

# Dean of Students

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The Office of the Dean of Students advocates for students, both individually and collectively, by ensuring that programs and services reflect best practices to foster a positive, safe and inclusive culture at Manhattan University. The Office of the Dean of Students coordinates and works collaboratively with the Counseling Center, Health Services, Career Development, Academic Success Services, Residence Life, and Commuter Services to ensure that students are able to find success in and out of the classroom.

The Office of the Dean of Students can be contacted at (718) 862-6995 or [deanofstudents@manhattan.edu](mailto:deanofstudents@manhattan.edu).

## CARE Team

The Campus Assessment, Resource, and Education (CARE) Team can help students with issues that include, but are not limited to: depression, anxiety, panic attacks, erratic behavior, missing extended class time, substance use/abuse, medical issues, self-destructive behavior, family issues, adjustment issues, and personal loss.

To contact the CARE Team with your concerns, you may raise a flag through JasperConnect (<https://manhattan.starfishsolutions.com/starfish-ops/>), or contact the Office of the Dean of Students at [deanofstudents@manhattan.edu](mailto:deanofstudents@manhattan.edu). You can also send the CARE Team a report by using our referral form here ([https://cm.maxient.com/reportingform.php?ManhattanCollege&layout\\_id=2](https://cm.maxient.com/reportingform.php?ManhattanCollege&layout_id=2)).

**Faculty Advisory System.** The University administers a basic program of formal guidance designed to meet students' needs for personalized and academic counseling from the time of admission to graduation. Greatest emphasis is placed on guidance throughout the freshman year, the period during which the student is most in need of assistance. Every first-year student is provided with a Faculty Advisor from their own academic School.

## Student Conduct

At Manhattan University, community is based on the mutual respect of many persons engaged in different aspects of the academic venture. In this cooperative educational experience, the Manhattan community has found that certain kinds of behavior defeat the respect we bear for one another. These behaviors are outlined in the Manhattan University Community Standards and Student Code of Conduct (<https://inside.manhattan.edu/student-life/dean-of-students/code-conduct.php>). The implementation of the Community Standards and Student Code of Conduct is directly influenced by the thought and writings of St. John Baptist de La Salle.

Inappropriate behavior observed by campus officials, as well as information provided by the police and other local authorities, will be addressed. The University will sanction such behavior in accordance with the policies and procedures as outlined in the Manhattan University Community Standards and Student Code of Conduct. For further information on judicial procedures, including University jurisdiction, residence hall guidelines, and procedures for hearings, please refer to the Manhattan University Community Standards

and Student Code of Conduct (<https://inside.manhattan.edu/student-life/dean-of-students/code-conduct.php>).

Disciplinary authority is vested in the Dean of Students. This authority may be exercised by referral to a trained conduct officer or one of the following hearing boards: The Student Court, the University Judiciary Council, or the Dean of Students' Board. For detailed information on each board, refer to the Manhattan University Community Standards and Student Code of Conduct or contact the Office of the Dean of Students.

Pursuant to Article 129-B §6444.6 of the New York State Education Law, if a student is found responsible through the University's judicial process for crime(s) of violence, including, but not limited to sexual violence, as set forth at 20 U.S.C. § 1092(f)(1)(F)(i)(I)-(VIII) ("Clery Act crimes of violence"), the Dean of Students will direct that a notation be placed on the student's transcript.

Where the sanction is a suspension, the following notation will be listed:

- "SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION."

Where the sanction is an expulsion, the following notation will be listed:

- "EXPULLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION."

Should a student withdraw from the University, while such conduct charges are pending for allegation(s) related to Clery Act crimes of violence and the student declines to complete the student judicial process, the Dean of Students will direct that the following notation be placed on the student's transcript:

- "WITHDREW WITH CONDUCT CHARGES PENDING."

## Drug and Alcohol Violation Disclosure

Section 444 of the General Education Provisions Act (20 U.S.C. 1232 g) is amended by adding at the end the following: (i) Drug and Alcohol Violation Disclosures.

1. In General – Nothing in this Act or the higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if -
  - a. the student is under the age of 21
  - b. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
2. State Law Regarding Disclosure – Nothing in paragraph (1) shall be construed to supersede any provision of State law that prohibits an institution of higher education from making the disclosure described in subsection (a).

## Disciplinary Hearings Committee

Disciplinary authority is vested in the Dean of Students. This authority may be exercised by referral to the Dean of Students Board.

Any member of the University community may report in writing to the Dean of Students an alleged incident of academic dishonesty as defined in the policy on Academic Integrity. The student(s) involved then becomes subject to an investigation and possible subsequent disciplinary action. The Dean of Students Office is located in Thomas Hall 514.

## Student Privacy Rights

### Background Information

The primary purpose of The Family Educational Rights and Privacy Act of 1974 is to grant university students "the right to inspect and review any and all official records, files and data directly related to them," and generally to deny access by others without written consent of the student except in limited and specified circumstances.

### Definitions and Procedures

Included with the coverage of the Act is any person who is or was enrolled in Manhattan as a student (including full time and part time undergraduate and graduate students, day and evening).

In compliance with and subject to the provisions of this legislation and the University's Statement on the Confidentiality of Student Records, the University will make available to each student the University's official records, files and data falling within the scope of the Act to each student for his or her personal review and inspection. Specifically excluded from the definition are: personal notes of teachers, supervisors and administrators which are retained in their possession and are not accessible to others except substitutes; medical and psychiatric records except that these records may be reviewed by a physician or other professional of the student's choice; the Parent's Confidential Statement; letters of recommendation placed in the file before January 1, 1975; and campus security records.

Students wishing to inspect and review any of their official records and material contained therein should file a request in writing with the Registrar. Forms for such requests-in-writing will be made available. All proper requests will be complied with as soon as reasonably possible, but no later than forty-five days of the date of the request.

A hearing may be requested by a student to ensure that his or her records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein or to challenge the content thereof. An appropriate hearing procedure has been established by the University and is included in the Statement of Confidentiality of Student Records.

The Law prohibits the release of material in a student's file without written consent of the student, except to officials and teachers of the same school, another school where the student intends to enroll, and certain state and federal officials.

A copy of the Law and a copy of the Statement is available in the Office of the Registrar and the Office of the Vice President for Student Life.