast in excess of 30 days unless the required documentation has been provided to the College.

1. Certificate of Immunization

A "Certificate of Immunization" means one of the following:

A document, prepared by the health practitioner who administers an immunization, that specifies the products administered and the dates of administration; or

A physician-verified history of disease and/or laboratory evidence of immunity; or

immunization record submitted by the institution or school that the student previously attended, which specifies the products administered and the dates of administration, the source of which was a certificate of immunization from a health practitioner.

2. Vaccinations

a. Measles (Rubeola)

The first vaccination must have been given on or after the first birthday. The second vaccination must have been given on or after 15 months of age.

b. Rubella (German Measles)

Vaccination must have been given on or after the first birthday.

c. Mumps

Vaccination must have been given on or after the first birthday.

Two MMR vaccinations will evidence these immunization requirements.

3. Exemptions from Immunization Requirement

Date of birth before 1/1/57; or

Genuine and sincere religious beliefs that are contrary to the practices required by New York State Public Health Law (NYSPHL) 2165 (these beliefs must rise to a level of ultimate concern, be held as a matter of conscience, and pervade the student's life to the point of causing them to disregard their own self-interest); or

Certified medical contraindication until such time that immunization is no longer found to be contraindicated.

If an outbreak of measles, mumps or rubella occurs on campus, students who have received religious conviction or medical exemptions and students who are in the process of completing immunization requirements may be excluded from attending classes and residing on campus.

4. Meningitis

Northeast maintains compliance with New York

State Public Health Law which requires that colleges and universities provide information about meningococcal disease and vaccination to all students, regardless of age, and maintain a meningitis vaccine record or signed response form for each student enrolled for at least six

(6) semester hours or the equivalent per semester.

Students are required to review the provided information about Meningococcal Disease or access it online at

<https://www.health.ny.gov/publications/2168.pdf>.

Each student will be required to submit the response form indicating,

- Proof of vaccination of at least one dose of meningococcal ACWY or a complete 2- or 3- dose series of MenB within the past 5 years,
- Immunization against meningococcal disease will be obtained within 30 days, or
- An understanding of the risks of not receiving the vaccine, and immunization against meningococcal disease will not be obtained.

D. MAINTENANCE OF PUBLIC ORDER

Northeast is committed to protecting the rights of

students, faculty, staff and others who use the College campus. Disruption of public order is a violation of the Student Code of Conduct and Ethics (see Section VII), and is defined as the “disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public- service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.” A student who disrupts public order will be subject to the College’s judicial process. In addition, the College reserves the right to involve local law authorities if a disruption continues after warning the student(s) involved.

E. COPYRIGHT POLICY

It is the intent of Northeast College of Health Sciences that all members of the College community comply with the provisions of the United States Copyright Law (Title 17, United States Code, Section 101, et seq.). The responsibility for securing written copyright clearance rests with individuals. Members of the College community who willfully disregard the copyright policy do so at their own risk and assume all liability.

Emergency Telephone Numbers

<u>Name of Service, Agency or Office</u>	<u>Phone Number</u>
<i>Community Resources</i>	
New York State Police – Emergency or Office	911 or 315.539.9238
Seneca County Sheriff’s Office – Emergency or Office	911 or 315.539.9241
Seneca Falls Police Department – Emergency or Office	911 or 315.568.5555
North Seneca Ambulance – Emergency or Office	911 or 315.539.5001
Seneca Falls Volunteer Fire Dept. – Emergency or Office	911 or 315.539.9241
Clifton Springs Hospital Mental Health Lifeline*	Day 315.462.1080 Evening 800.310.1160
Geneva General Hospital	315.787.4000
Safe Harbors of the Finger Lakes*	Hotline 800.247.7273 Office 315.781.1093
Thompson Health (SANE Nurse)	585-396.6000
Sexual Assault Hotline	800.656.4673
Domestic Violence Hotline	800.799.7233
NYS Office of Victim Services	800.247.8035
Seneca County Counseling Center	315.539.1980
Domestic Violence Hotline (Ontario/Seneca County)*	800.695.0390
Suicide Prevention Hotline	800.273.TALK
Legal Assistance of the Finger Lakes	315.781.1465
Alcoholics Anonymous Hotline (Seneca County)	315.789.5955
<i>Campus Emergency Telephone Numbers**</i>	
Security Office	315.568.3022***
Center for Student Support	315.568.3053
Counseling Services*	315.568.3064
Director of Facilities	315.568.3025
Human Resources	315.568.3109
Title IV (Financial Aid) matters	315.568.3063
Title IX Reporting	315.568.3047
or TitleIX@northeastcollege.edu	

*** Confidential Resources.** Additional resources and information for students who have experienced a sexual assault, domestic/relationship violence, or stalking can be found Section VIII.

**** From a campus phone, the four-digit extension can be used.**

***** If an emergency occurs after office hours, contact the Security office, who will contact the appropriate College personnel, who will then take care of the situation or return your call.**

F. CAMPUS SAFETY, SECURITY, AND FIRE REPORT

The Advisory Committee on Campus Safety shall provide, upon request, all campus crime statistics as reported to the United States Department of Education. Statistical information related to the College campus safety, security, and fire safety is located in the Center for Student Support. Additional information is available pursuant to New York State Penal law at www.assembly.state.ny.us. Also, see Northeast website for more information.

G. SECURITY

The Security office is located on the lower level of the Administration Building. It is open 24 hours a day. To contact Security, call 315.568.3022. (From a campus phone, the four-digit extension 3022 can be used.) For enhanced security and safety, security cameras are placed and clearly identified in various locations throughout the campus.

H. EMERGENCY PROCEDURES AND EVACUATION

Students, staff, and faculty may voluntarily register for emergency notifications to be sent via text message and/or email through the TextCaster service. This service is used strictly for emergency notifications and closing or delays due to weather that affect the main campus or any health center location.

Evacuation Procedures are posted near the entrances of each building, including the Residence Halls. In the event of an emergency evacuation, individuals must follow appropriate instructions.

I. WHISTLEBLOWER POLICY

Purpose

The College is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. The College and all of its trustees, officers, employees, independent contractors, employees of independent contractors, and volunteers (“Covered Persons”) are required to comply with applicable federal, state and local statutes, including New York Not-For-Profit Corporation Law Section 715-b, New York State Labor Law Section

740, ordinances, executive orders, rules, regulations, judicial or administrative decisions, rulings or orders, and must faithfully implement and adhere to the College’s own policies and procedures in conducting their duties and responsibilities.

The purpose of this policy is to provide an avenue for all trustees, officers, current and former employees and independent contractors, employees of independent contractors, and volunteers to report any suspected or actual conduct contrary to these requirements and standards (“Covered Conduct”) without the fear of intimidation, harassment, discrimination, or retaliation.

In most cases, employee, independent contractor, consultant, and volunteer concerns can be addressed by College administration in accordance with the applicable College policies and procedures in place. As such, this Whistleblower Policy is not intended and may not be used for general complaints, employment grievances, etc. Such concerns should be pursued in accordance with the applicable policies and procedures set forth in this Handbook or as otherwise promulgated by the College from time to time.

Duty to Report

Each Covered Person who has engaged in, or who reasonably suspects any other Covered Person of engaging in Covered Conduct has an obligation to report such activity in accordance with the reporting procedures set forth below as soon as possible.

Good Faith Reporting

Any individual who files a report concerning actual or suspected Covered Conduct must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The College will impose appropriate discipline against any Covered Person found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination. This includes, but is not limited to, giving false information. Volunteers that engage in any such conduct will not be permitted to volunteer in College activities.

Oversight

The Audit Committee of the College’s Board of Trustees shall serve as the “Compliance Committee” to oversee the adoption of, implementation of, and compliance with this

policy in accordance with the procedures contained herein. If at any time such Audit Committee shall not exist, then the Board shall either assign this oversight responsibility to another Committee of the Board or to the Board itself, provided that no trustee who is an employee of the College may deliberate or vote on matters relating to the administration of this Whistleblower Policy.

The “Compliance Officer” for purposes of this Policy shall be the Chair of the Audit Committee of the College’s Board of Trustees. The designation of the Chair of the Audit Committee (or the Chair’s alternate) as Compliance Officer hereunder does not serve as designation of such individual as a compliance officer for any other policy or purpose of the College.

If at any time no such Audit Committee shall exist, then the Compliance Officer shall be the Chair of the alternative Committee of the Board to which this oversight responsibility is assigned, or to the Chair of the Board if such oversight responsibility is assumed by the Board. Should the Compliance Officer be the subject of the report, then the Audit Committee shall appoint another member thereof to perform the Compliance Officer’s role regarding the allegations. The Compliance Officer shall be responsible for administering this policy and reporting to the Audit Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Trustees who are employees of the College may not participate in any Compliance Committee or Board deliberations or voting relating to the administration of this Whistleblower Policy.

Reporting Procedures

Submission and Receipt of Complaints and Concerns. Any complaints or concerns regarding illegal conduct at Northeast College or the violation of an established Northeast College policy may be submitted to the Vice President of Finance of Northeast College (“Vice President of Finance”). Individuals may report a complaint or concern in person, in writing, or by electronic mail. Upon receipt of a complaint or concern, the Vice President of Finance, with assistance of legal counsel or other advisors as deemed appropriate, shall (a) determine if the complaint or concern actually pertains to a matter covered by this Policy, (b) acknowledge receipt of the communication to the sender, and (c) develop an appropriate plan for addressing the complaint or concern.

If the complaint or concern involves the Vice President of Finance so as to present a conflict, these duties shall be performed by the President of Northeast College or his or her designee. The Vice President of Finance shall promptly forward any complaint or concern related to accounting matters to the Compliance Officer (i.e., Chair of the Audit Committee of the College’s Board of Trustees). The Vice President of Finance may direct complaints or concerns that do not involve accounting matters to other appropriate Northeast College Board committees, Senior Staff, Human Resources employees, or other employees (the “Reviewing Authorities”) and/or outside legal, accounting or other advisors, as appropriate, to review or conduct an investigation for determining appropriate action. With respect to each complaint or concern that is received by the Vice President of Finance pursuant to this Policy, the Vice President of Finance shall promptly provide in writing to the President of Northeast College and the Compliance Officer a description of (i) such complaint or concern, and (ii) which person(s) or committee(s) will be responsible for reviewing such complaint or concern. Any person who is the subject of a complaint under this policy shall not be present at or participate in any deliberation, voting or other decision-making on any matter relating to such report, provided that nothing shall prohibit the Reviewing Authorities from requesting that the person who is the subject of the report present information as background or answer questions prior to such decision-making. After the review of such complaint or concern has been completed by the Reviewing Authorities, the Vice President of Finance (or his or her designee) shall promptly provide in writing to the President of Northeast College and the Compliance Officer a summary of the results of that review and any action recommended as a result of such review. With respect to each complaint or concern that is received by the Compliance Officer pursuant to this paragraph of the Policy, the Compliance Officer shall decide whether the Compliance Committee will review that complaint or concern and/or take any other action regarding that complaint or concern.

Confidential Complaints. The College takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any person reporting a complaint or concern of Covered Conduct to identify themselves so as to facilitate any resulting investigation. Notwithstanding the foregoing, Covered Persons may submit complaints or concerns covered by this Policy and ask that they be handled on a confidential basis (including that the College take reasonable steps to ensure that the identity of the reporting person remains anonymous). If confidential

treatment is desired, the complaint or concern shall be set forth in writing and forwarded to the Vice President of Finance in a sealed envelope labeled with a legend such as: “*Confidential – Submitted Pursuant to Whistleblower Policy.*” The complaint or concern must identify the name of the Covered Person making the report – anonymous complaints will not be accepted. Any confidential submission received by the Vice President of Finance shall be promptly reviewed and referred in the manner described above. Complaints will be kept confidential to the extent possible, consistent with applicable laws and the need to conduct an adequate investigation and prevent or correct actual or suspected Covered Conduct. Information relating to a complaint shall be provided only to those with a need to know so that effective investigation or other action can be taken. In appropriate cases, and without limitation, the investigation documents will be shared with law enforcement personnel. Disclosure of complaints to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination, or civil lawsuits.

Submission of Complaints Directly to the President of Northeast College or the Compliance Committee.

Complaints or concerns that involve alleged acts or omissions of the Vice President of Finance may be submitted directly to the President of Northeast College or the Compliance Officer (i.e., Chair of the Audit Committee) (in lieu of submission to the Vice President of Finance as described above). Upon receipt of any such complaint or concern, the President of Northeast College or the Compliance Committee shall investigate the matter and take corrective action (if necessary) as provided in this Policy. In order to be acted upon, any such complaint or concern should include sufficient information for the President of Northeast College or the Compliance Committee to investigate and to determine whether it is valid and was made in good faith. If on preliminary examination the allegation is judged to be wholly without substance or merit, or not made in good faith, the allegation may be dismissed. The President of Northeast College or the Compliance Committee may enlist Reviewing Authorities and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints or concerns, including alleged acts or omissions by the Vice President of Finance. With respect to each complaint or concern that is received by the President of Northeast College pursuant to this Policy and that has not also been received by the Compliance Officer, the President of Northeast

College (or his or her designee) shall promptly provide to the Compliance Officer a description of (a) such complaint or concern, and (b) which person(s) or committee(s) will be responsible for reviewing such complaint or concern. After the review of such complaint or concern has been completed by the Reviewing Authorities, the President of Northeast College (or his or her designee) shall promptly provide in writing to the Compliance Officer a summary of the results of that review and any action recommended as a result of such review. With respect to each complaint or concern that is received by the Compliance Officer pursuant to this paragraph of the Policy, the Compliance Officer shall decide whether the Compliance Committee will review that complaint or concern and/or take any other action regarding that complaint or concern.

Retaliation Prohibited. No person, including current and former employees and independent contractors, employees of independent contractors, trustees, officers and volunteers, who submits a complaint or reports a concern in good faith under this Policy shall be subject to retaliation, intimidation, discrimination, harassment or, in the case of an employee, adverse employment consequences for making a good-faith or reasonable report of Covered Conduct (whether pursuant to this policy or otherwise in a manner which is protected under Section 740 of the New York State Labor Law) or for their participation in any internal or governmental investigation of a report of Covered Conduct. Retaliation against any person on one or both of these bases is a violation of this policy, and anyone who so retaliates is subject to disciplinary action, up to and including termination of employment. New York law includes among prohibited retaliatory actions the following, without limitation: (i) adverse employment actions or threats to take such adverse employment actions against an employee in the terms of conditions of employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee’s current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee’s suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee’s family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.

Retaliation should be reported immediately to the Compliance Officer. Depending on the nature and seriousness of the offense, the College will impose appropriate discipline against any Covered Person found to have engaged in any form of retaliatory conduct against an individual reporting actual or suspected Covered Conduct in accordance with this policy, up to and including dismissal or termination. Volunteers that engage in any such conduct will not be permitted to volunteer in College activities.

Recordkeeping

The Compliance Committee, with the assistance of Northeast College personnel, shall retain as a part of its records a log of any complaints or concerns regarding matters submitted pursuant to this Policy, tracking the receipt, investigation and resolution of such matters, including the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation and the resolution and/or corrective action taken shall be kept in the College's records in the Human Resources Department and/or Compliance Committee records for at least five years.

J. SERVICE ANIMAL

Northeast College of Health Sciences is committed to reasonably accommodating persons with disabilities who require the assistance of a service animal. Set forth below are guidelines concerning the appropriate use of and protocols associated with service animals.

Definitions

Service Animals – A “Service Animal” is an animal trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheel chair, or assisting an individual during a seizure. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition. The American with Disabilities Act (the “ADA”) limits service animals to dogs.

Owner - The owner is a person with a disability who uses a Service Animal.

Service Animals on Campus or in College Health Centers

A person with a disability will be permitted to be accompanied by their service animal in all areas of the College and College-operated facilities, including health centers, where the person with a disability is otherwise permitted to be.

If it is readily apparent that the individual has a disability and that the animal is a Service Animal, no further information will be requested about the animal's purpose. If it is not readily apparent that the animal is a service animal, the individual may be asked if the animal is a service animal required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and the College will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

In extremely unusual circumstances, a Service Animal may not be permitted in a specific area, such as an area that requires sterile processing. In those cases, the College will work with the individual to explore alternative accommodations for the individual to take advantage of the College's facilities and services.

Service Animals Residing in Housing

Students intending to bring a Service Animal on campus to live with the student in a residence hall are requested to contact the Student Accessibility Services Manager prior to commencing residence. Notification of the need for a Service Animal will assist the College in making any necessary preparations, as well as ensuring that appropriate College employees are made aware that the animal is a Service Animal authorized to be on campus and to live with the student in College housing. A non-residential student who uses a service animal is requested to notify the Student Accessibility Services Manager.

Owner's Responsibilities for Service Animal

1. It is the individual's responsibility to know and understand the local ordinances, laws, and regulations concerning vaccination and licensing.

2. The Owner is required to care for, and clean up after, the animal in a safe and sanitary manner. If the Owner is physically unable to care for and clean up after the animal, the Owner must arrange for these activities. The College is not responsible for, and will not perform, these tasks.
3. The Service Animal must be under the control of the Owner at all times.

Under Control of Owner:

- a. The animal must be under the Owner’s direct physical control with a harness, leash, or other tether, unless either the Owner is unable because of a disability to use these, or the use of one of these would interfere with the Service Animal’s safety, effective performance of work or tasks. If so, the Service Animal must be otherwise under the Owner’s control (e.g. voice control, hand signals, or other effective means).
- b. The animal’s behavior must not be disruptive to its surroundings or the College’s activities, including classes and patient care. Disruptive behavior includes, but is not limited to, jumping on people, barking, growling, excessive odor, taking food from dining area tables, or taking personal belongings of individuals other than the Owner.

Proximity to Owner:

- a. While on campus property or College-operated facilities, including health centers, the animal must be in close physical proximity to the Owner.
4. Service Animals must be “house broken.”
5. An individual with a disability may be charged for damage caused by their Service Animal.

Process for Removal of a Service Animal

Northeast may require the Owner to remove a Service Animal from College premises if:

- The animal poses a direct threat to the health or safety of others or causes substantial damage to the property of others (allergies and a fear of animals or stereotypes about a particular breed are not valid

reasons for denying the right to have a service animal on College premises);

- The animal is out of control and the Owner does not take effective action to control it;
- The animal’s presence results in a fundamental alteration of a College program; or
- The Owner does not comply with the Owner’s Responsibilities set forth above.

Any member of the College community may submit a complaint about a Service Animal, identifying one or more concerns in the areas listed above. The College will investigate the situation and take appropriate action. Where reasonable, the College will work with the Owner to resolve the situation in a way that allows the Owner to continue to have the Service Animal and/or to arrive at an alternative accommodation that allows the Owner access to the College’s services and facilities.

Should the Service Animal be removed for one of above reasons, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract and other financial obligations to the College.

The College expects students to make honest and truthful representations to College administration about all matters, including representations made pursuant to this policy.

K. ANTI-HAZING PREVENTION POLICY

Hazing & Hazing Prevention Policy

Northeast College of Health Sciences (“Northeast”) is dedicated to promoting a safe living and learning campus environment for its students, faculty, staff and visitors. As such, Northeast will not tolerate hazing activities by any students, groups, faculty, staff, athletic teams or student organizations. Northeast complies with the Federal Stop Campus Hazing Act (SCHA) and does not tolerate any acts of hazing. No campus student organization shall engage in hazing or hazing-type behavior, whether required as a condition for membership, expected as part of a group tradition, or carried out as a spontaneous action.

Reported allegations of violations of this policy will be investigated and managed under the Code of Conduct

policies and procedures. Violations of this policy may result in penalties including suspension or expulsion from the College or other appropriate disciplinary action from the College, as deemed appropriate. In the case where a group or organization authorizes such conduct, recission of permission for that organization to operate on campus property may occur. Hazing may also constitute a violation of state law and alleged offenders may face external prosecution, depending on the severity of the conduct.

Further, student organizations (clubs, intramural activities) are bound to comply with anti-hazing expectations outlined herein. All approved campus organizations shall include, as part of the respective group constitutions or by laws, prohibitions against hazing.

Definitions

Hazing is defined, pursuant to the Stop Campus Hazing Act, as intentionally, knowingly, and/or recklessly committing an act (whether individually or in concert with other persons) against another person (or persons) regardless of the willingness of a party to participate in such an activity that”

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of members in, a student organization; and
2. Causes or creates a risk, above reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury including:
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity, including paddling, branding, pelting, or throwing objects.
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity, including kidnapping, abandonment, scavenger hunts, etc.
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.
 - causing, coercing, or otherwise inducing another person to perform sexual acts.

- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law.
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organization is defined as an organization at Northeast (such as a club, society, association, intramurals, or student government) in which two or more of the members are students enrolled at Northeast, whether the organization is established or recognized by the institution.

Disclosures of Hazing Incidents

Any individual who has directly experienced or witnessed any act(s) of hazing behavior, has the right to file an official report. Reporting options include the following:

- Community Report Page - <https://www.northeastcollege.edu/community-reporting>
 - Code of Conduct/Code of Ethics; or
 - Student Complaints and Grievances
- Contacting the Judicial Officer directly
- Campus Security (315.568.3022)
- Local Law Enforcement

Prevention Programming

Northeast will engage and provide a myriad of anti-hazing prevention programming through, but not necessarily limited to, the following activities:

- New Student Onboarding requirements
- Annual Employee Training
- Campus hosted programming
 - Campus Security Authority
 - Guest presenters
 - Programming resources from entities such the Clery Center
 - Residence Hall Safety Presentations
 - Themed and focused bulletin boards

The following types of programs and resources will be provided on an annual basis:

- Bystander intervention presentations

- Awareness through bulletin board themed topics
- Brochures that outline the policy and reporting expectations

Hazing Reporting

Northeast reports on acts of hazing as part of the Annual Safety Report which is published on or before every October 1. Any incidents of hazing that are reported to the College's campus security authorities which fall within the above-referenced definition pursuant to the Stop Campus Hazing Act will be reported in the College's Annual Security Report (ASR) statistics in compliance with applicable federal law.

Additionally, the College will publish on the website, no less than twice annually, a Campus Hazing Transparency Report, which will summarize findings concerning any student organization established or recognized by Northeast that is found to be in violation of the College's prohibition against hazing. The Hazing Transparency Report will not include any personally identifiable information that would reveal the identity of a person (or persons) or about any impacted student(s). This report will, however, include the following data:

- The name of the organization
- Incident dates which include
 - The incident date
 - Investigation initiation date
 - Investigation date ending
 - Institution notice to the organization
- A general description of the violation that resulted in a finding or responsibility
- Will include information relative to whether the incident involved the abuse or illegal use of alcohol or drugs
- Investigatory findings
- Sanctioning

New York State Anti-Hazing Legislation

Hazing is punishable under New York State Law as follows:

- §120.16 Hazing in the First Degree
 - "A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, [they] intentionally or recklessly engage in conduct including, but not limited to, making physical contact with or requiring physical activity of such other

person, which creates a substantial risk of physical injury to such other person or a third person and thereby causes injury. Hazing in the first degree is a class A misdemeanor."

- §120.17 Hazing in the Second Degree
 - "A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, [they] intentionally or recklessly engage in conduct including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation."

Any retaliation or threat to retaliate against any person who reports, is a witness to, is involved with, or cooperates with the investigation of hazing is strictly prohibited.

X. General College Policies

A. SMOKING

Northeast College of Health Sciences is committed to providing a safe and healthy campus and to promote the health and wellbeing of its faculty, staff and students. Motivated by our mission and identity as a health sciences educational institution, coupled with our desire to provide a healthy environment, Northeast College of Health Sciences is a tobacco-free organization.

It is the policy of the College to prohibit the smoking and/or use of all forms of tobacco products on all College premises. For this policy, tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes, vaping devices, and other smokeless tobacco products. This policy applies to all employees, faculty, students, staff, vendors, and visitors of Northeast College of Health Sciences. College premises is defined as all areas and buildings on all property owned or operated by the College, which includes all vehicles owned or leased by the College.

Policy non-compliance will prompt an initial educational reminder regarding the policy. Repeated non-compliance will be referred to the appropriate campus student

conduct or employee supervisory system for resolution. Repeated violations will be subject to disciplinary action.

Understanding the addictive nature of tobacco use, the College will make every reasonable effort to assist those employees and students who wish to stop using tobacco. Students and employees can access cessation resources by contacting the Seneca Falls Health Center. Support and/or resources can also be found through the College's Counseling Services office. For additional information, please visit the NY Quits website at www.nysmokefree.com/default.aspx.

B. USE OF SKATEBOARDS, INLINE SKATES, AND ANY OTHER SIMILAR CONVEYANCES

Users of these devices

- must be able to control their actions at all times,
- must operate at a safe speed that does not endanger pedestrians, and
- must not be involved in stunt/demonstration behavior.

Skateboards, inline skates, bicycles and other non-pedestrian transport conveyances are not permitted inside any Northeast building or residence hall. Inline skates or attached devices must be removed prior to, or immediately upon, entering the vestibule of all campus buildings. Anyone who does not comply with this policy will be subject to disciplinary action.

Pedestrian Transport Conveyances:

1. Scope of Policy

This policy addresses the use of skateboards, hover boards, Segways, roller skates/blades, scooters, bicycles, or other pedestrian transport conveyance and applies to all members of the Northeast community, including but not limited to: faculty, students, staff, and visitors.

2. Definitions

This includes skateboards, hover boards, Segways, roller skates/blades, scooters, bicycles, or any other device, motorized or otherwise, used to facilitate pedestrian transport.

- a. Segway – trademark name of a two-wheeled motorized personal vehicle consisting of a

platform for the feet mounted above an axle and an upright post surmounted by handles.

- b. Hover board – a two-wheeled motorized board consisting of a platform for feet, battery-operated motor and steered by varying weight distribution.

3. Policy Statement

This policy is established to address the safety concerns of the Northeast community posed by the hazardous use of pedestrian transport conveyances to minimize damage to College property and persons from the use of these devices.

4. Policy Standards and Procedures

Electronic pedestrian transport conveyances are banned for use, storage, and charging on campus.

- a. Roller skating/blading, skateboarding, scooter riding is prohibited in College buildings and residence halls.
- b. Roller skating/blading, skateboarding, scooter and bicycle riding as a means of transportation are only permitted on walkways when the operator does not create a hazard to themselves or others. Performing jumps or other stunts is strictly prohibited on the campus.
- c. Roller skating/blading/skateboarding/hover boarding by visitors is prohibited.
- d. No motor vehicles, including motorcycles, motor-driven cycles, and Segways, other than expressly authorized vehicles, as provided by this policy, shall be operated on any walkway on the College. In such circumstances, where motor or battery-powered vehicles are operated on walkways, they shall yield the right of way to pedestrian and bicycle traffic.
- e. Wheelchairs, motorized wheelchairs, electric carts, or similar devices operated by persons with physical disabilities are permitted on walkways and all Northeast buildings as needed to provide accessibility and reasonable accommodation.

- f. Those persons causing damage to persons or property while engaged in the use of these devices will be held financially responsible and may be subject to discipline or other charges under standard College or external procedures.

C. BULLETIN BOARD POSTING POLICY

Administration of the Bulletin Board Posting Policy is the responsibility of the Center for Student Support. Individuals using College posting space should contact that office with questions and problems related to this policy. All decisions regarding posting of materials on campus rest with the Center for Student Support. Approval for posting any materials is granted by the Executive Director of the Center for Student Support. Postings are not allowed on/in bathrooms, doors, windows, walls, lockers, or furniture. Exceptions to this policy are notices dealing with college-designated events and/or emergencies and must be approved by the Executive Director of the Center for Student Support or designee.

1. College Information and Administrative Memos (Administrative Use Only)

Locations:

Across from mailroom, ground floor of Administration Building

One at each of the College health centers

The bulletin boards listed above are used to provide general information (communitywide announcements, policy and procedure statements, etc.), and to eliminate the need to put paper announcements into every mailbox. Students are responsible to keep informed through periodic review of the boards. Lack of knowledge is not an excuse for failure to comply with policies and procedures.

2. General Information

Locations:

Next to ATM machine, ground floor of Administration Building

Academic Building I (south of Room 202)

Individuals and groups are welcome to post materials on these information boards upon approval from the Center for Student Support. Materials must be appropriate for a college campus, must not advertise activities or events that are illegal or violate the College's policies (see Solicitation Policy), and must include the name and sponsor of an act or event. Materials not in compliance will be removed without notification.

Only one poster may be posted per bulletin board. Posters may not be larger than 14" x 22", nor may fliers exceed 11" x 14".

3. Events Bulletin Boards

Event boards are for the posting of general campus events such as club meetings, special social events, etc. All posters must be approved by the Center for Student Support. Posters not having approval will be removed.

4. Banners

The Center for Student Support may grant special permission to display banners to campus organizations or offices, subject to the following provisions:

- Prior approval must be obtained from the Center for Student Support. The office shall determine the acceptable banner size and the length of time a banner shall remain in place.
- The sponsoring organization must remove the banner within two working days following completion of the event that it promoted.
- Any group, individual, or organization hanging a banner will be responsible for damages caused by either the banner, its installation, or its removal.

5. Sanctions

Individuals or groups who do not comply with the above guidelines or who, without authorization, remove materials placed by other individuals or groups may be denied permission to post materials and may be subject to disciplinary action.

D. CHILDREN

Children of students are not permitted in classes or laboratories. Unattended children are not permitted in academic or administrative buildings on campus.

E. DRESS REGULATIONS

The following guidelines have been established to provide professional dress standards for all students that reflect a broad range of prevailing societal norms and are appropriate to a professional health science program. The following general standards apply to all students at Northeast College of Health Sciences.

1. Clothing or accessories may not display either words or images that can reasonably be construed as: derogatory, violent, profane, racist, vulgar, obscene, or lewd.
2. Clothing must be worn to provide coverage of genitals, buttocks, chest, breasts, and undergarments. These must be covered with an opaque fabric, not sheer or mesh fabrics. Clothing must not be modified to allow low cut or unbuttoned exposure of the chest or exposure of the back or abdomen. Appropriate footwear must be worn in all academic and administrative buildings.
3. Additional specific dress restrictions will apply for individual Northeast College academic departments and clinical education. This includes jewelry that is dangling/ hanging, piercings or other accessories that pose a safety concern in a clinical or technique laboratory learning environment. These additional restrictions are outlined in respective course syllabi and program handbooks.

Violations of the professional dress standards may be addressed by the supervising faculty/clinician or the appropriate administrative personnel or treated as a code of conduct violation consistent with the Student Guide.

F. FUNDRAISING POLICY

In order to avoid fundraising conflicts and confusion, proper coordination and advance approval for such activities are required.

All student organizations must obtain appropriate authorization from the organization's Advisor and the Executive Director of the Center for Student Support before holding fundraising events to support their activities.

All fundraising activities conducted by students on behalf of or in the name of the College shall be subject to the approval of the Executive Director of the Center for Student Support. In addition, members of the Northeast community may not solicit funds off campus on behalf of any organization unless prior approval is received from the Center for Student Support.

It is inappropriate and unlawful for anyone to use the College name, logo, seal, emblem or any other trademarks or service marks of the College without the written permission of the College.

G. IDENTIFICATION CARDS

Students are required to obtain and carry a photo ID card at all times. ID cards are obtained through the Facilities office, located in Room L01 of the Administration Building, during the hours of 8:30 a.m. to noon, and 1 p.m. to 4 p.m. Lost ID cards should be returned to the Security office, located in the Facilities office. Replacement ID cards will be issued upon presentation of a receipt for \$10 from the Student Accounts office.

The photo ID card is used as verification of identity, a Library card, a meal plan card for dining services, and for entry into and utilization of the Health & Fitness Center.

The Code of Student Conduct and Ethics addresses violations involving the misuse and unauthorized use of student ID cards. (See Section VII.)

H. PARKING

All students who wish to park on campus are required to obtain and properly display a College issued parking permit. New parking permits are issued through the Facilities office, Room L01, Administration Building. Possession or use of another person's permit will subject the holder to disciplinary action.

All students are expected to abide by the College's Parking Rules and Regulations, which are included in

their orientation packets. Additional copies of the College's Parking Rules and Regulations are available through the Facilities office, Room L01, Administration Building. Parking for residence hall occupants is available in lots immediately adjacent to the halls. Parking for off-campus students is available in Lot J, across from the Academic III Building; Lot E, adjacent to the Academic II Building; Lot B, adjacent to the Library – except for “Reserved” areas; Lot F, adjacent to the Health & Fitness Center; and Lot G, at the south end of campus.

Seneca Falls Health Center Parking Lot D is reserved for patients and health center personnel.

Lot A, adjacent to the Administration Building, is reserved for faculty, staff, and visitor use Monday through Friday, 7 a.m. to 4:30 p.m. Students may only use Lot A outside of these regular business hours.

Improper parking or failure to register a vehicle with the Facilities office will result in fines. These fines must be paid prior to registration or graduation.

Fines are payable in the Student Accounts office.

Anyone appealing a parking fine must do so in writing within ten business days from the date the ticket was issued. The appeals procedure is outlined in Northeast's Traffic and Parking Regulations, which each student is given in the orientation packet. Extra copies are available in the Facilities office.

Students, faculty, staff, and visitors park their vehicles on the campus of Northeast College of Health Sciences at their own risk. Northeast College of Health Sciences is not responsible for any damage, whether caused by an act of God or other means, including, but not limited to, theft, vandalism, motor vehicle crash, etc., that occurs to any vehicle operated or parked on the Northeast College of Health Sciences campus at any time.

Any person requesting assistance (jump-starting vehicle, lockout, etc.) with their vehicle from any College employee or contracted service, such as Seneca Security Services, agrees to hold the College and/or the contracted service and their employees harmless from any damages that may occur as the result of their rendering of aid.

I. SOLICITATION POLICY

Solicitation and sale of chiropractic supplies, instructional services, or of any items that compete directly or indirectly with the Northeast Bookstore are prohibited on the Northeast campus. This statement applies to faculty, students, staff, administration, and off-campus vendors. Marketing of credit cards on campus is also prohibited.

All student organizations must obtain appropriate authorization from the organization's Advisor and the Executive Director of the Center for Student Support or their designee for solicitation activities. Students who wish to sell goods or services on campus must secure approval from the Center for Student Support.

For purposes of soliciting monetary donations, or donations of items for give-a-ways, student groups are prohibited from engaging in such activities unless they have been expressly approved to do so by College administration. Students/student group representatives should not present themselves as official representatives or agents of the College unless expressly approved by College administration to act in this capacity on behalf of the College.

Student groups wishing to engage in the solicitation of donations can find guidance for doing so in the Resource Guide for Student Leaders and Advisors, posted in the Center for Student Support section of the MyNortheast portal.

Violators of the College's solicitation policy are subject to disciplinary action, which may include restitution to the College for any lost income resulting from unauthorized vending or solicitation.

J. WEATHER RELATED OR EMERGENCY CAMPUS/HEALTH CENTER CLOSING

Northeast College of Health Sciences rarely closes campus or health centers due to inclement weather or other emergency situations, and indeed it is the policy of Northeast to make every effort to remain open at all times. A decision to close campus and/or health centers is made by the President of the College or their designee in their absence.

Students who are not comfortable with weather/ travel conditions may choose not to report to campus and/or health center activities; however, normal student

attendance policies will be in effect when the campus and/or health centers are open.

Nevertheless, if out-of-town severe weather conditions prevent safe travel for students who reside at a distance on a day when the campus and/or health centers are open, faculty may give consideration regarding attendance and provide relief by way of a make-up examination, if one has been administered on the day in question.

In most cases of actual or pending severe weather conditions, the College will make a decision by 5:30 a.m. regarding campus and/or health center closures. The College may choose to delay the opening of campus or the health centers until a later time in the day, if weather conditions indicate that safe travel can be resumed. In such instances, appropriate announcements will be made through the process below. At Northeast, the day begins at 8:00 a.m.; therefore, in the event of a two-hour delay, students, faculty, and staff are to report at 10:00 a.m. to the location where they would normally be at that time. When the College decides to close the Seneca Falls campus, this includes the health centers in the Seneca Falls, Health & Fitness Center, and Library.

When the College's campuses are closed or have a delayed opening, faculty have the option to provide remote lecture courses at the same time as class is normally held. When there is a delayed opening, faculty must ensure students have adequate time to travel to campus for their 10:00 a.m. class. Students are responsible for checking their email and/or communicating with faculty to ensure they do not miss class on these days.

When decisions are made to close or delay opening, campus community members who have registered for the TextCaster emergency notification system will receive a text message and/or email as soon as closing or delay information becomes available. Students, faculty, and staff are encouraged to sign up for both the Seneca Falls and Long Island campuses TextCaster. Additionally, information regarding the Seneca Falls campus and/or Seneca Falls Health Center closure may be obtained by calling the College at 315.568.3833, which is the only telephone on campus that will automatically provide information regarding the status of College operations. This phone line is dedicated solely to opening and closing and will be operating 24 hours a day, seven days a week.

In addition to TextCaster, at the Depew and Levittown Health Centers local public radio and TV stations will be notified immediately, and information will be disseminated through these media.

The following media will announce cancellation and/or delayed starts:

ALL LOCATIONS:

Students who have registered for the TextCaster emergency notification system will receive a text message and/or email as soon as closing or delay information becomes available.

LEVITTOWN HEALTH CENTER:

Radio: 97.5 WALK FM
Television: News 12 Long Island,
TV Channel 12

DEPEW HEALTH CENTER:

Television: WGRZ TV Channel 2,
WTVB Channel 4,
WKBW Channel 7

(The hot line phone number for Seneca Falls inclement weather information is 315.568.3833.)

K. STUDENT COMPLAINTS AND GRIEVANCES

General

Northeast encourages regular and open communication among students, staff, and faculty. This policy provides a process for Northeast students to raise concerns regarding the application and administration of Northeast rules, procedures or regulations and, if a concern is not resolved to a student's satisfaction, to pursue a formal grievance.

Informal Complaint

Students who believe that they have been subjected to a violation, misinterpretation, or inequitable application of existing Northeast rules, procedures, or regulations, or a failure to apply these rules, procedures, or regulations, are encouraged to bring their concerns to the attention of the appropriate faculty or staff member as soon as possible. If desired, the Center for Student Support and Human Resources personnel are available to serve as informal counselors and/or mediators and often can assist in defining and resolving such complaints. If efforts to resolve a complaint informally are not

successful, the student may pursue a formal grievance through the following procedures:

Formal Grievance Procedures

1. The student may file a formal, written grievance. The grievance should be submitted, in writing, to the Executive Director of the Center for Student Support (cfaivre@northeastcollege.edu), who will direct the grievance to the appropriate Northeast official for resolution. In circumstances where the grievance is related to the Center for Student Support, the student may file a formal, written grievance. The grievance should be submitted, in writing, to the Vice President of Enrollment Management and Student Affairs (aredmond@northeastcollege.edu), who will direct the grievance to the appropriate Northeast official for resolution.
2. The identified Northeast official or their designee (the “Initial Reviewer”) will investigate the grievance, and notify the student in writing of a decision regarding resolution of the grievance within a reasonable period of time.
3. The student may appeal the Initial Reviewer’s decision in writing to the Provost and Vice President of Academic Affairs (akillen@northeastcollege.edu), whose decision will be final. In reviewing the appeal, the Provost and Vice President of Academic Affairs shall review the existing documentation with respect to the grievance, and may (but shall not be required to) confer with the student, the Initial Reviewer, and any other involved parties or witnesses. In the event that the Provost and Vice President of Academic Affairs determines that the appellant has established a valid basis for appeal, the Provost and Vice President of Academic Affairs has discretion to take action consistent with that determination. That may include, without limitation, remanding the matter in whole or in part to the Initial Reviewer, or to a new reviewer, or modifying the original decision as appropriate.

Timing Considerations

There is no time limit for pursuing an informal complaint or filing a formal grievance. However, the passage of time may make the investigation and resolution of concerns difficult. Individuals are, therefore, encouraged to raise their concerns promptly.

Recordkeeping

A copy of the grievance, any decision of the Initial Reviewer, and any decision of the Provost and Vice President of Academic Affairs, will be retained in the office of the Provost and Vice President of Academic Affairs for seven years following the year in which the grievance is resolved.

Confidentiality

To the extent reasonably practical, information concerning formal grievances will be kept confidential. Staff and faculty investigating a formal grievance will discuss it only with those who have a need to know and/or who are needed to supply necessary information.

Applicability

This policy (including without limitation the Grievance Procedures) does not apply to matters that are subject to review by other designated Northeast personnel or hearing bodies (including without limitation sanctions for violations of the Code of Student Conduct and Ethics). Such matters are subject to review and resolution in accordance with the procedures applicable to them. The Provost and Vice President of Academic Affairs shall have discretion to determine whether this policy, or another policy and/or procedure, applies and will be used for any particular matter.

Retaliation

No student who submits a complaint or files a grievance in good faith under this policy shall be subject to retaliation, intimidation, discrimination, or harassment as a result of such submission or filing.

External Complaints

Northeast College of Health Sciences is an institutional member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Initial responsibility for the investigation and resolution of student complaints resides with the institution against which the complaint is made. Northeast’s internal complaint process is located in the Student Guide and should be followed to completion.

For any student who made a complaint regarding distance education at Northeast and is unsatisfied with

the outcome of Northeast's internal complaint process, information about the appeals process is outlined at the NC-SARA website ([Student Complaints | NC-SARA](#)). For NC-SARA (distance education) related issues, students have up to 2 years to submit a complaint.

For unresolved Distance Education related complaints, please follow the NC-SARA student complaint process outlined at: <https://www.nc-sara.org/sara-student-complaints-0>. Please note that NC-SARA does not receive, review, or process student consumer complaints or complaints related to grades or student conduct violations.

Students may appeal the institution's distance education-related decisions to the SARA State Portal Entity in New York State within two years.

New York State Portal Entity Contact

Supervisor, Higher Education Programs
New York State Education Department

89 Washington Avenue Albany, N.Y. 12234 518.474.1551

Email: IHEauthorize@nysed.gov

NYSED's complaint procedures
(<https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process>)

California

Students who reside in California and wish to appeal Northeast's complaint resolution may do so by following the link below:

California Bureau for Private Postsecondary Education

P.O. Box 980818

W. Sacramento, Calif. 95798-0818

Email: bppe@dca.ca.gov

Consumer Complaint Information

<https://www.bppe.ca.gov/enforcement/complaint.shtm> 1

Military Personnel

[Consumer Complaint Information](#)

Veterans

GI Bill® Feedback System

For students receiving Veterans benefits, Northeast's official point of contact to file a complaint is the Executive Director of the Center for Student Support.

A student may also submit a complaint directly to the Veterans Administration (VA), if they believe that the college is failing to follow the VA Principles of Excellence. Visit the VA Website

(www.benefits.va.gov/gibill/feedback.asp) for more information about the VA Principles of Excellence or to submit a complaint.

Active Duty Military--Department of Defense Feedback System

For students receiving Active Duty Military benefits, Northeast's official point of contact to file a complaint is the Executive Director of the Center for Student Support. A student may also submit a complaint directly to the Department of Defense, if they believe the college is failing to follow the VA Principles of Excellence. Visit the Military OneSource website (www.militaryonesource.mil/voluntary-education?content_id=274604) for more information about the VA Principles of Excellence or to submit a complaint.

However, if you have any questions or encounter any problems contacting the appropriate agency, please call the College's office of Enrollment Management at 315.568.3040 for assistance.

XI. Center for Student Support

A. STUDENT ACTIVITIES

To encourage a balanced education and social student experience, a variety of activities are hosted throughout the calendar year. The intent of such programming is to serve the Northeast community by fostering student unity and collaboration among the College's various stakeholders. While programming may vary year to year, examples of campus activity offerings are as follows:

1. Pursuit of Academic Excellence & Leadership Ceremony

This ceremony was developed by students for students, and recognizes student success in achieving the academic designation of induction into the Phi Chi Omega Honor Society. Additionally, student excellence in leadership is recognized and scholarships are awarded.

2. Guest Speakers

Various speakers are brought to campus each trimester to enrich the education of Northeast students.

3. Blue Day

This annual event is inclusive of the entire College community and takes place during the Spring trimester. It includes a picnic luncheon, friendly volleyball competition, and music. The event may also include an awareness/charitable activity such as raising funds for local children's hospitals, bone marrow donor drive, etc.

B. LEADERSHIP EDUCATION

Leadership education encompasses such resources as annual symposiums, seminars, skill-building sessions, and motivational speakers. The purpose of such programming is to encourage students to develop skills that will enhance their professional success and realize their personal goals. Students may also seek leadership opportunities and professional growth through involvement in on-campus clubs and professional organizations.

The nonacademic activities in which students participate constitute an integral part of the total educational experience. Membership in various clubs, professional organizations, and in the Student Government Association (SGA) provides opportunity for well-rounded experiences for personal and professional enrichment, as well as campus involvement.

1. Student Government

a. Class Officers

Class elections are held for class officer positions. Class officers serve as informational liaisons between faculty/staff/ administration and students. They are also responsible for any fundraising activities undertaken by their class as well as keeping an accurate account of all financial transactions pertaining to their respective trimester.

b. Student Government Association

The Student Government Association (SGA) consists of an executive board and class officers. SGA serves as a liaison between the student body and the Administration. Students may obtain a copy of the Student Government Association Constitution from an SGA executive officer or the Center for Student Support. SGA falls under Northeast's

operational guidelines for clubs and organizations.

2. Student Clubs and Organizations

Special-interest clubs offer students the opportunity to organize activities related to both curricular and extracurricular interests. The development and formation of new clubs and organizations is encouraged. The process for developing a new club can be found on the MyNortheast portal within the Center for Student Support section, in the Clubs/Organizations folder.

During the first trimester at Northeast, the student has the opportunity to complete, if available in their program of study, a student membership application for a professional organization. The membership fee to join an organization is included as part of the general fees charged to the student. Students wishing to join additional organizations may do so; however, additional membership fees are the responsibility of the student.

3. Student Club/Organization Guidelines

Noted are highlights from the guidelines for clubs/ organizations that wish to be recognized and be eligible for funding from the Center for Student Support office (see item 8 below). A detailed copy of the Club/Organization Guidelines may be obtained from the Center for Student Support or accessed through the MyNortheast portal within the Clubs/Organizations folder.

Students wishing to form new clubs/organizations need to obtain approval from the Center for Student Support. The office will guide interested students through this process. The following information needs to be submitted for review and approval consideration:

- The proposed club name and a letter of intent. The letter of intent should include the purpose of the group and an outline of anticipated activities.
- A list of at least 10 to 15 student members, email address, phone number, and current trimester designation.
- The name of the faculty/staff advisor and a completed advisor form. Clubs need to have an advisor who is a full-time faculty/staff member.

Technique club advisors must be proficient in the focus technique of the group and be present at all meetings.

- A “constitution” that includes a statement of the club’s basic purpose.

Upon receipt of the above items, the Center for Student Support will discuss the club/organization with the student(s) and determine whether the club/organization will be considered an “active” group.

No clubs/organizations will be recognized that discriminate against students for reasons of race, color, gender, age, creed, religion, national origin, ethnic background, citizenship, marital status, familial status, sexual orientation, gender identity, gender expression, disability or veteran status, status as a victim of domestic violence, ancestry, arrest/ convictions record, genetic predisposition or “carrier” status, and any other characteristic protected by applicable federal, state, or local law. Club membership must be open to all students of Northeast.

Clubs/organizations may not charge a membership fee or dues. Funding for activities is to be requested according to the procedure in item 8, Student Club Funding. Students may not be restricted from Northeast club meetings, academic lectures, or other activities as a result of non-payment.

Any violation of club/organization guidelines will deem the club/organization invalid and ineligible for any further meetings or funding for the remainder of the trimester.

4. Maintenance of Public Order on the College Campus and Other Property Used for Educational Purposes

In accordance with New York State Law Article 129-A, such rules and regulations shall prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules and regulations shall govern the conduct of students, faculty, and staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules and regulations shall be clearly set forth therein and shall include provisions for the ejection of a violator from

such campus and property, in the case of a student or faculty violator their suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property.

5. Additional Guidelines for Chiropractic Technique Clubs

In addition to the guidelines for student clubs/organizations outlined above, technique oriented clubs/organizations are subject to the College’s Chiropractic Adjusting policy. Any student found adjusting, or voluntarily receiving an adjustment, without direct supervision of the approved faculty advisor will be considered in direct violation of club guidelines and will be subject to disciplinary proceedings in accordance with the College’s Code of Student Conduct and Ethics.

6. Guest Speakers

Any club or student organization requesting to bring an external guest speaker on campus must complete and follow the procedures outlined below:

- a. At least 30 days prior to a proposed speaking engagement complete a Guest Speaker Packet, which can be found on the MyNortheast portal in the Center for Student Support section’s folder titled Clubs/Organizations.
- b. Send the proposed guest speaker the Academic Freedom and Responsibility Policy, Educational Policy of Northeast, and Guest Speaker Disclaimer form. The proposed guest speaker must sign the Guest Speaker Disclaimer form and return it to the appropriate student club or student organization representative.
- c. Request the proposed guest speaker to provide
 - the signed Guest Speaker Disclaimer form;
 - an outline of the major topics to be covered in list or paragraph form; and
 - a brief curriculum vitae, including name, address, phone, education, licenses and certifications, practice experience, teaching

and administrative experience, professional affiliations, and postgraduate education.

- d. Complete the Guest Speaker Request form and return it to the Center for Student Support.
- e. Submit the completed Guest Speaker Packet to the Center for Student Support at least 30 days prior to the date of the proposed speaking engagement.

The Center for Student Support will forward the completed Guest Speaker Packet to appropriate College officials for review and approval consideration. The Center for Student Support will not approve the use of a room or posting promotional materials for the guest speaker until the request has been officially approved.

The faculty/staff advisor of the hosting club/organization must be present at the lecture/presentation.

7. Guest Speakers: Academic Freedom and Academic Responsibility

Guest speakers are expected to adhere to Northeast's policy on Academic Freedom for Faculty and maintain the same standards of scholarship as those maintained by regular faculty. Failure to comply with this regulation will render the speaker ineligible for any future interaction within Northeast's environs. The policy is as follows:

In the context of the mission statement of the College, it is the policy of Northeast to foster and maintain full freedom of discussion, inquiry, teaching, and research. Faculty are entitled, as they deem appropriate, to organize their course with respect to content, support materials and methods of evaluation, but in accordance with goals and objectives of the published course description and with the highest academic standards.

In research and publication, faculty are entitled to discuss freely those subjects in which they feel competent, pursue inquiry into any area of academic interest, and present and argue for those ideas and conclusions arising from such inquiry. While free to express those ideas which seem justified by facts, faculty are expected to maintain standards of sound scholarship and competent teaching. Further, while the pursuit of academic excellence sometimes demands challenging established ideas, the denigration or disparagement of

individuals or ideas is not considered to be consistent with professional etiquette.

Both within and outside the fields pertaining to instruction, research and publication, faculty should conduct themselves in a manner that does credit both to themselves and to the institution. When speaking or writing as a citizen, faculty shall be free from institutional censorship or discipline but, in accordance with the principles of scholarship they should be accurate, exercise appropriate restraint, show respect for the opinions of others and, where appropriate, clearly indicate that they are not a spokesperson for the institution. Guest speakers are expected to adhere to this policy.

8. Student Club Funding

Clubs that are currently active and approved by the Center for Student Support are entitled to receive funding through the Center for Student Support budget. The source of this funding is available through the mandatory Student Activities trimester fee. Clubs and organizations that meet active eligibility – a minimum of three on-campus meetings per trimester and submitted proof of meeting attendance, with a minimum of 10 students in attendance – will receive a stipend disbursement to the club/organization account at the end of the trimester. Unused funds from inactive clubs will be transferred to the Student Government Association account.

C. CLUB OR ORGANIZATION EVENTS WITH ALCOHOL

1. Scheduling

No more than one public event (defined as an activity involving more than 15 people) with alcohol is allowed on campus at any one time. Organizations wishing to sponsor a public event with alcohol should check with the Center for Student Support to see what other events are scheduled on the College calendar at that time. Parties must end by midnight on weekends. No parties will be registered on evenings prior to a class day or during scheduled exams.

- a. Prior Approval

Prior written approval for any public event with alcohol must be obtained from the Center for Student Support. Registration of the event and

request forms must be completed at least two weeks prior to the event.

b. Facilities

Room reservations must be made through the appropriate staff for any campus building or area to be used for the event. A maximum of 15 people at any one time will be allowed in a residence hall suite during a public event where there is alcohol consumption. Special arrangements or setups should be discussed with the Center for Student Support and indicated on the request form.

2. Food and Refreshments

Food and nonalcoholic beverages must be provided by the sponsor at all public events where alcohol is served. The sponsor must secure approval from the Center for Student Support for the amount and type of food and beverages to be served.

3. Entertainment

The sponsor is responsible for making all arrangements for engagement and payment to any entertainment at the event. If College funds are to be used, the sponsor must request the funds from the Center for Student Support or a minimum of 10 days in advance of the scheduled date. Payment will be made upon receipt of appropriate paperwork.

4. Security

The sponsor must notify Campus Security of the event at least one week prior to the scheduled date.

5. Publicity

All posters or flyers for public events with alcohol must be approved and stamped by the Center for Student Support prior to distribution. All such promotional materials must reflect a responsible attitude toward alcohol use and may be posted only in designated areas. The Center for Student Support reserves the right to approve or reject such promotional materials.

6. Quiet Hours

Public events must not violate the quiet hours or any other noise regulation governing residence halls.

7. Cleanup

The sponsor shall be responsible immediately after the event for cleaning and restoring all used facilities and areas to their condition preceding the event. Satisfactory clean up consists of

- a. putting all garbage from floors and tables into trash barrels with liners;
- b. removing the barrels to a dumpster nearest the activity;
- c. taking down all decorations and signs;
- d. wiping down tables; and
- e. cleaning the floor by sweeping or vacuuming, as appropriate.

8. Legal Responsibilities

a. Physical Damage

A host or sponsor shall be responsible for any and all physical damage to the facility or area used, including entries, exits and bathrooms used, and for all costs incurred by the College as a result of prohibited or irresponsible behavior at a private party or public event.

b. Enforcement of Laws and Policies

The host(s) or event sponsor must comply with and enforce all federal, state, local, and College policies. Campus Security and the Center for Student Support shall have additional authority for any appropriate enforcement activity, including the discretion to close a private party or public event if necessary.

c. College Judicial Procedures

Faculty, staff, or students who violate club or organization event policies are subject to disciplinary action in accordance with College policies and judicial procedures.

Additional information regarding photocopies, scheduling of events, club mailboxes, bulletin board postings, fund raising, creation and use of business

cards, solicitation for funding, and use of the College logo/seal, can be found on the MyNortheast portal within the Center for Student Support section in the Clubs/Organizations folder.

D. CORPORATE RELATIONS

Northeast College of Health Sciences works with industry leaders to establish mutually beneficial relationships through corporate sponsorships. Accordingly, approval from the Executive Director of Institutional Advancement is required prior to engagement in any activities by Northeast students, employees, groups, or clubs where their affiliation with the College may generate promotional exposure for another's commercial or political interests.

XII. Residence Life

Northeast College of Health Sciences maintains a full-service Residence Life program. Students may choose to live on campus in one of the convenient residence halls when they enter into a Housing License Agreement with the College.

A. RESIDENCE LIFE PHILOSOPHY

The Northeast Residence Life philosophy is based on the principles of providing students with a safe, healthy, and attractive living-learning environment that supports the academic mission of the College. Hence, the policies that have been established by Northeast have been created in order to promote the welfare and protection of individuals as well as the College community.

The residence halls provide an opportunity for interaction among peers of various cultural and ethnic backgrounds. Many aspects of residence hall living occur simply by the nature of the environment; however, many are shaped by the goals of the institution. Northeast places a high priority on the concepts of our halls serving as living/learning environments. **Mutual respect and consideration combined with an awareness and sensitivity to the needs of other students must be the standards for group living.** Any student who is found to be disruptive to the communal arrangements of a residence hall, or who conducts themselves in an irresponsible or unethical fashion, will be sanctioned in a manner consistent with policies and processes noted in the Student Guide.

Northeast places a high priority on maintaining our campus in a good physical condition. To assist in meeting this objective, we work in partnership with the Facilities and Security departments.

On-campus living offers convenience as well as the opportunity to live near friends and other members of the academic community. On-campus living places students closer to their classrooms, the Library, Health & Fitness Center activities, and various other important locations and events. Such a living arrangement enhances the feeling of belonging to the College.

B. RESIDENCY REQUIREMENTS AND WAIVERS OF RESIDENCY

General Requirements

1. Residence Hall License Agreements will run on a trimester-by-trimester basis, except for the first license agreement. All first-trimester students who choose to live on campus are required to live on campus for three consecutive trimesters. Students may move off campus following their residency obligation by following the procedure that is posted each trimester at the Center for Student Support.
2. New students are assigned rooms on a first-come, first-served basis after they have been accepted to the College. New students identified as being under the age of 21 will automatically be assigned to the designated substance-free residence hall. Returning students will have the choice of (a) requesting a room change, or (b) living in their current room. Housing assignment decisions are at the discretion of the Center for Student Support. Current residents do not hold seniority preference over new resident assignment decisions.
3. All residents must sign, via the MyNortheast Portal, a Residence Hall License Agreement with the College. After each trimester residents have the opportunity to move off campus or reserve their present room assignment.
4. All residents must comply with all health and safety requirements and inspections, including the New York State fire inspection.
5. The Residence Hall License Agreement is a legal agreement between the student and Northeast College of Health Sciences. It entitles the student to

use residence hall accommodations only in such a manner as described in this agreement. It is not a lease.

Failure to observe any of the terms and conditions of the Residence Hall License Agreement will be deemed an immediate violation. Such violation(s) may subject a student to disciplinary actions, which may include, but are not limited to, fines, eviction from the residence halls, or room transfer to another location within the residence hall system.

The Residence Hall License Agreement has been prepared in accordance with New York State law. A student's electronic check mark on the portal is considered a valid response of acceptance of their obligations under the law of the Residence Hall License Agreement.

C. RESIDENCE LIFE CONTRACT DURATION AND OBLIGATIONS

Upon moving into a residence hall first trimester students must sign a Residence Hall License Agreement covering three full trimesters, after which time the student may request to terminate the agreement by submitting written notice to the Center for Student Support by the date posted.

When the student's initial Residence Hall License Agreement expires, the student may choose to continue living on campus on a trimester-by-trimester basis. The student may also terminate the Residence Hall License Agreement at the end of any trimester thereafter by notifying the Center for Student Support in writing by the dates posted by the office. If a student misses the deadline, they may still apply. If the request is honored, they will be assessed a housing contract release fee.

If a first trimester student under a three-trimester agreement chooses to terminate their agreement prior to fulfillment, the applicable contract release fee will be assessed and applied to the student's account.

If a student's academic course load falls below full-time, they must notify the Center for Student Support within three days of their change from full-time status. The College reserves the right to review/terminate on campus housing for persons not engaged in full-time study.

D. LICENSE TERMINATION AND REFUNDS

All Residence Hall License Agreements are binding for one full trimester, with the exception of the first license agreement for incoming students, which is binding for three full trimesters. Students will be billed for the cost of the room when they receive their tuition bill. If a student changes their mind about living on campus **before** they move in, the student is entitled to a full refund of room fees. To receive this refund, written notice must be given within two working days following the beginning of the commencing trimester. Once moved in, no housing refunds are granted unless the student separates from the institution. Early termination of the license agreement will also result in the applicable early termination fine.

Students returning to the halls for the next trimester are allowed to keep belongings in the residence halls during each trimester break with permission. Students must vacate the residence halls and remove all items from the premises by the advertised deadline if they are not returning to the halls the following trimester or be charged.

Permission must be granted for any student remaining on campus over break. Requests must meet one of the following criteria:

- Resident has a late flight or a shared ride that is departing late.
- Resident will be academically engaged on campus (boards, clinic, etc.) for part of or the whole period of break.
- Resident will be scheduled to work within the College community or holds a job and will be working in the external community.
- Resident has appointments scheduled in the local community that cannot be rescheduled.

Documentation to support remaining on campus during break may be requested. A short-term housing fee may be charged for the stay over break.

Storage for personal belongings may be provided as space permits. Students may also wish to take any personal valuables home with them for the break, as the College strongly recommends that no valuables be left in the residence halls during break. Northeast is not responsible for the loss or damage of property of any resident or individual due to theft, fire, or other causes.

The College does not accept any responsibility for student possessions, including those stored in the building.

When a student moves off campus, they must take all possessions. Any items left behind become the property of the College to dispense as deemed appropriate. Signing this agreement authorizes the College to remove and properly store or dispense any belongings not properly removed or stored after the time of hall closing, as determined by the Executive Director of the Center for Student Support. Acceptance of the license also means that the student agrees to pay such fees as are assessed by the College for the labor involved in moving and storing the student's personal belongings, and that the College shall not be responsible for any resulting loss or damage.

E. WITHDRAWAL REFUNDS

If a student separates from the College for any reason, they may be entitled to a full or partial refund in accordance with the College's published refund policy. To be eligible for any refund, they must submit an appropriate written request to terminate the housing license as part of the withdrawal procedures. Sign out procedures must be completed. Refunds that are approved are based on the College's published Refund Policy.

F. ROOM ASSIGNMENTS

The College reserves the right to assign residents to rooms that need to be filled before any preferences will be honored. The Center for Student Support may change a room assignment based on the College's need to consolidate and/or to accommodate for the good of the residence hall room assignment needs.

Room assignments for students will be made every trimester for new students. Students residing in the halls may have the option to remain in the rooms they currently occupy or request a room change. Once a room assignment has been made, changes of that assignment must be approved by the Center for Student Support and processed by the residence hall director.

The College provides a variety of housing options comprised of single rooms and family housing. Each building has a kitchen facility located in the basement, recreation and laundry facilities, cable television, and a wireless Internet service available to the students.

Based on availability, family housing is assigned to students whose significant other or spouse may accompany them to Seneca Falls to live full-time during their tenure as a resident. Domestic partner or married students may complete the eligibility form (supporting documentation required) to request a two- or five-bedroom suite. Additionally, non-student family members may be asked to submit immunization records to the Center for Student Support.

For additional information regarding the license agreement, policies, and fines, please refer to the Residence Hall License Agreement which can be found on the MyNortheast portal within the Center for Student Support section. Individuals may also contact the Center for Student Support (studentlife@northeastcollege.edu) with questions.

Fines related to Residence Life issues can be charged to students based on what violation has occurred. Any individual who has been cited with a violation may be subject to judicial action and/or eviction from the residence hall.

XIII. Career Services

The Center for Student Support provides applicants, students, and alumni from all of Northeast's programs with assistance needed to identify and pursue career goals. In collaboration with other departments of the College, the center provides lifelong career services to its clientele.

Specific services include the following:

A. PRACTICE LAWS & REGULATIONS

Support for information regarding scopes of practice and licensure requirements for each state is available for each of our degree programs to assist students in determining their ability to practice as they wish in their state(s) of choice.

B. ONLINE CAREER OPPORTUNITIES DATABASE

An online database enables students and graduates to locate career opportunities worldwide. Advertising opportunities in this database are freely available to

Northeast students, faculty, staff, and alumni. The database invites users to list or look for employment opportunities, practices for sale, equipment for sale, office space for rent, and short-term practice coverage needed. Containing over 2,000 listings, the database is widely used by Northeast students, staff, alumni, and the professional community.

In addition to this database, Northeast also offer similar career service support with Handshake. For more information about Handshake, you are encouraged to connect with the Center for Student Support.

C. ALUMNI PORTAL

Housed on our campus intranet, our portal pages enable us to offer most of our services online, providing access for students and alumni 24 hours a day, wherever they may be. A diverse collection of online, video/audio, and printed reference materials enables students to access career, job-search, and practice management information for all our degree programs. Our portal serves as a virtual library of resources available to students. Links to scope of practice information and other demographics, and Northeast's online career opportunities database are among the key resources found here. Also included are links to templates for resumes, cover letters, thank-you letters, business plans, and a sample associate contract. Business information, information on job-search and interviewing strategies, and salary information are also available.

D. CAREER READINESS AND SUPPORT

Through individual career readiness and support, students are assisted in a number of ways, to include the following:

- Identifying and clarifying career options and evaluating these considering their own abilities and interests;
- resume and cover letter writing;
- interview preparation; and
- Limited contract review conversations.

In addition, during the academic year, focused programming activities related to career readiness are hosted in-person as well as virtual for students who may be completing their academic requirements away from the Seneca Falls campus at one of our health centers or at other clerkship/preceptorship opportunities.

XIV. College Bookstore and Spirit Store

Virtual Bookstore - Follett Online

The Northeast College of Health Sciences Virtual Bookstore offers textbook ordering, gift cards, supplies, store information, special offers and more! Online textbook orders can be placed with credit card, Apple Pay, or PayPal payment methods (Shipping options and fees are additional and selected at checkout). Please visit our website at www.bkstr.com/northeastcollegestore For questions on ordering, rental returns, selling back books, or any other campus store related question, contact Follett by phone at 800-381-5151 or email csvirtual@efollett.com

Northeast College Spirit Store

The Northeast College Spirit Store is located in the Administration building, across from the entrance to the ABC Cafe. Shop here for many of your classroom supplies, spirit wear, and other Northeast branded items.

The store is open Tuesdays and Thursdays from Noon - 2pm

XV. Health Services

A. CAMPUS HEALTH CENTER – SENECA FALLS CAMPUS

The Campus Health Center is available on an appointment basis to serve the chiropractic healthcare needs of the College community, which includes students, faculty, and staff. Its hours of operation vary from trimester to trimester. Participation in the Campus Health Center provides valuable learning experience for Northeast students, as well as partial fulfillment of their clinical education requirements.

B. STUDENT ACCIDENT AND HEALTH INSURANCE

Information on how to obtain insurance is available on the MyNortheast portal within the Center for Student Support section. A copy may also be requested electronically or from the Center for Student Support, located on the first floor of the Academic I Building (Suite 114). Accident and health insurance are the sole

responsibility of the student. Please take this responsibility seriously. Health emergencies do occur in everyone's lifetime.

C. SENECA FALLS HEALTH CENTER

The Seneca Falls Health Center is located on the campus, across from the Health & Fitness Center. This facility offers a wide range of services that include chiropractic, medical, acupuncture, and massage therapy. Additionally, this facility provides medical infirmary services to residential program students while taking courses on the Seneca Falls campus.

XVI. Dining Services

Student meal plans are based on program of study and are in declining dollars for students to use however they may choose.

Campus dining exemption categories and criteria can be found on the MyNortheast Portal. Individuals seeking an exemption must complete an exemption request and provide the clearly outlined supporting documentation. Exemption approval is not guaranteed. Requests are considered on a case-by-case basis.

On-site campus vending is an agency independent from dining services and does not accept meal plan dollars.

Questions regarding exemptions may be directed to accessibility@northeastcollege.edu.

XVII. Health & Fitness Center

A. HEALTH & FITNESS CENTER PHILOSOPHY

The Northeast Health & Fitness Center seeks to promote, conduct, and administer organized aquatics, fitness programs, and informal recreational sports activities for the patrons of the Standard Process Health & Fitness Center by

1. providing an opportunity for interesting and rewarding sports competitions and recreation;
2. providing varied recreational activities so that all students have an opportunity to participate, regardless of athletic ability; and

3. emphasizing the importance of establishing a habit of lifetime involvement in recreational activities.

The Health & Fitness Center encourages suggestions concerning policies, equipment, programs, facilities, conditions, personnel, or any other aspect of the department's program that may be beneficial to the overall services provided. The College looks forward to continuing to meet patrons' recreational needs.

B. TYPES OF PROGRAMS OFFERED

1. Open Recreation

Open court time in the gymnasium and open swim time in the Olympic-size pool are available daily. Facility calendars and pool schedules are posted throughout the building and on our website.

C. HEALTH & FITNESS CENTER FACILITIES AVAILABLE FOR USE

1. Multi-Purpose Gymnasium

The 32,000-square-foot gymnasium in the Northeast Health & Fitness Center features a resilient athletic surface equipped with four interchangeable basketball, pickle ball, and tennis courts; and a 150-meter, four-lane walking/jogging track encircling the gymnasium. Please check the schedule for availability of times of the various activities.

2. Fitness Center

The Health & Fitness Center is home to a 3,699-square foot, state-of-the-art strength and cardiovascular fitness center featuring top-of-the-line equipment: rowing machines, treadmills, stair climbing machines, upright bikes, and recumbent bikes. The free-weight area contains an extensive number of fitness products, including over 2,100 pounds of Olympic plates and dumbbells.

3. Racquetball/Handball Courts

The two racquetball/handball courts are scheduled on a reservation basis. Standard safety equipment such as eyewear, plastic racquet frames, and wrist lanyards is required when using the courts.

4. Pool

A six-lane, 25-meter pool ranging in depth from 3.5 to 13 feet is located in the Health & Fitness Center. Lap swimming and open swim times are available daily.

5. Locker Facilities

Lockers may be rented by purchasing a locker permit in Room 102 of the Health & Fitness Center, between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday (unless posted otherwise).

6. Outdoor Facilities

The landscaping of the campus provides the potential for a large variety of recreational athletic facilities. The Northeast outdoor facilities consist of two softball diamonds and a multipurpose athletic field designed to accommodate soccer, flag football, and lacrosse.

D. HEALTH & FITNESS CENTER CLOSINGS

The Health & Fitness Center closes during certain periods of the year, most notably during commencement and major holidays. Every effort is made to notify the student population well in advance concerning these dates. However, all students are encouraged to consult the schedules posted throughout the Health & Fitness Center, the MyNortheast Portal, and the Northeast website.

Additionally, the Health & Fitness Center will close in the event of a weather related or emergency campus closing.

E. HEALTH & FITNESS CENTER ACCESS

A Northeast Student Identification card or a Health & Fitness Center membership photo identification card is required for entry into the facility.

F. MEMBERSHIP FOR SPOUSES AND DEPENDENTS

Student, faculty, and staff spouses and dependents are eligible to utilize the Health & Fitness Center facilities upon purchasing a Health & Fitness Center Community membership. All memberships are for one year, effective the date of purchase. Members (except children under 5) will be issued a photo identification card that must be presented upon entering the Health & Fitness Center.

Information regarding the categories and cost of memberships is available from the Health & Fitness Center.

G. HEALTH AND FITNESS CENTER POLICIES AND REGULATIONS

- All patrons must enter from the main entrance, check in, and present ID.
- Proof of age is required. Children under the age of 16 are prohibited in the fitness room.
- Parental supervision is always required for children under the age of 16, except for teen hours (age 13 and up), daily from 3:00 – 5:00 p.m. in the gymnasium only.
- Users assume normal risks. **Northeast College of Health Sciences does not carry medical/accident insurance for members.**
- Lockers are available daily.
- Non-scuffing shoes must be worn on all indoor athletic courts. Street shoes are prohibited.
- Northeast College is not responsible for lost or stolen items.
- Animals are prohibited.
- Smoking is prohibited.
- Radios are prohibited, headsets may be used.
- Taking photos or videos of oneself or others is prohibited.
- Bicycles, rollerblades, and roller skates are prohibited in the building.
- Slam dunking and hanging on basketball rims is prohibited.
- Softballs, hardballs, footballs, soccer balls, and lacrosse balls are not to be used in the gym without prior approval from the Operations Manager of the Health & Fitness Center. The gym must be properly set up to accommodate such activities.

- Use of the Health & Fitness Center is a privilege. Acceptable conduct must be observed at all times. Anyone violating policies, misusing equipment, or engaging in inappropriate behavior, including verbal and physical abuse of employees, is subject to immediate removal and loss of membership privileges. No refunds will be granted.

- Students are governed by Northeast College policies.

XVIII. Other Campus Services

A. MAIL SERVICES

The Mail Services Department's service window hours of operation are Monday through Thursday 10:00 a.m. to 3:00 p.m. and Friday 10:00 a.m. to 1:00 p.m.

Mailboxes are located on the lower level of the Administration Building. All students share a mailbox with one other student.

Mail is delivered to students' mailboxes daily by approximately 3:00 p.m. For oversized items, a package slip will be placed in the mailbox. The package slip may be presented at the Mailroom window during regular business hours for package pickup. The following information is vital to ensuring that mail is delivered in a timely manner. Mail sent to the College that does not have the appropriate mailing address will take longer to be delivered.

1. Address for UPS, Fed Ex and USPS

Name – Box #
Northeast College of Health Sciences
2360 State Route 89
Seneca Falls, N.Y. 13148

Mail Delivery Address Change Form

A change-of-address form is available from the Mail Services Department for the following uses:

- moving on or off campus;
- attending an off-campus health center;
- withdrawal or leave of absence; and
- graduation.

Filing this form promptly ensures that mail will be forwarded in a timely manner. Without such notification, mail may be returned to the sender.

USPS shipping is also available.

B. STUDENT MAILROOM USAGE

Students wishing to distribute fliers or other notices through student mailboxes must follow the procedure noted below:

1. Take the items to the Center for Student Support for approval.
2. The Center for Student Support will review the items for compliance with the College posting policy.
3. If the request is approved, the Center for Student Support will be responsible for having the items placed in mailboxes. Students are not to take them to the mailroom themselves.

Students may not distribute personal ads through mailboxes.

C. DUPLICATION CENTER

All students wishing to use the College's Duplication Center for club or activity purposes must receive approval from the Center for Student Support. Students may not use the College duplicating services for personal or academic business. Use is restricted to clubs and activities only. All duplication requests must conform with the College's copyright policy.

D. MONITOR ANNOUNCEMENTS

Campus overhead monitors are used to inform the student body of academic and administrative matters, as well as to make announcements of professional, cultural, and social interest. Student groups may use these monitors for announcements with the approval of the Center for Student Support.

E. LOST AND FOUND

Lost and Found is located in the Facilities office, room L01, on the lower level of the Administration Building. Hours of operation are Monday through Friday, 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m.

F. EMERGENCY CALLS

College staff will make every effort to locate students for emergency calls. Callers with requests that are not of a serious nature will be advised that the message will not be delivered.

G. STUDENT LOCKERS

All matriculated students at Northeast are issued a locker on the Seneca Falls campus for storing their possessions while attending classes. Lockers are located in the tunnels connecting the Library, the Academic Building, and the Administration Building. Locker assignments and combinations are issued during student orientation. Students are responsible for removing all contents from their lockers by the last date of attendance at the Seneca Falls campus. Items not removed from lockers will be removed by the Facilities Department and kept in the Facilities office for 90 days. Any items not claimed within 90 days will not be retained by the College.

Questions regarding locker assignment and usage may be directed to the Facilities office. Northeast is not responsible for lost, stolen, or damaged property.