

## Student Life

The Division of Student Affairs helps students meet their personal and academic goals within the caring residential environment that is Alfred University. Staff members and programs encourage students to develop, explore and express themselves as individuals and as community members.

Outside the classroom, more than 80 student clubs and organizations offer a multitude of exciting activities for every interest. Concerts, theatre and dance events, comedy clubs and coffeehouses provide quality nightlife. Intercollegiate athletics involve one out of every five students; many students also participate in intramurals.

Our professional staff offers a full range of student services and learning opportunities – from career planning and counseling to health care, residence life and leadership education. As part of the transition into their first year at Alfred University, incoming students take part in a required orientation. They meet fellow students and faculty members and become acquainted with the historic campus and its facilities.

### Extra-Curricular Activities

More than seventy-five student-led organizations exist at Alfred University. Organizations offer students a chance to pursue special interests or discover a new one. They also assist in the development of leadership skills, goal setting, and budget management. Many of these organizations are mentioned in this section, but others exist and new groups are always being formed. Contact the Office of Student Activities at (607) 871-2175 for a complete list of all student organizations.

### Student Government

Participation in co-curricular activities benefits Alfred students in many ways. There is no better training for many professions than experience in student government. The present Student Senate has been in existence since 1976 and has been instrumental in initiating changes and improvements.

The Senate meets weekly. Each senator is elected by and represents a particular constituency – i.e., residence hall, campus organizations, or off-campus residents. The Senate president and vice-president are chosen by a campus-wide election.

Among the Senate's major functions are raising and discussing issues of student concern, proposing constructive changes to promote student well-being, and distributing funds to other campus organizations. The Senate elects or recommends student representatives for University and college committees.

### Volunteer Opportunities

The Volunteer Service Center exists on campus to connect all students with opportunities to make a difference within our community. Contact the Office of Student Activities to get connected. Several of our organizations have community service as their primary goal.

- Student Volunteers for Community Action – coordinates adopt-a-youth and adopt-a-grandparent programs
- Alpha Phi Omega – The oldest national co-ed service fraternity in the country
- Habitat for Humanity – Sponsors annual home-building trips to Florida
- Rescue Squad – Students volunteering to provide on-site first aid to fellow students

### Entertainment Opportunities

Whether producing a major concert with national touring performing groups or displaying your own personal talent in front of a packed theater, there is a diverse range of ways to entertain or be entertained at Alfred.

- Student Activities Board – the main provider of entertainment including comedians, bands, and solo performers
- Friday Night Live/Pirate Theater/ – Alfred’s comedy troupes with very different styles and attitude
- Division of Performing Arts – Opportunities abound for extra-curricular involvement in Orchestral, Vocal and Instrumental Music groups, Dance ensembles and Theatrical productions.

### Outdoor/Environment Opportunities

- Forest People – Alfred’s outdoor recreational club travels far and near for activities including repelling, rafting, hiking, and more

### Media Organizations

- Fiat Lux – bi-weekly student newspaper
- AUTV – Student television station broadcasting announcements and occasional student-produced shows
- WALF – 24-hour campus radio station with an eclectic mix of music styles
- Kanakadea yearbook – documenting the year’s events and containing portraits of graduating students
- College Comic Illustrators – Creators of an annual full-length comic book based on college life
- Alfred Review – Literary magazine containing two dimensional art and photos of 3-D work

## Alcohol and Other Drug Education

The mission of the Alcohol and Other Drug Education Program is to provide information, activities, services and support to the students, faculty, staff, and administration of Alfred University, to promote substance abuse resistance and to foster healthy lifestyle choices. This education and prevention program features:

- Fun, alcohol-free social activities
- Special events during Alcohol Awareness Week, Spring Break, Holidays, Orientation, and Graduation
- AWARE, BACCHUS, GAMMA and SAM Peer Education Groups
- Social Norms Campaigns
- Presentations in residence halls and classrooms
- Formal classes on substance abuse
- A resource center for personal and professional use
- A university-wide advisory committee
- Data collection for AOD use
- Policy review and recommendations
- Referrals for students abusing alcohol and other drugs

## Athletics

Athletic programs are an integral part of campus life. Students’ individual athletic aspirations are satisfied by a wide-ranging program of intercollegiate competition, intramural sports, and recreational activities.

### **Indoor Facilities**

McLane Physical Education Center is the hub of athletic activities. It has two regulation size basketball courts, a six lane swimming pool, a complete fitness center (with over 60 pieces of equipment designed to promote cardiovascular fitness as well as strength training equipment, including 4 recumbent bikes, 10 treadmills, 4 ellipticals, 30 Cybex Eagle and 15 strength training stations, and free weights), two racquetball and squash courts, four badminton and volleyball courts, and a comprehensive athletic training room. Supplementing these facilities are an indoor track and a basketball court in the adjacent Davis Gym.

### **Outdoor Facilities**

Outdoor facilities include Merrill Field (home of the Saxon football, lacrosse, and soccer teams) with a multipurpose artificial surface accommodating intercollegiate sports, intramural activities and recreation; six tennis courts; several basketball courts; a portable volleyball and basketball court and a pavilion. All are located near the residence halls. The Daggett Equestrian Center, just minutes from campus, opened in Fall 2005 featuring indoor and outdoor arenas, 52 stalls, and classrooms. Downhill and cross country skiing areas are located a short distance from campus.

### **Intercollegiate Athletics**

Alfred University sponsors intercollegiate athletics for women in basketball, soccer, cross country, swimming, tennis, track, lacrosse, softball and volleyball. Men's intercollegiate sports include football, cross country, track, basketball, soccer, lacrosse, swimming and diving, and tennis. The equestrian, golf, and ski teams are coeducational. Alfred is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, the Empire Eight Conference, and the New York State Women's Collegiate Athletic Association. The intercollegiate programs operate under the rules and regulations of the NCAA.

### **Recreation and Leisure Sports**

The philosophy of the recreational program is to contribute to the physical, social and emotional well being of the University community by offering a diverse program of leisure time activities. All indoor and outdoor facilities are available for the intramural program and for general student use. With a focus on participation in competitive physical play, the program is open to the entire University community (undergraduate and graduate students, faculty, and staff).

The Recreation and Leisure Sports department offers sports activities in sixteen areas, eight of which are coeducational. Offerings include tennis, flag football, indoor soccer, box lacrosse, basketball, bowling, badminton, racquetball, table tennis, volleyball, team handball, handball, inner-tube water polo, ultimate frisbee and softball.

University community members take part in exercise and recreational activities. McLane Center is open daily for swimming, squash, racquetball, handball or fitness training.

### **Campus Center**

The 60,000 square foot Arthur and Lea Powell Campus Center is one of the finest community-gathering facilities in the country. It features a cafeteria-dining room with panoramic hillside views, a forum/movie theatre, an "open air" food court, a cyber café, a night club, student organization offices, a multi-cultural center,

a radio station, television station, meeting rooms, a formal Alumni Lounge, the University bookstore, mail room and TV lounge.

## **Robert R. McComsey Career Development Center at the Allen Steinheim Museum**

The CDC educates Alfred University students to develop life-long career skills utilizing centralized, professional services including career counseling/advising, experiential education, on-campus recruiting, web-based services and special events/workshops. The CDC offers the following services:

- Career counseling, exploration and advising, including career assessment
- Saxon JobLink, our web-based system for job / internship, and resume posting, and interview scheduling
- Computer lab with internet access and a laser printer for student use
- Internships, co-ops and summer jobs in your field of study
- An annual fall Engineering Career Fair, spring Internship & Summer Job Fair and an annual fall Graduate School Fair
- Employer-in-Residence program: allows students to connect with successful alumni and representatives from a variety of careers
- Online computer guidance programs, Choices and Sigi3, designed to identify career opportunities, graduate schools and scholarship programs
- On-campus recruiting, interviewing and resume referral
- Frederick W. Gibbs Career Resource Library which houses career information, job and internship postings, credential file service, and graduate school information
- Wireless internet access

## **Counseling and Wellness Center**

The Counseling and Wellness Center (CWC) is located in the north wing of the Crandall Center for Counseling and Health Services, near the Saxon Inn. A component of the Student Affairs Division, the CWC provides personal counseling, outreach, programming, and educational services to support and promote the success and wellness of university students.

### **Counseling**

Individual, couple, and group therapy sessions are provided by nationally certified and licensed staff. These are completely confidential in accordance with standards set by the American Counseling Association. The counseling staff members provide crisis response and are on-call for emergencies when AU is in session. The CWC offers all services at no cost to currently enrolled undergraduate and graduate students. Appointments can be arranged by calling 607.871.2300 or by stopping in at the office between 8:30 a.m. and 4:30 p.m. on M – F.

### **Wellness Education**

The mission of the Wellness Education program is to promote lifetime healthy lifestyle choices through education, activities, and services to the campus community. Services for students include

- Individual wellness education sessions
- Individual alcohol and drug education sessions
- Peer Leadership in Health and Wellness Education class (2 credits)
- Certification program in peer education for students

- Peer education opportunities as members of the Health and Wellness Peer Educators group or the Student Athlete Mentors group
- Student Internship opportunities
- Presentations for classrooms and Residence Halls
- Promotion of healthy lifestyle choices through events and social norm campaigns
- Referrals for students seeking assessment or evaluation for alcohol or substance abuse
- Data collection for needs assessment and program evaluation
- Campus policy review and recommendations

For more information, or to make an appointment for a Wellness Education session, contact the CWC at 607.871.2300.

## Health Services

The Crandall Health Center (CHC) is located in the south wing of the Crandall Center. It is made up of a multi-disciplinary team of physicians, nurse practitioners, physician assistants, registered nurses, and administrative support personnel. CHC focuses on acute care, out-patient services and preventive health care for all currently enrolled students.

Facilities and services include examining/treatment rooms, laboratory services, gynecological exams and general health counseling. Emergency care is available during the hours that the center is closed through the on-campus rescue squad, the village ambulance service, or local hospitals.

There are no charges to see the health care providers at Crandall Health Center. Nominal charges are made for lab tests, injections, some equipment, and medications. Students who require a specialist are referred to the general hospitals in Hornell or Wellsville. Students maintain the right to choose a health care provider or place for hospitalization and must assume all financial obligations for off-campus health care and services.

Health Education programs are coordinated for students and the campus community on topics of health, sexuality, and lifestyle choices through the Health/Wellness Educator. Programming may be in the form of individual or group sessions, outside speakers, seminars, classroom presentations, conferences and an annual Health Fair.

Alfred University requires all students to have health insurance. The University offers a low-premium student accident/illness insurance policy which helps pay for specialist and ancillary services. The coverage is in effect from August to August. This student health insurance is very beneficial as an adjunct insurance for students covered under a managed care or HMO insurance plan that may provide limited coverage in the Alfred area.

### Admission Immunization Requirements

Students born after December 31, 1956 must provide written documentation of two Measles, Mumps, Rubella immunizations. In addition all students must complete an acknowledgement regarding Meningococcal Meningitis. This documentation is necessary to comply with New York State Public Health Law #2165. Students who do not comply will be withdrawn from the University and will be not be allowed to attend classes. Questions regarding this obligation or any other aspect of health services may be directed to the Crandall Health Center at (607) 871-2400.

## Housing

Alfred University is a residential university. We believe that residence hall living is a key component of a student-centered educational experience in which academic learning is integrated with student development. Each student is personally accountable for maintaining a safe and secure environment in his or her residence hall that promotes a healthy standard of community living.

For these reasons, provisions are made to house all students on campus throughout their undergraduate years. Students are required to live on campus for six consecutive semesters. Once this residency requirement has been met, students are able to apply to live off-campus. To obtain approval to live off-campus, students must participate in the off-campus housing forum, complete an off-campus housing application, and receive permission to move off campus from the Dean of Students. Some students may be eligible or considered for an exemption if they are: married or a single parent, 23 years of age or older, commuting from their parent's primary home within 60 miles of campus, participating in a co-op or study abroad program, or in need of a medical exemption. For more information, contact the Residence Life office at 607-871-2186.

### Meal Plans

All students who live in residence halls are required to participate in the board plan, except for seniors or residents of the Ford Street apartment complex. First-year students have a choice of three meal plans with up to 300, 250, or 200 meals per semester; Sophomores and Juniors have an additional option for up to 150 meals per semester. All plans come with \$125 in "dining dollars" which can be used at our retail locations, and students can add dining dollars to any plan. Meal plans are for individual student use only and are nontransferable. Both Ade and Powell dining halls offer multiple entrees with unlimited seconds and vegetarian choices at every meal. For more information, please see the Dining Services website or contact Dining Services at 607-871-2247.

### Housing Options

With a broad spectrum of architectural and environmental styles available, choices range from traditional residence halls to suites and apartments. Single rooms are available to students on a limited basis. Each living area selects its own quiet and courtesy hours as an extension of the all-campus quiet hours after the semester begins. Residence halls are coed by floor; i.e., a floor of men, a floor of women; or coed by suite – i.e., one suite of men may be located next to a suite of women; or coed by alternating rooms within corridor-style designated buildings for upper class students. In addition, the department offers Common Interest Housing for returning students. Students interested in CIH may apply for this option in the Spring Semester for the following Fall. Students applying for CIH must be free of any probation through the judicial system, have a common interest that is compatible with the mission of the University and the Office of Residence Life, agree to share their interest through programming for other residents, and follow all rules and regulations. All residence halls are non-smoking.

### Housing Staff

Residence hall staff live in each building and on each floor or section. Resident Directors (RDs) are full-time graduate students. The RD staff is responsible for the entire operation of the buildings. Each floor has a Resident Assistant (RA), an undergraduate student who has proven him/herself able to work well with people and their concerns.

The Director of Residence Life, Associate Director, Assistant Director and Area Coordinators are also available to help students acclimate to their new social and educational environment. The Office of Residence Life, located in Bartlett Hall, is an available resource for student housing concerns. Residence hall living includes taking part in activities planned to promote community and learning.

## **Hazing Policy**

Alfred University believes that any group or organization composed of students, faculty, staff and/or visitors has the responsibility to create an environment within which all activities are pursued in a sound and productive manner. Any group or organization which includes hazing as part of its activities creates a risk of hazardous conditions.

Alfred University defines hazing as “any activity or action which subtly, flagrantly, recklessly, or deliberately demeans, embarrasses, threatens, invites ridicule or draws inappropriate or negative attention to a member, affiliate, or group, and/or an attitude which implies one member/affiliate is superior to another or that membership in the group must be earned through personal services or meaningless activities. Furthermore, this definition includes any action which results in the impairment of academic performance or causes failure to properly fulfill obligations to University-sponsored groups and organizations.”

Alfred University unconditionally opposes any form of hazing. Any violation of this policy should be reported immediately to the Office of the Dean of Students. Any member or affiliate who is in violation of this policy is subject to suspension, expulsion, or other judicial proceeding, or, if the violator is a group or organization, rescission of affiliation with Alfred University.

Furthermore, New York State defines hazing as follows: “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, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.” (Penal Law S120.16) Hazing in the second degree (a violation) incorporates a nearly identical definition except that no actual injury to any person needs to be proven. (Penal Law, S120.17)

## **Cultural Events and Films**

Several campus organizations sponsor appearances by visiting artists, speakers and groups. The Student Activities Board (SAB), the Residence Hall Council (RHC), and individual academic divisions invite lecturers and performing and visual artists to campus for residencies and one night appearances. Alfred University student groups sponsor a number of popular entertainers in the Coffeeshouse and Comedy Club, as well as rock concerts by well-known performers. Movies – current and classic – run on Fridays and Sundays. The Fosdick-Nelson gallery exhibits sculpture, glass, ceramics, paintings, lithographs and photography. Student theater and dance productions, as well as performances by musical ensembles, occur at frequent intervals throughout the year.

## Theatre, Music and Dance Organizations

Performing arts opportunities in theatre, music and dance are plentiful, with more than twenty-five plays, concerts and recitals produced each year by the Division of Performing Arts. All students are welcome and encouraged to participate. Auditions are required for theatre productions and some music ensembles. Academic credit is available for all students involved in division productions.

The Theatre Department produces three main-stage faculty-directed plays and numerous student-directed plays, either full-length or one-acts. The Alfredian Dramatists is an active student theatre group which works closely with the theatre faculty, giving suggestions for new courses and possible productions and raising funds for tours and attendance at the American College Theatre Festival.

The Music Program features the University Chorus, AU Chamber Singers, Jazz Ensemble, Concert Band, and Symphony Orchestra. Smaller ensembles are organized at student interest and may include string quartets, brass ensembles, and select vocal groups. Students also may take private voice and instrumental lessons including lessons on carillon.

The Dance Program provides students from all disciplines an opportunity to supplement their academic pursuits with dance. Performance and choreographic opportunities are available to all students throughout the year through the formal and informal performance events on and off campus. In addition to the very active dance minor, Alfred University offers a variety of dynamic dance clubs: Hip Hop, Middle Eastern Dance Organization, Dance Team, Alfred to Asia, Folk Dance, and Swing Dance Club.

## Judicial System

University men and women are expected to conform to high standards of adult behavior, both on and off campus. The University Student Life Policies exist to serve as a guide for each student and to ensure the proper atmosphere necessary for the academic and social life of each student. Judicial action will be taken against students whose conduct adversely affects the University community and/or the pursuit of its objectives, or violates state, local or federal law.

The Alfred University Student Judicial System is designed to hold students accountable for their behavior, to protect the University community and property, and to protect the rights of the members of that community to function in an environment conducive to academic pursuits. It is designed to confront individuals with the inappropriateness of their actions in a constructive and educational manner that will foster an understanding of the impact their behavior has had on individuals and the community. (A detailed statement on the judicial system can be found on the Alfred University student web portal at <http://my.alfred.edu> under "Judicial System.")

## Multiculturalism

All of the clubs under the ALANA (African-, Latino-, Asian-, Native-American) umbrella strive to both educate the campus and provide social support for their members.

- Poder Latino – Alfred’s Latino support club sponsors several events including auctions for charity and talent shows for their members
- Umoja – AU’s Black Student Union is best known for its Charity Basketball Game, and Slam Poetry events
- Pacific Rim – Support and social events for Asian students
- Caribbean Student Association– Only two years old, but already sponsors incredible events such as an annual Fashion Show and a Beach Party
- Alfred Steppas – High energy performance created by rhythms of foot-stomping, hand-clapping and much, much more
- Spectrum – Support and social programming for our gay, lesbian, and bi-sexual community; supporters welcome
- SAFE - Students Acting for Equality provides a safe outlet to address issues and make changes on campus

## Major Weekends and Events

- Homecoming Weekend – Highlighted by a Saxon football game and great entertainment.
- Hot Dog Day – Now a well-established tradition, Hot Dog Day is a combination of street carnival and springfest, highlighted by an ice cream social, chicken barbecue, craft sale, band party, parade, and many other amusements and festivities, all centering on the consumption of thousands of hot dogs. The funds raised by this community event are turned over to area charities.
- Spring Family Weekend – Highlighted by the Alfred Honors Convocation, which recognizes academic excellence.
- The Alfie Awards – Established in 1994, this year-end award ceremony spoofs the Oscar Awards with red carpets, limousines, and long acceptance speeches. The very real awards pay tribute to those who make Alfred’s extracurricular life so entertaining.
- Large Act Concert – SAB’s annual gymnasium concert has included Adam Sandler, Alanis Morissette, Bare Naked Ladies, Smashmouth, Vanessa Carlton, Black Eyed Peas, and Gym Class Heroes.

## Religious Life

The University is non-sectarian. In accordance with its century-and-a-half tradition, it extends a welcome to people of diverse ethnic and religious backgrounds. The Alfred community has ample opportunities for students to find a religious center. The Melvin H. Bernstein Hillel House and several Protestant campus fellowships offer on campus programming and services. St. Jude’s Catholic Campus Center is located within walking distance of campus and provides a wide variety of activities for Catholic students. Protestant students will receive a warm welcome at any of the numerous churches and religious groups in the Alfred area, including within five minutes of the campus Methodist, Pentecostal, Union University, Seventh Day Baptist, and Society of Friends. Muslim students can arrange with Muslim faculty for prayer services during Holy seasons, or can attend regular services within an hour’s distance of Alfred.

## Services for Students with Disabilities

Special Academic Services provides support services, consultation, and advocacy for students with learning, physical, and/or psychological disabilities. Services for persons with disabilities shall complement and support, but not duplicate, the University's regular existing services and programs. The University strives to provide equitable and efficient services to all students.

Assurance of equal educational opportunities rests upon legal foundations established by federal law, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is a person who:

- 1) Has a physical or mental impairment;
- 2) Has a record of such impairment; or
- 3) Is regarded as having such an impairment that it substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

Alfred University is dedicated to providing full access to all of its facilities, student programs, activities, and services, and reasonable accommodations in the instructional process, in compliance with these guidelines. Services that the University provides are designed to maximize independence and encourage the integration of students with disabilities into all areas of college life.

## Alumni Association

The Alfred University Alumni Association dates back to 1884 when a group of enthusiastic former students established an organization to "create and maintain activities for the support and development of the University." The Alumni Association is led by the Alumni Council whose members are selected from active alumni volunteers. In 1998, the Council updated the Alumni Association's Constitution reaffirming its mission: "To provide the means of a continuing relationship between the University and its former students. The Association endeavors to foster a deep concern among its members for the welfare of the University which is made manifest by providing service to the institution." The Alumni Council operates under the direction of an elected President and with the support of the University's Director of Alumni Relations. The Association works to build bridges between students and alumni through the Student Alumni Association.

Individuals who have completed two full-time semesters in good academic standing are automatically members of the association, which has grown to more than 30,000 members. Alumni volunteers assist the Office of Admissions, Office of Annual Giving, Office of Communications, and the Career Development Center. Alumni support has always been an essential part of Alfred University's progress and success.

Alumni are invited to attend regional events, as well as to return to campus for special events, particularly Homecoming and Reunion Weekends. The Alfred Magazine, published and mailed to alumni, carries information about these programs, along with campus news, class notes, and alumni profiles. Increasingly, the University communicates electronically with its alumni through e-news.

The Alfred website, [[www.alfred.edu/alumni](http://www.alfred.edu/alumni)], offers a vital link for communication among classmates and between the University and alumni. Alumni may register on-line for regional and campus events. The On-Line Alfred Community enhances opportunities to stay in touch by offering a permanent email address.

The Office of Alumni Relations is located on campus in the recently renovated University Welcome Center at the Fasano House. Alumni and friends are encouraged to stop in when visiting the Alfred area. Alumni may also stay in touch by calling (607) 871-2144 or by e-mailing: [alumni@alfred.edu](mailto:alumni@alfred.edu).

## Parents Association

The Parents Association exists to promote and enhance opportunities for parents of Alfred University students to communicate, participate, and establish a sense of community with one another and with the faculty, staff and administrators of Alfred University. All parents of current students are automatically members of the Parents Association. A current parent serves as President of the Association. There are no dues, and all parents are welcome to participate in Association meetings. As part of the Alfred University Parents Association, a small group of volunteer parents serves as the Parents Advisory Board. Their purpose is to provide feedback/suggestions related to AU Parents Programs and help determine future direction; to serve as a resource to prospective and current AU parents in terms of student academic life and life within the University community; to provide valuable input to the AU administration when a parents "point of view" is needed; and to assist the Director of Parents Programs and the President of the Parents Association as needed in project planning and development.

The goals of the AU Parents Association are:

1. To assure that there are open, person-to-person channels of communication between parents and the University so that:
  - parents can find or be directed to reliable information about University policies and procedures, about news of the University and Alfred community, and about other aspects of life and events in Alfred that may affect their students; and
  - parents have ample opportunity to express their views and concerns to the Alfred University administration.
2. To give parents opportunities to meet and become acquainted with each other, especially to discuss topics of mutual interest or concern both at Alfred and in their home areas
3. To enable parents to participate in the life of the University by sharing the benefit of their expertise or their personal and professional associations with the University, its students, and one another through activities such as:
  - becoming members of the Parents Advisory Board
  - serving as regional points of contact for other parents and students
  - attending regional alumni/parents events
  - identifying job placement or summer internship opportunities for Alfred students or graduates
  - identifying and encouraging promising students to consider Alfred University

The University organizes two weekends a year for parents, one in the fall and one in the spring. These Family Weekends provide opportunities to visit with sons and daughters and to take part in campus activities.

## Campus Safety Report

The Campus Safety report is available to all members of the campus community and to the public. The report contains University policies related to campus safety including: University Office of Public Safety policies and procedures, policies concerning alcohol and drug use, crime awareness and prevention, the reporting of crimes, and sexual misconduct. The report also includes a three-year summary of statistics of crimes that are reported to have occurred on University property, in off-campus buildings owned or controlled by the University, and on public property within the Village of Alfred. A copy of this report can be obtained from the Student Affairs Office, the Admissions Office, the Human Resources Offices, or by accessing the University web site.

## Consumer Complaint Procedure

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs.

### I. Institutional Procedure

Complaints can be initiated for both academic and non-academic concerns related to a belief that the institution has acted contrary to its published standards, or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs. The process for filing these complaints follows the unit's organizational hierarchy. The written complaint is filed with the head of the academic or administrative unit in which the complaint originated.

If the complaint is not resolved to the satisfaction of the complainant, it continues to be filed using the organizational hierarchy until a satisfactory resolution has been reached. If a satisfactory resolution cannot be reached using this Institutional Procedure, the complaint may be filed with the New York State Education Department, Office of Higher Education.

### II. New York State Education Department Postsecondary Complaint Procedure

The Office of Higher Education handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of the Commissioner of Education. The Complaint Form may be accessed at <http://www.highered.nysed.gov> or from the Student Affairs Office.

The Office of Higher Education does not intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the institution's faculty.

The Office does not handle complaints concerning actions that occurred more than five years ago.

A complaint involving discrimination against enrolled students on the part of an institution or faculty, or involving sexual harassment, should be filed with the U.S. Office of Civil Rights, 75 Park Place, New York, NY 20007.

A complaint involving consumer fraud on the part of the institution should be directed to the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.