



MANHATTAN COLLEGE

Campus Conduct & Other College Property used for Educational Purposes

POLICY

Responsible Executive:	President; Vice President for Student Affairs
Responsible Office:	Dean of Students & Public Safety Department
Originally Issued:	Oct, 2015
Revised:	
Approved:	Oct, 2015 by Board of Trustees

I. Policy Statement

This policy implements the requirements of Article 129-A of NYS Education Law N.Y. - EDN. LAW §§6430-6437, hereinafter Article 129-A.

II. Reason for Policy

New York State Education Law Article 129-A requires all New York State public and private colleges and universities to maintain policies related to specific provisions of this Article. This Article has provisions that affects Manhattan College including: 1) advisory committee on campus security; 2) sexual assault, domestic violence and stalking prevention information; 3) campus crime reporting and statistics; 4) investigation of violent felony offenses; 5) bias related crime prevention information; 6) prohibition on the marketing of credit cards; and 7) notification of fire safety standards and measures in all college-owned or operated housing.

III. Entities Affected By This Policy

All units of the College

IV. Who Should Read This Policy

All students, prospective and incoming students, and employees should read and understand this policy.

V. Website Address for this Policy

The Office of Marketing and Communications will update this section

Present location: <http://manhattan.edu/content/heoa-disclosures>

VI. Related Documents, Forms, and Tools

College Policies
Title IX and Nondiscrimination Notice: http://manhattan.edu/about/human-resources/title-ix
Other Documents
Community Standards and Student Code of Conduct: http://manhattan.edu/community-standards-and-student-code-conduct New York State Education Department Office of Higher Education, Webpage on Article 129-A of the Education Law Advisory Committee on Campus Security Annual Reports: 2014-15 2013-14
Forms
Certification of Compliance (2012-13) Certification of Compliance – <i>current form pending</i>

VII. Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Site
Policy Clarification and Interpretation	Dean of Students	Thomas Hall, 5th floor (718) 862-7999	michael.carey@manhattan.edu
	Director, Public Safety Department	Jasper Hall, 1st floor (718) 862-7938	juan.cerezo@manhattan.edu

VIII. Definitions

Term	Definition
"Local law enforcement agencies"	Any agency or agencies employing peace officers or police officers for the enforcement of the laws of the state, and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of the College
"Missing student"	Any student of the College who resides in a facility owned or operated by the College and who is reported as missing from his or her residence.

"Violent felony offense"	A violent felony offense as defined in subdivision one of section 70.02 of the penal law.

IX. Responsibilities

Party	List of Responsibilities
College President	<ul style="list-style-type: none"> ● File an annual certificate of compliance with the New York State Education Department (NYSED) ● appoint an advisory committee on campus security
Vice President for Student Life	<ul style="list-style-type: none"> ● Every ten years, by July 1, 2004 and whenever amended, file with SED copies of the College's rules relating to mandated student conduct policies ● Inform incoming students about bias related crime prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations
Advisory Committee on Campus Security	<ul style="list-style-type: none"> ● Review specific campus policies and procedures on campus security and make written recommendations for their improvement at least once each academic year
Office of Enrollment Management	<ul style="list-style-type: none"> ● Provide information to incoming students concerning sexual assault prevention and bias related crime prevention and the method the College employs to advise and update students about safety procedures;
Office of Marketing and Communications	<ul style="list-style-type: none"> ● Indicate in the College catalog, student handbook and viewbook how to access the campus crime statistics that are filed annually with the United States Department of Education;
Public Safety Department	<ul style="list-style-type: none"> ● Adopt and implement a plan providing for coordination with local law enforcement agencies in connection with investigation of any violent felony offenses occurring at or on the grounds of the campus, and for the investigation of reports of any missing student.
Office of Marketing and Communications & Business Manager	<ul style="list-style-type: none"> ● Prohibit the advertising, marketing, or merchandising of credit cards on the College campus to students, except pursuant to an official College credit card marketing policy

X. Principles

Manhattan College is guided by the basic values of civility, safety and the discourse of ideas. The Manhattan College community continues to aspire to John Baptist de La Salle's appeal/demand for civility and decorum. "The practice of decorum and civility...is the wise and well regulated conduct that governs what we do and say. It arises from sentiments of modesty, respect, union, and charity toward our neighbor." These time- tested ideals apply directly to the expectations of the current Manhattan College student and employee in all settings, at all times. This policy is supportive of some of the key hallmarks of the College's Lasallian heritage: respect for human dignity; an emphasis on ethical conduct: and, a commitment to social justice.

XI. Procedures

1. The Board of Trustees of Manhattan College ("the College") shall adopt written rules for the maintenance of public order on the College campus and for the enforcement thereof; a copy of which shall be provided to all students enrolled in Manhattan College; and shall be deemed to be part of the by-laws of all organizations operating on Manhattan College campuses; such by-laws shall be annually reviewed with the organizations;
2. The College must, on July 1 of each year, shall file a certificate of compliance with the New York State Education Department (NYSED) attesting that it has in place the policies and programs required by Article 129-A;
3. Every ten years, The College must, by July 1, 2004 and whenever amended, file with SED copies of its rules relating to the mandated student conduct policies.
4. The College's president must appoint an advisory committee on campus safety to review specific campus policies and procedures on safety and to make written recommendations for their improvement at least once each academic year;
5. The College must provide information to incoming students concerning sexual assault prevention and bias related crime prevention and the method the College employs to advise and update students about safety procedures;
6. The College must indicate in its catalog, student handbook and viewbook how to access the campus crime statistics that are filed annually with the United States Department of Education;
7. The College must adopt and implement a plan providing for coordination with local law enforcement agencies in connection with investigation of any violent felony offenses occurring at or on the grounds of the campus, and for the investigation of reports of any missing student. Such plans shall provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies. Such plans shall include, but not be limited to, written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports.
8. The College shall inform incoming students about bias related crime prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information about bias related crime, promote discussion, encourage reporting of incidents of bias related crime, and facilitate prevention of such incidents. Such information shall include, but not be limited to: 1. the applicable laws, ordinances, and regulations on bias related crime, including the provisions and coverage of the hate crimes act of 2000 codified in article four hundred eighty-five of the penal law; 2. the penalties for commission of bias related crimes; 3. the procedures in effect at the college for dealing with bias related crime; 4. the availability of counseling and other support services for the victims of bias related crime; 5. the nature of and common circumstances relating to bias related crime on college campuses; and 6. the methods the college employs to advise and to update students about security procedures.
9. The College shall prohibit the advertising, marketing, or merchandising of credit cards on its campuses to students, except pursuant to an official college credit card marketing policy. Such an official College credit card marketing policy may include: 1. registration of on-campus credit card marketers; 2. limiting credit card marketers to specific dates and specific areas of the campus as designated by the college; 3. prohibiting credit card marketers from offering gifts to a student in exchange for completing a credit card application; and 4. informing students about good credit management practices through programs which may include workshops, seminars, discussion groups, and film presentations.

XIII Appendices

None

