

2014-2015
**Student
Handbook**

State University of New York Institute of Technology at Utica/Rome



TABLE OF CONTENTS

<p>Welcome to SUNYIT!..... 3</p> <p>Student Services</p> <p style="padding-left: 20px;">Admissions Office..... 4</p> <p style="padding-left: 20px;">Alumni Association..... 4</p> <p style="padding-left: 20px;">Bookstore 4</p> <p style="padding-left: 20px;">Bursar/Student Accounts Office..... 5</p> <p style="padding-left: 20px;">Bus Service..... 5</p> <p style="padding-left: 20px;">Career Services..... 5</p> <p style="padding-left: 20px;">Commencement..... 6</p> <p style="padding-left: 20px;">Educational Opportunity Program (EOP)..... 6</p> <p style="padding-left: 20px;">Financial Aid..... 6</p> <p style="padding-left: 20px;">Graduate Admissions 6</p> <p style="padding-left: 20px;">International Student Services 6</p> <p style="padding-left: 20px;">Library..... 7</p> <p style="padding-left: 20px;">Lost and Found..... 7</p> <p style="padding-left: 20px;">Mail and Messages 7</p> <p style="padding-left: 20px;">Notary Public 7</p> <p style="padding-left: 20px;">Registrar 7</p> <p style="padding-left: 20px;">Tour Guides/Student Ambassadors 7</p> <p style="padding-left: 20px;">Veterans Services 7</p> <p style="padding-left: 20px;">Voter Registration 7</p> <p>Getting Help</p> <p style="padding-left: 20px;">Counseling Center..... 8</p> <p style="padding-left: 20px;">Disability Services Office 8</p> <p style="padding-left: 20px;">Faculty Advisor..... 8</p> <p style="padding-left: 20px;">Health and Wellness Center 9</p> <p style="padding-left: 20px;">Legal Services 10</p> <p style="padding-left: 20px;">The Learning Center..... 10</p> <p>Athletics and Recreation</p> <p style="padding-left: 20px;">Athletics and Recreation 10</p> <p style="padding-left: 20px;">Athletic Facilities 11</p> <p>Campus Life</p> <p style="padding-left: 20px;">Campus Life/Student Activities 11</p> <p style="padding-left: 20px;">Student Government..... 11</p> <p style="padding-left: 20px;">Student Health Advisory Committee (SHAC) 11</p> <p style="padding-left: 20px;">Wellness Committee 11</p> <p style="padding-left: 20px;">Clubs and Organizations 12</p> <p style="padding-left: 20px;">Campus Publicity Policy 13</p> <p style="padding-left: 20px;">Sales and Solicitation Policy 14</p> <p style="padding-left: 20px;">Student Center Building Policies..... 14</p> <p style="padding-left: 20px;">Student Groups and Organizations Registration Policy 14</p> <p>Food Service/Residential Life and Housing</p> <p style="padding-left: 20px;">Food Service..... 15</p> <p style="padding-left: 20px;">Campus Dining Services 15</p> <p style="padding-left: 20px;">Residential Life and Housing 18</p> <p style="padding-left: 20px;">2014-2015 Residential Policies and Procedures 18</p> <p style="padding-left: 20px;">Calendar of Residence Hall Occupancy 23</p> <p style="padding-left: 20px;">2014-2015 Residence Hall License 23</p> <p style="padding-left: 20px;">Guidelines for Living Conditions Standards 26</p> <p>University Police and Campus Safety</p> <p style="padding-left: 20px;">University Police 27</p> <p style="padding-left: 20px;">University Police Annual Security Report 28</p> <p style="padding-left: 20px;">Location of Emergency Call Boxes (Outside)..... 28</p>	<p style="padding-left: 20px;">Location of Red Emergency Phones (Inside)..... 28</p> <p style="padding-left: 20px;">NY-Alert Emergency Notification System 28</p> <p style="padding-left: 20px;">Parking Regulations and Vehicle Registration..... 28</p> <p style="padding-left: 20px;">Reporting Suspicious or Disruptive Persons 29</p> <p>SUNYIT Card</p> <p style="padding-left: 20px;">SUNYIT Card 29</p> <p style="padding-left: 20px;">SUNYIT Card Procedures and Policies 29</p> <p>Information Technology Services</p> <p style="padding-left: 20px;">Information Technology Services and Helpdesk 30</p> <p style="padding-left: 20px;">Computer Policies..... 31</p> <p style="padding-left: 20px;">Password Policy 31</p> <p>Campus Judicial System</p> <p style="padding-left: 20px;">Student Rights within the SUNYIT Community 33</p> <p style="padding-left: 20px;">Statement of Rights for Student Campus Crime Victims..... 33</p> <p style="padding-left: 20px;">Victims of Campus Sexual Assault: Statement of Principles and Rights 34</p> <p style="padding-left: 20px;">Recommended Procedures for Victims of Sexual Assault 35</p> <p style="padding-left: 20px;">Confidentiality & Reporting 35</p> <p style="padding-left: 20px;">Resources Available for the Victims of Campus Crime 36</p> <p style="padding-left: 20px;">Sexual Harassment/Sexual Violence..... 36</p> <p style="padding-left: 20px;">Bias Crimes Prevention..... 38</p> <p style="padding-left: 20px;">Student Judicial System 38</p> <p style="padding-left: 20px;">Standards for the Conduct of Students..... 38</p> <p style="padding-left: 20px;">Academic Integrity Policy 39</p> <p style="padding-left: 20px;">Student Code of Personal Conduct 43</p> <p style="padding-left: 20px;">State University Board of Trustees Rules for the Maintenance of Public Order 52</p> <p style="padding-left: 20px;">Mediation and Conflict Resolution Services..... 57</p> <p style="padding-left: 20px;">Alleged Student Misconduct Directed at SUNYIT Officials..... 57</p> <p style="padding-left: 20px;">Campus Judicial Board 57</p> <p>College Policies and Additional Information</p> <p style="padding-left: 20px;">Absentee Policy for Student-Athletes 59</p> <p style="padding-left: 20px;">Academic Research Involving Human Subjects (IRB) .. 59</p> <p style="padding-left: 20px;">Behavioral Assessment Committee (BAC)..... 59</p> <p style="padding-left: 20px;">Cancellation of Classes Due to Inclement Weather or Other Emergency..... 59</p> <p style="padding-left: 20px;">Class Attendance..... 59</p> <p style="padding-left: 20px;">College Credit Card Marketing Policy..... 59</p> <p style="padding-left: 20px;">Confidentiality of Student Records 60</p> <p style="padding-left: 20px;">Medical Review Policy 62</p> <p style="padding-left: 20px;">Notification of Student Fatality or Serious Injury..... 63</p> <p style="padding-left: 20px;">Student Academic Grievance Procedures 63</p> <p style="padding-left: 20px;">SUNYIT's Communication with Parents/Guardians 63</p> <p>Affirmative Action/Equal Opportunity/Discrimination</p> <p style="padding-left: 20px;">Affirmative Action/Equal Opportunity Policy 64</p> <p style="padding-left: 20px;">An Equal Employment and Educational Opportunity Institution 64</p> <p style="padding-left: 20px;">Discrimination Complaint/Grievance Procedures 64</p> <p style="padding-left: 20px;">Sexual Harassment..... 64</p> <p style="padding-left: 20px;">Policy Statement on Sexual Harassment 64</p>
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Dear Student:

Welcome! This handbook includes both general information about the campus and specific information concerning institutional policies and procedures. As a resource for navigating your college journey, you will find it particularly helpful since it includes contact information for key offices and individuals across campus.

Please read and familiarize yourself with the contents of the handbook, especially its description of student privileges and expectations. Keep this copy handy for future reference; you may also access updated editions on our website, sunyit.edu.

Best wishes for success in the year ahead!

Sincerely,

The Office of Student Affairs

STUDENT SERVICES

The faculty and staff are committed to providing a full range of advising, counseling, tutorial, and other services to support the academic progress of students. On-campus health services, mental health counseling, housing, career services, disability services, recreation/intercollegiate sports programs, and student activities programs are also provided by student services offices. If you need to know where to go for help, please contact student affairs, 315-792-7505, Kunsela Hall, Room B246.

Admissions Office **Kunsela Hall, Room A108** **315-792-7500**

The admissions office is the first point of contact for new students at SUNYIT. Prospective students can arrange for an interview with an admissions officer to discuss general information, admission into an undergraduate program, or transferability of credit from their current institution. Campus and/or residence hall tours begin in the admissions office and are conducted by an undergraduate student. The admissions office also hosts open houses and other informational programs throughout the year. The admissions staff regularly travels to high schools and two-year colleges throughout New York state and parts of the northeast promoting SUNYIT.

Alumni Association

The Alumni Association is a network comprised of nearly 25,000 SUNYIT alumni and future alumni (current students) in all 50 states and in over 33 countries around the world. The mission of the Alumni Association is to support the overall advancement of SUNYIT by keeping our alumni connected for life, providing valued services to our members and by building a culture of philanthropy among the SUNYIT family.

The Alumni Association is advised by the Alumni Association Advisory Board (AAAB), a board comprised of alumni volunteers, two Student Association representatives and campus administrators. The SUNYIT alumni office provides staff support to the AAAB and works with the board members and student leaders to research, plan and implement programming that is meaningful to members and future alumni. The AAAB and the alumni office work together to promote a sense of community among all members of the SUNYIT family: past, present and future.

The student-paid alumni fee directly supports alumni programming and events coordinated by the alumni office. All current students are encouraged to participate in student-oriented alumni activities, including homecoming events, professional networking receptions, alumni speakers and others. Once students receive their SUNYIT diploma, they become members for life and can enjoy all of the benefits and opportunities that the Alumni Association has to offer.

More information about the SUNYIT Alumni Association can be found at www.sunyit.edu/alumni.

Bookstore **Kunsela Hall, Room B112** **315-792-7257**

The bookstore offers a wide range of services to the SUNYIT community. Commuter and residential students, faculty, staff, and other SUNYIT guests will find what they need. The bookstore website is available 24/7 at www.sunyit.bkstr.com.

Textbooks: The bookstore offers multiple course material options to SUNYIT students. Aside from traditional new and used textbooks, the bookstore offers a very popular and cost-saving rental option as well as a large selection of digital textbooks. Textbooks are available in store or online. Textbook shipping is free online from site to store.

Rental Option: Renting a textbook will save a student up to 50% off the new textbook price. You can highlight and take notes in your books just like any other book. To rent, students must be at least 18 years old, possess a valid ID, and provide a credit card as collateral. For more information, visit www.rent-a-text.com.

Digital Option: The bookstore offers a large selection of digital textbooks via the BryteWave, Inkling, Pageburst, and Copia digital platforms. Digital books come with many different options such as renting, pay per chapter, and full purchase. For more information about digital textbooks and the future of digital learning, visit www.connectyourthoughts.com.

General Merchandise: The bookstore offers a wide selection of supplemental items such as academic supplies which include writing instruments, paper supplies, folders, notebooks, desk accessories, calculators, computer supplies, and dorm supplies. The bookstore also offers SUNYIT apparel items, gifts and accessories, snacks and beverages, health and beauty aids, and other convenience items. With our extended online inventory we can offer more products than ever before. So make sure to check us out online at www.sunyit.bkstr.com.

Special Orders: If you cannot find what you're looking for, stop down to the bookstore and we can try to accommodate your needs. Whether it is for one item or for group purchases, we will work with you to get what you need.

Gift Cards: Gift cards can be purchased and redeemed in the bookstore and on the bookstore website. Gift cards cannot be redeemed for their cash value. Please contact the bookstore for additional information.

Refund Policy: The refund policy varies by item. Please contact the bookstore for additional information.

Textbook Buyback: Textbook buyback is year round. Please contact the bookstore for details.

Payment Types: The bookstore accepts cash, credit/debit cards including MasterCard, Visa, Discover and American Express; Wildcat Dollars; and check or money order.

Suggestions to save money on textbooks:

- When available, rent rather than buy your textbook; buy used textbooks; check for availability of digital books; lastly buy new.
- If you have a choice between buying a textbook package with a study guide or other items or just the textbook alone, make sure you need the extra items before buying the package. Publishing companies create packages as a great value for the student, but if you don't need all the items, you can save more by buying only the textbook if it's available by itself.
- Be cautious about buying books online. Some online sellers promise huge discounts that don't actually exist. Be sure to compare prices for each book, and don't forget to add in shipping fees and possible sales tax. Online sellers may not be able to ship your books for weeks or may send the wrong edition. If you make a purchasing error, you may not be able to return the book for a refund.
- Throughout the term, you may be able to recover part of the purchase cost of your textbooks by selling those you no longer need back to the bookstore. You can sell your books back at any time. Check with the bookstore's buyback program to see which of your books are eligible for cash.
- Keep a close eye on your textbooks. Theft of textbooks is on the rise nationwide. Thieves target books to resell. Don't leave your books unattended, even in places like the library. If your books are stolen, report the theft immediately. Mark your books in an inconspicuous place so you can identify them as yours.

Bursar/Student Accounts Office
Student Services Center
Kunsela Hall, Suite A208-A210
315-792-7412

The bursar's office, located on the second floor of Kunsela Hall, is the focal point for the billing and collection of student accounts and the distribution of student financial aid tuition refunds. The bursar's office also functions as the contact for third-party sponsors such as state and

federal vocational rehabilitation offices, state and county displaced worker programs, U.S. Armed Forces, private scholarships, and employer sponsors. All third-party documentation and contracts are maintained in student account folders. The office staff will answer all questions regarding student account charges, payments, record holds, and refunds. Financial aid and tuition refunds are made available as they are received, in accordance with state and federal regulations.

Bus Service

Bus service is available to the campus, provided by Centro Bus Service. Bus passes are available at a discount for students. Current schedules and ticket passes for buses can be obtained at the College Association office, A217 Kunsela Hall.

Career Services
Kunsela Hall, Room B101
315-792-7165

The mission of career services is to link SUNYIT with the world of work and help students and alumni make meaningful career decisions. The director of career services works with students from freshman through senior year to help clarify interests, values and abilities and explore majors and career options that may be the best fit for the student. The staff offers direction in many other areas including graduate school options, job search strategies, and interviewing techniques.

Individual career counseling is an opportunity for students and alumni to talk with a career services counselor about self-assessment (skills, values, interests, and abilities), career decision-making, job search strategies, résumé and cover letter critiques, and mock interviews.

Career services offers various workshops throughout the academic year including résumé and cover letter writing, interviewing skills, internship skills, and how to prepare for the annual career fair. The office also offers a yearly business etiquette luncheon, so students and alumni can learn proper dining etiquette for that important business lunch or dinner.

An annual Career Fair provides students and alumni the opportunity to meet prospective employers face-to-face to explore careers and to learn about full-time, part-time, and summer employment including internship and co-op opportunities.

College Central Network (CCN) is a customized, online database where students can obtain information on a multitude of resources. CCN resources include the opportunity to search local and national job, internship, and co-op opportunities, as well as résumé and cover letter writing tips/samples, and interviewing resources. Employers can also search the database to review résumés and directly

connect with students for job, internship, and co-op opportunities. To create a CCN account, go to www.collegecentral.com/sunyit and click on the Students (or Alumni) icon.

Job, internship, and co-op opportunities are also posted on the career services job board, career services website, and on the student blog. You may also contact your academic advisor or career services counselor to discuss job, internship, and co-op opportunities.

The career services resource room is equipped with computers for student and alumni use.

Visit the office's website, www.sunyit.edu/careerservices, to learn about career planning and preparation, initiating a job search, internship information, résumé and cover letter writing tips, and interviewing preparation techniques.

Stop by our office and introduce yourself or call and make an appointment to discuss how we can help you. It's never too soon to visit career services!

Commencement

Commencement is held in May; in keeping with tradition, it is SUNYIT's most important academic event. The ceremony is held in the Wildcat Field House and all candidates for degrees are required to wear academic regalia, available from the campus bookstore. Students planning to graduate should contact the registrar's office. More information about commencement is available at www.sunyit.edu/commencement.

Educational Opportunity Program (EOP)

Kunsela Hall, Room B101

315-792-7805

EOP is designed to identify New York state students who are educationally talented, under-prepared, and in need of academic and financial support to attend college. Student services include tutorials, personal counseling, career planning and financial assistance. EOP offers higher education opportunities to freshman and transfer applicants. Transfer candidates must have previously been enrolled in EOP; the Higher Educational Opportunity Program (HEOP); the Search for Education, Elevation and Knowledge Program (SEEK); the College Discovery Program; or a similar academic and financial support program. Freshman applicants interested in applying for EOP must indicate their intent on the SUNY application for undergraduate admission. For transfer candidates, admission criteria and procedures are the same as other students. Freshman and transfer applicants must submit supplemental materials supplied by the EOP office to determine their eligibility.

A limited amount of graduate opportunity program funding is available for students accepted into one of our

graduate programs. Students must have been an undergraduate EOP student. Please see the EOP office for information.

Financial Aid

Student Services Center

Kunsela Hall, Suite A208-A210

315-792-7210 telephone

315-792-7220 fax

finaid@sunyit.edu

More than 85% of students who apply receive some form of financial aid at SUNYIT. All students are encouraged to apply for assistance. Aid comes in a variety of forms, including grants, loans, and part-time employment. In addition, students who have demonstrated high academic achievement may be eligible for institutional scholarship assistance. The staff in the financial aid office encourages students to apply for financial aid as early as possible in order to qualify for all available aid programs. Students may also obtain an emergency loan and receive financial counseling through the financial aid office.

Graduate Admissions

Kunsela Hall, Room A221

315-792-7347

graduate@sunyit.edu

SUNYIT offers master of science degree programs in accountancy, computer & information science, family nurse practitioner, information design & technology (IDT), network and computer security, nursing education and telecommunications. An MBA (master of business administration) degree program is also offered in technology management. Accountancy, IDT, nursing education and the MBA are offered online. In addition, certificates for advanced study are available in data analysis and both nursing programs. The office provides information on graduate programs, admission requirements, the application process and assistantships/fellowships. Interviews for prospective graduate students are available by appointment.

International Student Services

Student Center, Room S105

315-792-7530

International student services provides programs and services for the campus's international community, approximately 200 students from about 20 countries. International students receive assistance with travel to the U.S., banks, orientation, on- and off-campus employment information, Social Security Administration, Department of Motor Vehicles, student advocacy, health insurance, taxes, regulatory updates, understanding student status, essential forms, visas, and liaison with USCIS on immigration issues.

Library

Named after SUNYIT's third president, the Peter J. Cayan Library has over 45,000 square feet of usage space and houses all of SUNYIT's information resources. Cayan Library includes 10 group study rooms that students can use on a first-come, first-served basis and a dedicated information literacy laboratory that is open for student use when it is not scheduled for classes. Cayan Library has wireless and wired Internet access throughout the building.

The library is home to a collection of over 200,000 volumes and provides access to a myriad of online and physical journals, periodicals, government documents, microfilm, and SUNYIT-specific special collections and archives. The library also participates in an expansive inter-library loan program to ensure students and faculty availability to needed information resources. All registered students have access to most of the electronic resources from off campus with a valid SUNYIT network account.

Please refer to the website, www.sunyit.edu/library, for current hours and services. If students have questions about library policies or procedures, contact the library staff.

Lost and Found
University Police
Kunsela Hall, Room B126
315-792-7222

Mail and Messages
Resident student mailboxes are located in the residence hall commons area. To send campus mail or first class mail to a resident student, send it to his or her campus mailbox number.

Notary Public
Several SUNYIT employees have agreed to provide notary public services to students. If you need to notarize a document, contact Angelina Mercurio, athletics office, Field House F220; Melissa Eaton, registrar's office, Kunsela Hall A208-A210; Theresa Mishlanie, business office, Kunsela Hall A226; or Kathy Marollo, nursing department, Donovan Hall, 1143.

Registrar
Student Services Center
Kunsela Hall, Suite A208-A210
315-792-7267

The registrar's office, located in the student services center, is responsible for maintaining student academic records and for preparing the master course schedule each semester. The office processes student course registration, drop/add requests, academic petitions, transcript requests, graduation applications, changes of program, certifies student enrollment, and verifies graduation requirements. The registrar's office is also responsible for processing academic dismissals and coordinating re-admission after dismissal.

Tour Guides/Student Ambassadors

Each year, the admissions office recruits student volunteers to participate in the tour guide program. Once a student has demonstrated dedication and commitment as a tour guide, the student may be promoted to student ambassador. Ambassadors and tour guides are selected during the fall and spring semesters assisting with campus tours/group visitations, open house, etc. Following a training session, they are asked to commit to 1-2 tours a week over the course of the semester. Tour guides are volunteers, while student ambassadors have more responsibilities and are compensated with a free meal plan. Ambassadors and tour guides provide valuable information to prospective students and families about SUNYIT's programs, student life, sports and campus facilities. For more information about becoming a tour guide, please contact the admissions office, 315-792-7500.

Veterans Services
Student Services Center
Kunsela Hall, Suite A208-A210
315-792-7265

The veteran certifying official, located in the student services center, provides educational benefits assistance and certification of benefits for military veterans, military dependents, reservists, and active duty military personnel.

Voter Registration
Campus Life Office
Student Center, Room S105
315-792-7530

SUNYIT encourages all eligible students to register to vote and to become involved in the American democratic process. Each year, voter registration information forms are distributed to all SUNYIT students. To vote in a local or general election, students must submit a voter registration form to the county board of elections no later than 25 days before the scheduled election. For more information contact the campus life office, 315-792-7530, or the New York state voter registration hotline: 1-800-FOR VOTE.

GETTING HELP

Counseling Center Oriskany Hall, Suite B 315-792-7172

Individuals attending college bring with them life challenges that impact their ability to do college work successfully. In conjunction with other areas, the counseling center assists in the development of the emotional, physical and psychological well-being of all registered students, full- and part-time.

Our licensed mental health counselors provide short-term services to assist students to manage life challenges, such as:

- Balancing personal life, work and/or college
- Anxiety, stress and/or depression
- College transition issues including: roommate and/or relationship issues, homesickness, etc.
- Other: anger management, grief and family problems, eating disorders, sexual identity, etc.

Counseling services are voluntary, by student request and strictly confidential. Adhering to state law and professional ethics, confidentiality is of utmost importance. Counselors will only communicate with a parent/guardian if written consent is obtained from the student.

Crisis intervention services are provided with referrals to local mental health services for students at high or imminent risk of harm to self or others.

Counseling services are provided under your health fee, thus there is no charge.

The counseling center is affiliated with the health and wellness center and currently is located in Oriskany Hall, Suite B. The center is open Monday through Thursday from 9 a.m. - 6 p.m. and Friday from 9 a.m. - 5 p.m.

Contact the health and wellness center/counseling center for questions or to schedule an appointment at 315-792-7172.

Disability Services Office Kunsela Hall, Room B101 315-792-7170

National Voter Registration Site

SUNYIT welcomes students with disabilities and strives to ensure equal access in accordance with federal and state laws. Students with long term or temporary disabilities are encouraged to contact the disability services office to learn more about reasonable and appropriate accommodations that they are entitled to use.

Although disclosure of a disability is always voluntary on the part of the student, the exact nature of the disability is maintained as confidential by the disability services coordinator unless otherwise requested by the student.

Students with disabilities are invited to contact the disability services office to discuss their interest in using accommodations as soon as registration is completed. Students with disabilities may request accommodations at any time and it is recommended that students consider contacting the disability services coordinator as early as possible in the semester.

Students seeking accommodations must register with the disability services office and provide sufficient supporting documentation. Once accommodations have been determined, a plan is developed and shared by the student with faculty. Accommodation plans must be updated each semester in order to be honored. The disability services coordinator also offers supportive counseling and advocacy services.

For further information regarding the services offered to students with disabilities, please contact the disability services coordinator at ds@sunyit.edu. If the need should arise, both informal resolution and a formal grievance procedure are available.

Faculty Advisor

Every student is assigned a faculty advisor within his/her curriculum. Your advisor will help you plan your program of coursework and help you find answers to questions about personal academic goals, requirements, and regulations. Each student should share responsibility in the advising process by taking the initiative in seeking advisement and developing a working relationship with their advisor. To do this effectively, each student should:

1. Learn the academic advisor's name and office location as soon as possible.
2. Become familiar with curriculum, departmental, program, and graduation requirements, which can be found in the catalog, on our website, etc.
3. Consult with the advisor prior to making any changes in the academic program and/or schedule (e.g., adding or dropping courses, summer courses, etc.).
4. Consult with the advisor if experiencing academic or personal problems affecting academic performance.
5. Consult with the advisor when considering a change of curriculum or program, transfer to another college, or withdrawal from SUNYIT.
6. Meet with the advisor at least twice during each semester – early in the semester, to be followed by a second meeting just prior to advanced registration.

7. Discuss class requirements and grades with advisor, and schedule a meeting to get academic advice when needed.
8. Accept final responsibility for decision making after consulting with the advisor.
9. Keep all scheduled appointments made with the advisor. Questions related to advisors and scheduling appointments with your advisor should be referred to your academic department.

Health and Wellness Center

Oriskany Hall, Suite B

315-792-7172

The health and wellness center, located in Oriskany Hall, provides evaluation, diagnosis and treatment of short-term, health-related problems for all registered students, full-time and part-time. Staffed by a part-time physician, nurse practitioners, registered nurses, a health educator and support personnel, the center is open daily Monday through Friday with the hours posted each semester. Please visit www.sunyit.edu/health_wellness for more information and forms.

SUNYIT has a mandatory health fee for each semester that covers most services at the health and wellness center. Please do not confuse the health fee with the medical insurance fee; they are two separate fees that provide two different services.

The health fee provides each student short-term, comprehensive, confidential health-related services at the health and wellness center by appointment or on a walk-in basis.

Some services provided by the mandatory health fee include:

Clinical Services

- Sick/injury care - medical evaluation, diagnosis, treatment and follow-up medical care
- Women's and men's health - examinations, birth control, STD testing, etc.
- Laboratory work - throat cultures, Mononucleosis testing, HIV, etc.
- Medications - limited prescription and over the counter
- Medical equipment/supplies/other - crutches, band-aids, cough drops, flu vaccination, etc.
- Referrals to private practitioners, community agencies, etc.

Please note: Any injury or accident that occurs on the SUNYIT campus, by either a student or visitor, **MUST** be reported as soon as possible to University Police (Kunsela Hall, Room B126) phone: 315-792-7222; on-campus emergency, 7111; off-campus emergency, 315-792-7111.

Health Education

- Free, confidential HIV rapid testing and counseling
- Alcohol/substance abuse screening and counseling
- Smoking cessation services
- Prevention focused programs
- Peer education programs
- Current health-related educational literature/resources
- Appropriate health guidance with referral

Mandatory Health Requirements

New York State Public Health Laws §2165 and §2167 mandate specific health documentation that must be provided to the health and wellness center by August 1 for fall admission, January 1 for spring admission. Non-compliant students will be de-registered pursuant to the directives of the law.

If you are a student-athlete or a student in the nursing field, additional health documentation is required. Please contact the appropriate department for details. All medical information should be provided to the health and wellness center.

Required Health Documentation

Measles, Mumps and Rubella (MMR)

NYS Health Law § 2165 requires that all students registered for six (6) or more credits provide documentation of immunity to MMR by either immunization or positive blood titers. Persons born prior to 1/1/57 are exempt.

Measles: Two dates of immunization given after 1967, at least 4 days prior to the 1st birthday

Mumps: One date of immunization given at least 4 days prior to the 1st birthday

Rubella: One date of immunization given at least 4 days prior to the 1st birthday

Meningococcal Meningitis

NYS Health Law §2167 requires that all on- or off-campus students provide the date of the meningococcal immunization given within the past 10 years or completion of the Meningococcal Information Response Form indicating acknowledgement of meningococcal disease risks and refusal of the meningococcal meningitis immunization signed by the student (or student's parent/guardian if under 18 years old).

Health History and Physical Examination within the last two (2) years

Mandatory for all students registered for twelve (12) or more credits. The student may only receive clinical services at the health and wellness center after the health history and physical examination has been submitted. Full-time students will not be permitted to register for another term until this health requirement has been met. A health history and physical exam must be on file for all students to be seen by the clinical staff.

Medical Insurance

The health and wellness center provides health care services to students REGARDLESS of their medical insurance coverage.

SUNYIT provides a medical insurance policy for those students who do not have medical insurance. The medical insurance fee provides a medical insurance policy for student use at health care providers/facilities off campus. The entire policy, including benefits, cost (premium and deductibles), exclusions and limitations is available online: http://sunyit.edu/health_wellness.

All full-time students and full-/part-time nursing students must possess some type of medical insurance.

- Domestic Medical Insurance Policy - All domestic students taking 12 or more credits and nursing students taking 4 or more credits are automatically enrolled AND billed for medical insurance designated by SUNYIT UNLESS you complete the electronic waiver your first semester at SUNYIT and EACH FALL SEMESTER thereafter, PRIOR TO ATTENDANCE.

Completion of the waiver for the fall semester remains effective for that entire college year (fall and spring semesters). Completion of the waiver in the spring semester removes the insurance fee ONLY FOR THAT SPRING SEMESTER.

You MUST complete the waiver once each college year NOT to be charged the medical insurance fee.

If you have other medical insurance (e.g. under a parent's policy, through employment, etc.) that provides coverage you MUST complete the online medical insurance waiver at <http://healthwaiver.sunyit.edu>. Your insurance information will be reviewed and if deemed complete and appropriate, you will NOT be enrolled nor billed for health insurance designated by SUNYIT.

- International Health Insurance Policy - the State University of New York requires that all international students entering the country for study or research, or any U.S. student studying abroad in a SUNY-sponsored program, purchase a SUNY-designated medical insurance policy. Medical insurance information is mailed upon admission and students are automatically billed.

Legal Services

Student Center, Room S218

315-792-7135

The SUNYIT Student Association has arranged for a local attorney to meet with students by appointment to discuss landlord/tenant disputes and other legal concerns. Legal advice is provided to students free of charge. Students may contact the Student Association office to schedule an appointment with the attorney.

The Learning Center

Cayan Library

315-792-7310

The resources of the learning center are available free of charge to all students. The center's primary service is tutoring. There are both peer tutors, students trained to help others with master course material, as well as professional tutors with advanced degrees in their fields. Tutors are available in writing, reading, mathematics, physics, statistics, computer science, and other subject areas depending on need and the availability of qualified tutors.

The center has computers for student use with software available for tutorial review in mathematics, physics, economics, reading skills, and a variety of other subjects. The staff at the learning center help lead several workshops each semester to help students improve study and test-taking skills. The learning center has some adaptive technology to assist students with disabilities. Contact the learning center director for more information.

ATHLETICS AND RECREATION

Athletics and Recreation

Field House, Room F220

315-792-7520, 315-792-7525

SUNYIT student-athletes participate in the National Collegiate Athletic Conference (NCAA) Division III and compete in the North Eastern Athletic Conference (NEAC). Intercollegiate teams include baseball, men's and women's basketball, men's and women's lacrosse, men's and women's cross country, men's and women's soccer, women's softball and men's and women's volley-

ball. The intercollegiate coaching staff invites you to try out for a team or to take part in the Wildcat sports program by cheering on fellow students at all home games.

Exercise opportunities, recreation and intramural sports programs abound for SUNYIT students. The fitness center in the Wildcat Field House is fully equipped with state-of-the-art fitness equipment. Recreation and intramural activities take place in the athletic facilities, which include a multi-purpose field house with locker rooms and

an aerobic exercise room, another full gymnasium in the Campus Center, indoor running tracks, a racquetball court and outdoor fields, including a lighted artificial turf field, and cross country course. Students can enjoy the beautiful outdoor setting of the campus by hiking the Roemer Fitness Trail.

The athletics department has added a series of one-credit physical activity courses to the SUNYIT curriculum. Courses such as Introduction to Fitness and Athletic Conditioning can help you achieve your personal health goals and classes on recreational sports can help you hone your skills.

For intercollegiate game schedules, facility hours, intramural and recreational sports activities or more infor-

mation, feel free to stop by the athletics office or fitness center in the field house, call 315-792-7520, or visit the athletics website, <http://wildcats.sunyit.edu>.

Athletic Facilities

The athletic facilities are available for all SUNYIT students as a privilege and not a right. Students must have a current and valid student ID, which is non-transferable, for access to athletic facilities. Please refer to the SUNYIT website under Wildcat Athletics for specific information regarding facilities, staff, intercollegiate teams, hours of operation and rules and regulations for use of facilities. Information is also available by visiting the athletic office in the Wildcat Field House.

CAMPUS LIFE

Campus Life/Student Activities Student Center, Room S105 315-792-7530

Campus life/student activities staff help create and support positive out-of-classroom experiences and environments. Staff work closely with student leaders to foster the development of campus clubs and organizations. In addition, staff members play a supportive role in the management of student and campus-wide events. Some of these events include the new student orientation program, Wildcat Weekend (Homecoming and Family Weekend), opening week events each semester, low ropes leadership course, Student Awards Banquet and Semi-Formal, Carnival Day, and Apocalypse Week. Please stop by to start a new club or get involved!

Student Government Student Center, Room S220 315-792-7135

The SUNYIT Student Association is the elected student government organization for the student body. Through student activity fees, the Student Association provides funding for a student publication, a student-run FM radio/TV cable station, and major campus programming and special events. Student organizations at SUNYIT provide students with leadership opportunities and with outlets for creative expression and campus involvement.

Professional, academic, and special interest clubs are open to all students. Black and Latino American Student Union, Asian Affiliated Association and International Student Association provide peer support and multicultural activities for the campus. Student government sponsors various clubs, such as ski, outdoor and cricket club to supplement SUNYIT's recreational program; and clubs such as the gamers club for students' general interest.

Academic honor societies and honorary fraternities are also an important component of campus life at SUNYIT.

Throughout the year, a number of campus-wide special events are held which involve not only students but their families and alumni as well. The Utica-Rome area also boasts a fine schedule of cultural and social events planned under the auspices of the Munson-Williams-Proctor Arts Institute, the Broadway Theatre League, the Capitol Theater, and the Great Artist Series.

Student Health Advisory Committee (SHAC)

SUNYIT's Student Health Advisory Committee, chaired by the director of the health and wellness center, provides guidance to the center concerning health-related services for students. Committee members include students, faculty and staff. If you're interested in becoming a member, please contact the health and wellness center, 315-792-7172, for more information.

Wellness Committee Oriskany Hall, Suite B 315-792-7808

Wellness is a philosophy to describe a holistic approach to a healthy lifestyle. SUNYIT has a Wellness Committee comprised of faculty, staff and student representatives who plan and schedule campus-wide programs and activities that highlight the many benefits of adopting a healthy lifestyle. Wellness involves many dimensions of health including: physical, emotional, occupational, social, cultural, environmental, spiritual, and intellectual. Wellness activities held each year include: health fairs, lifestyle change programs, massage/aqua massage, yoga/pilates, zumba, and support for various national and local health organizations. The committee encourages the adoption of a wellness lifestyle and encourages continuous, current

education on health topics. The SUNYIT campus offers excellent facilities and resources to pursue a personal wellness program. Some of the facilities/activities include a fitness center and fitness classes, aerobics and weight rooms, a racquetball court and hiking trails.

Clubs and Organizations

Alpha Kappa Delta (Sociology Honor Society)

Alpha Kappa Delta Honor Society was founded to provide recognition for high standards of scholarship and involvement of students in the field of sociology.

American Society of Civil Engineers (ASCE)

ASCE provides students the opportunity to join a national organization, provide friendly contact with engineering professionals, and to participate in speeches, trips and the Steel Bridge competition team.

Anime Club

The purpose of this club is to promote SUNYIT and community awareness, openness, and overall enjoyment of anime and foreign culture.

Baja (Society of Automotive Engineers)

Baja (SAE) provides opportunities for students to design and construct a vehicle complying with the SAE guidelines and to participate in the SAE mini-baja events and competitions annually.

Black and Latino American Student Union (BLASU)

The purpose of this organization shall be to provide education about Black and Latin/Spanish origin by establishing an atmosphere which provides unity, to develop academic skills and to provide social activity among all students.

Campus Activities Board (CAB)

This group plans and implements all campus programming throughout the school year. These events range from singers and comedians to educational programs as well as community service projects. CAB welcomes your ideas.

Club Funding Board (CFB)

The Club Funding Board is made up of representatives of each of the recognized clubs. This group shares information about club events and activities and approves requests for additional funding.

Club M.E.J.O.R. (Making Entertainments is Just Our Reason)

The intention of this club is to provide an active dance team as an outlet for students who have a genuine love and appreciation for dance, as well as performing arts and productions. This is a resource for expressing these interests.

Communication and Information Design Club (CID)

This club consists of a group of individuals who have an interest to gain experience as freelance writers and de-

signers using both web and print media. A few of the ways that this is done is by creating advertisements, brochures, and other types of documents.

Computer Science Club (Comp Sci)

The Computer Science Club provides students with an opportunity to have a voice in the development and improvement of the academic computing facilities. An added goal of the Computer Science Club is to provide a forum for the exchange of ideas in computer science.

Cricket Club

The purpose of this club is to promote cricket as a sport, promote social and cultural activities in accordance with the needs of members, and to promote unification among students both international and domestic.

Factory Times

The student magazine is run entirely by students and is put out several times during the academic year. The publication provides a place to share information about campus life, current issues and the local community.

Game Design Club

The intention of this club is to provide opportunities, outlets, resources, and other materials for members who are interested in designing and developing games. This club helps prepare members for positions as game designers in the gaming industry.

Gamers Club

The purpose of this club is to bring together all students who share a common interest in electronic gaming of any kind. This includes video games, handheld games, pc games, and online games.

Genesis

The yearbook is a permanent record of the year which chronicles both the people and events that shape the SUNYIT community.

Health and Pre-Medical Society (HPS)

HPS supplies students seeking health-related professions with proper advising, internships, community service and establishes a pre-med presence on campus.

Institute of Electrical and Electronic Engineers (IEEE)

The Institute of Electrical and Electronic Engineers is comprised of students interested in electrical engineering technology, computer science, or telecommunications. IEEE increases student awareness of opportunities in these fields. IEEE plans several events each year, including lectures, plant tours, and other trips.

International Student Association (ISA)

The International Student Association is a group dedicated to bringing many students at SUNYIT who come from other countries into contact with American students and

each other. Both groups benefit from the exchange of culture. Activities are planned occasionally to expose students to international foods and activities.

IT Adventure Club (ITAC)

The Adventure Club offers a group of similar interests including students who enjoy the outdoors. The club holds events which offer many outdoor activities that embrace hiking, canoeing, rock climbing, camping, and basically anything involving the outdoors!

Muslim Student Association

The goal of the Muslim Student Association is to bring the Muslim and non-Muslim students together and educate the college community about Islam through prayer groups, fundraising events, and education sessions.

Network and Computer Security Club (NCS)

A club which offers events related to the field of network and computer security. The group consists of those who have similar interests and a goal to gain experience in their field.

Phi Beta Lambda

This club is affiliated with our business programs. The club offers students the opportunity to become more knowledgeable about the dynamics of large and small business ventures and participate in a variety of community service projects. They participate in state-wide and national academic competitions.

Psi Chi

Psi Chi, the National Honor Society in psychology, recognizes outstanding academic achievement and promotes active student involvement in the field of psychology.

Psychology & Sociology Club

A group which is dedicated to giving back to the Institution and the community as a whole. The members of this club take part in community service events and other events to offer their skills to help students and members in the community. These events all help students gain experience in the fields of psychology and sociology.

Senate

The senate is a legislative branch of student government which oversees each of the listed organizations. It also works in partnership with SUNYIT to offer advice and consultation to policy-making committees and administration.

Sigma Theta Tau

Sigma Theta Tau International is the National Honor Society of Nursing. Our Iota Delta chapter includes in its membership students, alumni, faculty, and community leaders in nursing. The purposes of this society are to recognize superior achievement and the development of leadership qualities, foster high professional standards,

encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Students of Christ

Students of Christ are a group of students who are committed to learning the bible. This group meets regularly in a fashion similar to that of a bible study with a main purpose to provide a positive influence on campus.

SUNY Jazz

This group plays jazz and performs at campus functions and local venues. SUNY Jazz welcomes new musicians, especially those who play trumpet, trombone, saxophone, keyboard, guitar, bass, and drums. Requirements: Any student or faculty member who is approved by the director/instructor may join the club. Previous musical experience is required as well as an interest in learning jazz music, reading, and improvisation. Attendance at rehearsals and performances is also necessary.

SUNYIT Cycling Club

The Cycling Club consists of a group of students who enjoy riding bikes. This is not a club which is specific to one type of riding but one which offers events that include mountain biking, road riding, bmx, and also trail building.

Tau Alpha Pi

Tau Alpha Pi National Honor Society for engineering technology was founded to promote recognition for high standards of scholarship among students in technical colleges and universities, realizing student achievement is an important aspect of every educational institution. In 1980, the Beta Kappa chapter of Tau Alpha Pi was established at SUNYIT. The Beta Kappa chapter operated with the intent of offering recognition for those students who have demonstrated academic excellence.

Wildcat Media (Radio/TV)

The mission of WM is to provide quality entertainment through both its radio and TV stations. Television broadcast is available on SUNYIT's cable system via channel 10. WM has moved to the WWW with music for the world.

Wildcats Care

This is a club based around volunteer work and reaching out to the local community. They provide opportunities for students to assist many local agencies, fundraising for local groups, Habitat for Humanity, the college community, and more.

Campus Publicity Policy

Statement on Posting: For students, faculty and staff to share information about upcoming events and activities, SUNYIT permits multiple means of communication on campus, including flyers/posters, an electronic monitor system, blogs, etc. We have developed these standards so that all members of the SUNYIT community will have an

equal opportunity to use these means of communication without offending others.

The campus publicity policy can be found at http://www.sunvit.edu/student_activities.posting_policy

Sales and Solicitation Policy

This policy is intended as a resource for groups who wish to solicit on the SUNYIT campus. Internal groups must apply for and be granted a Sales and Solicitation Permit in order to solicit on campus. Internal groups are defined as college-recognized committees, registered student clubs and organizations, academic departments, administrative departments, and intercollegiate athletic teams. Academic programs, college services, and operations run or sponsored by the college are considered on-campus groups. External groups must be sponsored by a student group on campus in order to obtain a Sales and Solicitation Permit for sales of merchandise and services on campus. External groups are defined as all other individuals, businesses or groups, including members of the SUNYIT college community acting as individuals or agents for such business groups.

On-campus groups or student clubs must apply and be granted approval to conduct fundraising events and/or raffles on campus. All fundraising endeavors must be in compliance with local, NYS, and Federal regulations. Recognized student organizations may sponsor on-campus events utilizing corporate sponsors. These events must be approved at least two weeks in advance of the event by the office of campus and corporate events.

For more information on the Sales and Solicitation Policy and fundraising on campus, please contact the office of campus and corporate events at 315-792-7819 or corporate_events@sunvit.edu. The office of campus and corporate events is located in Kunsela Hall, 2nd floor, A239, in the business office suite.

Student Center Building Policies

1. All building facilities may be used only during established service hours. Common areas, lounges, and student organization offices may be used only during regular Student Center hours.
2. Groups or individuals who use the meeting room, conference room or lounge spaces are responsible for ensuring that furniture is returned to its proper location.
3. Student Center furnishings may not be removed from their assigned areas of the building without consent from the director of campus life or his/her designee.
4. Bicycles are not permitted in the Student Center. Students are encouraged to lock bicycles to the bicycle racks located outside the lower entrances.
5. Student Center visitors are required to wear shirts and shoes in any area of the Student Center.

6. Pets are not permitted in any part of the Student Center, except for animals that aid persons with disabilities.
7. To use any Student Center space, students or organizations must first reserve that space. Reservations are taken on a first-come, first-served basis, with at least two weeks advance notice. All other spaces within and immediately adjacent to the Student Center are reserved through campus and corporate events, Kunsela Hall, Room A239.
8. Only registered student organizations are eligible to provide transportation to events off campus. Pick up and drop off will be allowed at either the Campus Center or Kunsela Hall circles, except for those events that interfere with the academic or student activities calendar as determined by the director of campus life.
9. Building hours for the Student Center are as follows:

Academic year	
Monday - Thursday	7 a.m. - 12:30 a.m.
Friday	7 a.m. - 2 a.m.
Saturday	11 a.m. - 2 a.m.
Sunday	11 a.m. - 12:30 a.m.
Breaks (holidays and summer)	
Monday - Thursday	7 a.m. - 5 p.m.
Friday	7 a.m. - Noon
Saturday and Sunday	Closed
10. The game room is available when the building is open. Pool table equipment is available through the Student Association office, Student Center, Room S218, during the day. Other games are available for checkout at no cost at night and on weekends.

Student Groups and Organizations Registration Policy

All student groups and organizations must register with the student activities office. The group is expected to complete the application for registration packet and submit it to the student activities office, Student Center, Room S105.

To register, a student organization must fill out and return the following:

1. An application for Student Organization Registration, which includes:
 - a. List of officers, their addresses, and phone numbers;
 - b. List of members;
 - c. Statement of non-discrimination and hazing;
 - d. Rights and responsibilities of officers.
2. The organization's constitution and by-laws;
3. An advisor agreement letter.

Registered student groups are afforded several privileges, including, but not limited to:

1. Eligible to use campus facilities, services, and equipment;
2. Posting on campus bulletin boards;
3. Eligible to receive advising and other services from the student activities office;
4. Eligible to apply for funding from the SUNYIT Student Association;

5. Eligible to be listed in SUNYIT/student publications.

For a complete description of the registration process, please refer to the "Guidelines for Student Organization" packet, available through the student activities office, Student Center, Room S105.

FOOD SERVICE/RESIDENTIAL LIFE AND HOUSING

Food Service

Campus Center, Room 115C

315-792-7224

All resident students are required to be on a resident dining plan. Meal plan changes are allowed up to the Friday of the first week of classes. Contact the College Association, 315-792-7341, or stop by the office in Kunsela Hall, Room A217 to make meal plan changes. If you need to change your dining plan due to medical restrictions, please contact the director of the health and wellness center, 315-792-7172.

The residential dining hall is located in the Campus Center and is open from 7:30 a.m. - 7 p.m. Monday - Thursday; 7:30 a.m. - 6:30 p.m. Friday. On weekends, the dining hall is open from 11 a.m. - 2 p.m. and from 4:30 p.m. - 6:30 p.m. During primary meal times, the dining hall offers hot entrees and other food specials.

Resident students receive "Meal Plan Debit Points" with their meal plans. Meal plan debit points should be used to supplement the allotted meals offered by the plan purchased by the student or to purchase guest meals. The meal plan debit points can be used in either the Campus Center dining hall or the Student Center. Meal plan debit points expire at the end of the academic year and are non-transferable.

Meal plan debit points are only available for food service on campus and may NOT be used for vending, the bookstore or off-campus vendors.

Commuter meal plans are available for purchase by non-resident students in \$100, \$200, and \$400 denominations. Debit points can be used in both the Campus Center dining hall and the Student Center. Excess financial aid can be used to pay for the commuter meal plan. Forms are available in the College Association office in Kunsela Hall to establish a commuter meal plan. The commuter meal plan is essentially a prepaid meal plan. The plan allows the purchase of food and beverages at a discount in both the Campus Center dining hall and the Student Center using meal plan debit points. The Campus Center dining hall does not provide a la carte service, but non-resident students are invited to purchase "all you can eat" meals in the dining hall at any time. As with meal plan

debit points purchased with resident dining plans, commuter meal plan debit points also expire at the end of the academic year and are non-transferable. Commuter meal plan debit points are only available for food service on campus and may NOT be used for vending, the bookstore or off-campus vendors. Commuter students may also choose to purchase a resident dining meal plan.

The Student Center dining facility is the only retail dining operation on campus. Meal plan debit points, Wildcat Dollars or commuter meal plan debit points as well as cash, credit or debit cards are accepted for payment. Student Center hours are Monday-Thursday 8 a.m. - midnight, Friday 8 a.m. - 2 p.m. and 6:30 p.m. - midnight, Saturday - Sunday 6:30 p.m. - midnight.

Further information about food service is available from the Dining Services Guide available at all food service locations.

Questions about dining services should be directed to Sodexo Dining Services which manages food service operations on campus. Sodexo's main office is in the Campus Center, 315-792-7224.

Campus Dining Services

The food service program is provided by Sodexo Dining Services, a diversified food service company. Sodexo's goal is to provide the finest food service program at the most reasonable cost and is included as part of a residential student's room and board plan costs.

Food service operations are conducted at the following campus locations:

Campus Center Dining Hall: open seven days a week, this facility serves the resident students with breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on the weekends. Services offered include deli, grill, hot entrees, salad bar, desserts, and beverages. Some stations are self-service and unlimited seconds are always available. Continuous service allows the resident diner constant access to the dining hall. Resident students enter using their SUNYIT Card; non-resident students and guests may pay cash, use Wildcat Dollars, commuter meal plan debit points or purchase a meal plan.

Student Center: open 7 days a week, hours are Monday - Thursday 8 a.m. - midnight, Friday 8 a.m. - 2 p.m. and 6:30 p.m. - midnight, Saturday - Sunday 6:30 p.m. - midnight. This facility offers a variety of foods, including the following stations: pizza, deli, grill/charbroil, sauté which will have a main dish that changes daily, grab and go, smoothie/dessert. All menu items are available for eat in or take out.

Forms of payment accepted for menu items in the Student Center are:

- a. Meal plan debit points
 - Resident meal plan debit points
 - Commuter meal plan debit points
- b. Wildcat Dollars
- c. Credit card
- d. Debit card
- e. Cash

Catering Services: Sodexo offers a wide selection of items and will help plan your special event, both on campus and off. Stop by the campus and corporate events office for details.

Serving Hours

Campus Center Dining Hall

Monday - Thursday	Continuous Service	7:30 a.m. - 7 p.m.
Primary Meal Times	Breakfast	8 a.m. - 10 a.m.
	Lunch	11 a.m. - 2 p.m.
	Dinner	4:30 p.m. - 7 p.m.
Friday	Continuous Service	7:30 a.m. - 6:30 p.m.
Primary Meal Times	Breakfast	8 a.m. - 10 a.m.
	Lunch	11 a.m. - 2 p.m.
	Dinner	4:30 p.m. - 6:30 p.m.
Saturday - Sunday	Brunch	11 a.m. - 2 p.m.
	Dinner	4:30 p.m. - 6:30 p.m.

Continuous service not offered on weekends.

Student Center

Monday - Thursday	8 a.m. - 12 a.m.
Friday	8 a.m. - 2 p.m.
	6:30 p.m. - 12 a.m.
Saturday - Sunday	6:30 p.m. - 12 a.m.

Hours are subject to change.

Campus Meal Plans

All students living on campus are required to have a combined room and board plan. Currently there are three weekly meal plans.

Basic Meal Plan: Three basic meal plans are offered depending on the individual needs of each resident student. These meal plans entitle the student to a total number of meals per week and a fixed number of points that can be spent per semester to supplement their allotted meals per week. For purposes of tracking meal plan usage, the meal plan week begins on Monday and ends on Sunday. Points

can be spent at any time during the semester. Unused points will rollover from the fall semester to the spring semester. Unused points expire at the end of the academic school year and are non-refundable.

The three meal plans offered are:

- a. 19 meal plan - (default meal plan if no plan is chosen) entitles you to use up to 19 meals per week and 100 meal plan debit points per semester.
- b. 14 meal plan - entitles you to use up to 14 meals per week and 220 meal plan debit points per semester.
- c. 10 meal plan - entitles you to use up to 10 meals per week and 400 meal plan debit points per semester.

Note: Meal plans and points are non-refundable and non-transferable.

Meals are deducted upon entering the dining room. The meal plan week begins Monday breakfast and ends the following Sunday at midnight.

The meal plan is not transferable; others may not use your meal plan for entrance into the dining room. No refunds will be given for meals not eaten. Meal plans may be changed prior to the beginning of the semester and through the first week of classes only. Meal plan changes for subsequent semesters may be requested at the College Association office. The SUNYIT Card serves as the dining services access card. The magnetic stripe on the back of the ID contains information about your food service account. You must present your SUNYIT Card to the food service employee when entering the Campus Center dining hall where it will be checked for eligibility to enter. Entry to the dining hall will not be permitted without a SUNYIT Card. Please be sure to remember to bring it.

Commuter Meal Plans

Commuter meal plans are available for purchase by non-resident students. Commuters may select from three commuter meal plan options as follows:

Declining Balance Plans

1. Cost \$100 - Receive 100 meal plan debit points
2. Cost \$200 - Receive 200 meal plan debit points
3. Cost \$400 - Receive 400 meal plan debit points

Commuter meal plans may be purchased at the College Association office in Kunsela Hall A217. A charge for the meal plan will be placed on your student account. Commuters may also choose from the resident dining plans. This is an excellent option for students who will be spending a great deal of time on campus and want the benefits of an extensive set of meal options without having to worry about shopping, cooking and cleaning up. A resident meal plan can be purchased through the College Association.

Points

Meal plan debit points (resident and commuter meal plans) and Wildcat Dollars may be used to purchase meals for yourself, family and friends at the Campus Center dining hall or to purchase menu items in the Student Center food court. Meal plan debit points are carried over from the fall to the spring semester; however, unused meal plan debit points are forfeited at the end of the academic school year. Meal plan debit points may not be replenished for resident meal plans. Instead students may purchase Wildcat Dollars to supplement their meal plans. Wildcat Dollars have the advantage of being fully refundable and will automatically be carried over from semester to semester and from school year to school year.

Lost Cards

Lost or stolen cards must be reported immediately via sunyit.managemyid.com. This will inactivate the card so no one else can use it. File a SUNYIT Card Report with University Police. Bring the SUNYIT Card Report to the College Association office during regular business hours Monday through Friday. A replacement card will be issued - the replacement card fee is \$15.

The process for notification of lost or stolen cards during non-business hours is the same with the exception that the student will NOT get a replacement card until the College Association resumes its normal business hours. Resident students may obtain a one-day temporary card for admission to the dining hall. There is a charge of \$2.00 per day for the temporary card.

Questions about dining services should be directed to Sodexo Dining Services which manages food service operations on campus. Their primary office is located in the Campus Center, 315-792-7224.

Withdrawals, Terminations, and Refund of Board Plan (Food Service)

Students registering and occupying a room for two weeks or less who move out for a college-approved reason will receive a pro-rated refund for board based on the number of weeks (a partial week is considered a full week) on the meal plan. For this purpose, weeks are defined as beginning on Sunday and ending the following Saturday at midnight. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's board charge. Exceptions may be made when a student withdraws to enter active military service or due to circumstances beyond his or her control.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice.

Student Employment

Sodexo Dining Services on campus employs nearly thirty students each semester, with an average work schedule of

six hours per week. The student manager program is an opportunity to learn more about college dining services and opportunities with Sodexo. Applications are available at the food service office, Campus Center, Room 115C. Please bring along your class schedule when you apply.

Sick Trays and Bag Meals for Resident Students

If you are ill and have to miss a meal, a special "sick tray" can be picked up by a friend with an authorization from health services or the residence hall staff. Should you require an extended modified diet, our chef will work with you to assure your nutritional needs are met. Bag meals are provided for class conflicts only. Please bring your class schedule to the food service office at the beginning of the semester to arrange for a bag meal. A copy of the bag meal policy is available at the food service office, Campus Center, Room 115C.

Dining Hall Policies

You may eat as much as you want but please don't take food out of the Campus Center dining hall. We also ask your cooperation in leaving equipment such as utensils, plates, and glasses in the dining hall. Replacement expense for china and silverware is very high and it is paid for through your meal plan cost. Please help keep those costs down.

Please do not bring large purses or bags into the dining hall. We cannot be responsible for any lost or stolen property, and recommend, whenever possible, that you leave your bags, books, etc., in your room or car.

As with any dining facility, shirts and shoes must be worn in the dining room and serving area.

Communicating with Food Service

<http://www.sunvitdiningervices.com/>

You are our customer and we are here to serve you by ensuring that you enjoy healthy and hearty meals. We have several means for you to communicate with us with your suggestions or concerns.

The Student Association food service committee: open to anyone, the food service committee meets weekly during the semester. The food service director participates in the committee, and it is our primary means of responding to your needs. Watch for signs announcing the first meeting early in the semester.

Suggestion boxes: suggestion boxes are located in the Campus Center dining hall and Student Center. We reply to and post all comments received.

A food service manager or supervisor is on duty at all meals. Never hesitate to approach us during the meal period with any immediate concern.

Residential Life and Housing
Campus Center, Room 229
315-792-7810

Adirondack Residence Hall 315-792-7422
Mohawk Residence Hall 315-792-7811
Oriskany Residence Hall 315-351-3170

Campus housing consists of suite-style living with on-campus convenience and safety in Adirondack residential complex, Mohawk residential complex and Oriskany residence hall. In Adirondack and Mohawk, each suite is equipped with a furnished living room, bathroom, and single or double bedrooms for four residents. There are also convenient laundry centers and a commons lounge/TV room. Oriskany Residence Hall, which opened in fall 2011, consists of ten suites total, eight featuring a two-story living room with a spiral staircase. In addition to suite-style living, amenities include study rooms, classrooms, a building kitchen for shared use, and laundry rooms.

Resident students are required to purchase a meal plan. A number of convenient meal plans are available for residents. Meals are served in the dining hall in the Campus Center, but residents can also use meal card "points" in the Student Center. The residential life and housing staff work with the residents to develop programs, activities, and services that enhance the high quality of campus life at SUNYIT.

Our residential life and housing staff and facilities staff prioritize safety and security. The residence halls are protected by central smoke and fire detectors, and the exterior doors are secured with computerized card readers. Our residential life and housing staff are selected through a rigorous process and are attentive to support of residents.

2014-2015 Residential Policies and Procedures

Resident students and their guests are considered adults who are responsible for conducting themselves in accordance with state and local laws as well as with the college's alcohol and drug policy. Resident students and their guests are required to abide by the following policies:

Alcohol Policy

Resident students who are 21 years of age or older and do not live in substance-free housing may possess limited quantities of alcoholic beverages. They may serve alcohol to resident and non-resident guests provided the guests are at least 21 years of age. Resident student hosts will be responsible for ensuring that intoxicated guests are not served alcohol and for compliance with residence hall alcohol and guest policies. The sale of alcohol to any person is strictly prohibited.

In accordance with the established regulations, possession and consumption of alcoholic beverages is permitted in the private living areas of the residence suites in Mohawk and Adirondack complexes. In Oriskany residence hall, residents 21 years of age and over may possess/consume alcoholic beverages only in their own residence hall rooms. Residents 21 years of age and over may possess/consume beverages in other Oriskany rooms and in Mohawk and Adirondack suites, but only if those rooms or suites have at least one assigned occupant who is 21 years of age and over. In all residential complexes, alcoholic beverages are prohibited in main lounges, recreation rooms, floor lounges, hall corridors, laundry rooms, and any other area that is not a private student room or Mohawk or Adirondack suite.

Bulk Dispensers: The possession or use of kegs, beer balls, beer taps, alcoholic punches, or any form of alcoholic bulk dispensers is prohibited in the residence halls. The possession or use of grain alcohol and drinking funnels is prohibited. University Police will confiscate these items for disposal.

Displays: Residents may not collect/display empty beverage containers of any kind (including cans, bottles, boxes and bottle caps) in their room. (See also Trash Removal.)

Games with Alcohol: Alcohol games such as, but not limited to, beer pong, quarters and other games that promote excessive drinking of alcohol are prohibited from being played. Any type of pong is prohibited.

Guest Alcohol Policy: Non-resident guests of SUNYIT residential students are not permitted to bring alcohol to the SUNYIT campus, regardless of the age of the guest.

Outdoor Locations: Alcohol is permitted to be consumed by assigned residents of the complex who are over the age of 21 only in the outdoor, enclosed quad areas of the Adirondack and Mohawk complexes. The director of residential life and housing and/or chief of University Police retain the right to disallow this privilege at any time if adherence to institutional policy or laws, noise disturbances or trash is deemed problematic. Advertised and group events that include alcohol are not permitted anywhere in the residential areas, including in the quads. Alcohol is not permitted anywhere on the outside grounds at Oriskany residence hall. Glass containers of any kind are not permitted outside at any residential complex.

Quantity Limits: Each resident student of legal drinking age is limited to the possession of the following amounts of four kinds of alcoholic beverages:

- no more than one 12-pack of beer (16 ounce maximum) per resident living within that suite; or
- no more than one 12-pack of wine coolers (16 ounce maximum) per resident living within that suite; or

- no more than one liter of distilled alcohol per resident living within that suite; or
- no more than one liter of wine per resident living within that suite.

Violations (State Laws Enforced): Course of action is determined by the nature of the violation. Refer to Student Code of Personal Conduct, Article VI, F, for sanctions.

- ***Under 21 Years of Age:** Possession and/or consumption of alcoholic beverages by persons under the age of 21 is strictly prohibited on the SUNYIT campus and is a violation of Section 65c New York state law.*
- *All persons are prohibited from selling, serving or purchasing alcohol for those under the age of 21. This is a violation of Section 260.20, New York state penal laws.*

Substance-Free Housing (Space Limited): A residential unit may be designated as a substance-free building. Residents of this building are prohibited from using tobacco products, alcohol, or illegal drugs. Students agreeing to live in this environment will be required to sign an agreement and know that violations of this agreement may result in removal from substance-free housing, and judicial action beginning with an educational component.

Appliances

Air conditioners and all cooking appliances, other than those permitted below, are prohibited. Fire and safety regulations and health regulations prohibit the cooking of meals in the residence hall suites. For snack preparation, the following appliances, UL approved only, are permitted: air popcorn popper, percolator/coffeemaker without exposed heating elements and with auto shut-off, hot pots with temperature control.

- **Refrigerators:** Each Oriskany hall residence hall bedroom is permitted to operate one refrigerator, not to exceed 4.0 cubic feet. In Mohawk and Adirondack, a maximum of four refrigerators of a maximum 4.0 cubic feet each are permitted within the suite. There may be no more than one microfridge unit per suite. Refrigerators must be cleared of all food, disconnected, and the doors left open during any official college recess, when the residential facilities are closed for a period of more than five days.
- **Microwave:** A maximum of one microwave is permitted per Adirondack and Mohawk suite for the preparation of light snacks. If a microfridge is present in the suite, no additional microwave is permitted. Microwaves are provided in Oriskany suite kitchenettes and are not permitted in resident bedrooms.

Bicycles/Motor Vehicles/Snowmobiles

The storage of bicycles and motor vehicles in student rooms or suites is prohibited. Motor vehicles, including motorcycles and snowmobiles, may not be driven on

sidewalks. Snowmobiles may be parked in parking lots and driven directly to designated snowmobile trails only. Snowmobiles must be registered with University Police.

Care of the Facilities

The furnishings and equipment have been provided for the enjoyment, convenience, and safety of all residents. Residents are responsible for the care and cleanliness of their suite or room and for abiding by college policies in maintaining these facilities. Personal furniture is not permitted. Residents are responsible for their guests or visitors and may be held responsible for their actions. Theft or vandalism is prohibited.

Commercial Activity

No commercial activity may be conducted in or from any residential facility unless approval has been provided under the guidelines of the campus Sales and Solicitation Policy.

Computer Network Access

The SUNYIT data network is a state-of-the-art high speed infrastructure that supports a broad range of academic, administrative and student computing requirements. SUNYIT maintains several documents that directly address a constituent's use of our computer services and corresponding data network. Included are the "Computer and Network Resources Statement of Responsibility," "Computer Software Policy," "Computer Use Policy," "Dormitory Connection Policy," "Instructional Computing Guide," and "Web Policy." They are available online at <http://its.sunyit.edu/>. Students should also be aware that the policies outlined in the Student Handbook and Residence Hall License are additionally enforced. Students should pay particular attention to the "Academic Integrity Policy" and the "Student Code of Personal Conduct" policies and procedures.

Condition of Suites/Rooms and Townhouses

Room and suite inventory forms must be completed on the day of move in. Residents who choose not to complete inventory forms on the day of move in will not be permitted to appeal damage charges as it will be assumed that the suite/room was in perfect condition.

Common area damage is considered damage that occurs in areas where more than one student has access. Access is defined as having keys to, or card access to, a specific area of the residence halls (e.g., bathroom, living room, hallway, lounges, laundry rooms). Common area damage can include the vestibule and stairway of each building. Common area damage will be assessed to all students who have access to the damaged area only after efforts are made to determine the responsible party. (Students are responsible for themselves and their guests.)

Decorations

Fire regulations prohibit the blocking of free entry to and from the suite. Do not place decorations on the ceilings.

Materials on the ceilings may also impede the activation of smoke and heat detection equipment. Wall and ceiling decorations will increase the speed of fire spread. All wall decorations must be non-combustible material. Natural boughs and trees for holiday decorating are also prohibited. Students are required to adhere to safe practices when displaying electrically illuminated lights or decorations. (See “Displays” for additional information.)

Disability/Medical Request for Accommodations

SUNYIT is committed to upholding and maintaining all aspects of the federal Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and wish to request accommodations, please contact the disability services office in Kunsela Hall, 315-792-7170. Any information regarding your disability will remain confidential.

Displays

Resident students are permitted to display any posters or other items in their suites that do not violate fire codes or SUNYIT policies on harassment and discrimination. Displays in the exterior windows or doors are subject to regulation. Fire and safety regulations also prohibit displaying any items in the windows which would interfere with an emergency exit or rescue. Students with questions about this policy may contact the director of residential life and housing.

Disruptive Behavior

Disruptive behavior, including physical abuse, assault, harassment, threats, excessive noise (which may include loud playing stereos or musical equipment), and unruly behavior is prohibited. Behaviors which compromise the peace, safety, and/or health of other residents or compromise the educational mission of SUNYIT are prohibited. (See also Student Code of Personal Conduct.)

Drugs

The possession or use, without a physician’s prescription, of any drug defined as a controlled substance by federal, state, or local laws is strictly prohibited on the SUNYIT premises. Controlled substances are defined in broadest terms to cover narcotics, depressants, stimulants, and hallucinogens. Drugs or drug-related paraphernalia may be confiscated and used as evidence. (See also Student Code of Personal Conduct.)

Facilities and Services

Facilities and services provided by SUNYIT include:

Bedroom furniture: bed, desk chair, window blinds, mattress, dresser, mirror, desk, closet, floor lamp, telephone service (Mohawk and Adirondack only), wired/wireless LAN connection, wall-to-wall carpeting.

Living room furniture in suites and commons spaces: coffee table, couch, chair, window blinds, floor lamp, table lamp, wall-to-wall carpeting (except in hallway).

Safety and security: 24/7 staffing, smoke and heat detectors, sprinklers, closed circuit security cameras covering quad and parking areas, locks on all doors, proximity card access to buildings.

Other conveniences: parking (permit must be purchased), cable TV (50 channels including HBO), grills, mail, laundry, utilities.

Fire Safety

Residents are required to abide by all fire regulations. SUNYIT is required by state law to conduct a minimum of three fire drills in the residence halls per academic year. When a fire alarm rings all residents must immediately vacate the building. Failing to do so during an alarm will result in disciplinary action. Tampering with fire equipment and/or non-compliance with fire regulations may result in disciplinary and/or civil action. The use of candles, potpourri burners, and incense is prohibited. Microwave ovens are provided in Oriskany and permitted in Adirondack and Mohawk for snack preparation only. Gas or propane grills, internal combustion engines, or tires may not be operated or stored in the residence halls or suites. Residential life and housing or college staff may enter resident student suites and rooms to verify compliance. Each semester fire safety inspections are completed by residential life and housing staff in conjunction with the environmental health and safety officer. Students are given at least 24 hours’ notice prior to inspections.

Guest Policy

This policy is intended to protect the rights of all residents in a suite and to support the academic mission of the residence halls. Therefore, residents and their guests must follow this policy.

- The consent of roommates must be obtained before guests are invited to visit.
- Resident students may not host overnight guests for more than three consecutive nights or more than six nights in any one calendar month. A resident student may host no more than two overnight guests at one time.
- Persons who have been suspended or dismissed judicially from SUNYIT or the residence halls are not permitted in Oriskany, Adirondack or Mohawk residential facilities at any time without prior permission from the director of residential life and housing.
- Resident student hosts are responsible for the conduct of their guests and are advised to make their guests familiar with college policies. Residents will also be held financially accountable for any damage caused by their guests.

- Persons under 16 years of age must be accompanied by a legal guardian at all times while in the residence hall. Siblings may receive special permission to be guests of resident students with prior permission from the director of residential life and housing.
- Babysitting/childcare for any length of time is not permitted in the residence halls.
- The use of residence hall laundry facilities are for resident students only. Theft of laundry services will be taken seriously. Non-residents who use laundry facilities, as well as the resident who provided access to the laundry room, will be charged with theft of services and other charges as appropriate via University Police and the Student Code of Personal Conduct.
- Visitors and overnight guests are required to park in designated parking located in E, F, and J lots.
- For social gatherings, maximum Mohawk and Adirondack suite occupancy has been established at 20 persons, including the suite residents.

Health and Safety Inspections

At the close of the residence halls and during breaks, the residential life and housing and facilities staffs will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

The residential life and housing staff will conduct health and safety inspections each semester. Rooms are inspected for illegal or inappropriately used electrical appliances and/or health and safety hazards, including assessing cleanliness. Any violation will result in disciplinary action against the resident and possible confiscation. Inspection periods will be announced a minimum of 48 hours in advance. It is preferred that students be present during inspections. If residents are unable to be present following attempts to reschedule a convenient time for all, staff will enter rooms in pairs. When conducting health and safety inspections, and before entering a resident's premises, residential life and housing staff will knock and announce themselves. Items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed.

Students will be given written notice of the outcome of the inspection, and given 24 to 48 hours to address violations, including cleanliness concerns.

Housing License and Agreement

All students living on campus sign a SUNYIT Housing License for a space, not a specific room. The housing license is for the entire academic year and cannot be canceled during this period as long as the student is registered full time for classes. Consult the license for further information regarding release and exemptions. Freshmen and sophomores are required to live on campus unless com-

muter approval or special off-campus exemption is sought and approved prior to the start of the academic year.

Keys/ID Cards

Keys/ID cards (proximity cards used to access residence halls) are provided for residents as a matter of convenience and security. The unauthorized use or reproduction of a key/ID card for any college room or facility is prohibited. Lost keys/ID cards must be reported to the residential life and housing staff immediately. The loss of a room key may result in the re-keying of your room and all other rooms in the suite and all affected mailboxes. The resident is responsible for associated charges.

Kitchens

Mohawk and Adirondack complexes provide kitchens with stoves in the common area lounges. Oriskany Hall offers a full kitchen with full appliances. Residents of Oriskany have a kitchenette available on their designated floors. Kitchens are designed for students to supplement and enhance their meal plans, not to replace them. Students are expected to take reasonable care in using these kitchens in a safe manner. Students who misuse the kitchens or fail to clean up after themselves will be subject to losing the privilege of using the kitchens and/or other disciplinary actions.

Noxious or Offensive Odors

A noxious or offensive odor is any aroma of such intensity that it becomes disruptive to others. Nearly any aroma can become noxious or offensive when it is overwhelmingly strong. Some examples might include incense; cigarette, cigar, or pipe smoke (Note: smoking is prohibited in all buildings); perfume; air freshening spray; or even large amounts of dirty laundry or garbage. Residents are urged to use courtesy and good judgment about this potentially annoying concern. Residential life and housing staff members may ask residents to take corrective action if complaints about odors are received.

Occupancy (Maximum Occupancy per Fire Code)

In accordance with the residence hall guest policy and applicable fire/safety regulations, SUNYIT has determined the maximum occupancy for:

- Each Mohawk and Adirondack suite to be 20 persons (including those who are the resident students and including bedrooms). Suite residents are responsible for ensuring that this maximum occupancy is not exceeded.
- Each single bedroom to be five persons.
- Each double bedroom to be nine persons.

Outdoor Recreation and Weightlifting Equipment

Residents are prohibited from engaging in outdoor recreation activities in the vicinity of the residence hall area if the activity presents a danger to personal safety or property or a disruption to the academic living environment.

Residents are urged to be respectful of others and to use good judgment when participating in outdoor recreational activities near the residence halls.

The use or storage of athletic free weights and weight benches in the residence halls or in the residence hall area is prohibited.

Personal Property/Personal Belongings

SUNYIT does not accept liability for residents' personal property. Students are advised to seek insurance for personal belongings.

Pets

Except for non-carnivorous fresh water aquarium fish, pets are not permitted to visit or be kept in the residence halls. Fish must be kept in aquarium tanks of less than 10 gallons. Specially trained companion dogs for disabled persons and therapy animals are not classified as "pets" under this policy. Please consult the director of residential life and housing and disability services coordinator for questions regarding pets in residence under ADA.

Prohibited Items

Students are prohibited from possessing the following items in residence halls: space heaters, incense, firearms or other weapons, immersion heaters, open fires, cooking appliances, air conditioners, hot plates, explosives, dartboards, extra furniture (unless specifically approved), ceiling fans, and halogen torchiere lamps.

Extension cords are prohibited; however, UL approved, electrical, polarized, grounded power strips with fuses (or circuit breakers) are acceptable. Daisy chaining power strips is prohibited. The maximum amperage of such devices may not exceed 15 amps.

Quiet Hours/Courtesy Hours

Residence halls provide environments conducive to study and sleep, as well as social interaction. At all times each resident is expected to be courteous of others by monitoring noise levels so others are not disturbed and by responding to requests to be quieter.

The residential life and housing office has outlined specific quiet hours which are designed to support an environment to study and sleep.

Quiet Hours:

Sunday through Thursday, 11 p.m. to 8 a.m.

Friday and Saturday, Midnight to 8 a.m.

Courtesy hours exist at all other times and are a minimum condition to allow residents the right to study and sleep.

During finals weeks, 24 hour Quiet Hours are in effect. Each resident is expected to initially confront any noise problem that is of concern to him/her and to call upon the staff if assistance is needed.

Repairs

Residents are responsible for immediately reporting needed repairs for their suite or room and all fixtures, furniture, fire and safety equipment, and effects therein to residential life and housing staff. Prompt notification is required to prevent serious problems from developing. Students are prohibited from doing their own repairs in SUNYIT-owned housing. Spackling, painting, and any other repairs are prohibited.

Sales and Solicitation (commercial, political, religious)

Solicitation and/or sales by residents or outside agents are not permitted in the residence halls. The posting of any advertisement or non-college related material must be authorized by the director of residential life and housing (or designee) and only be posted on designated vendor boards (laundry room, mailroom).

Screens and Windows

The removal, loss, or damage of a window or screen from student rooms or suites is prohibited and may result in installation/replacement charges and disciplinary action. The throwing of objects from windows and the placing of any objects outside the window, including aerials, banners, flyers, and other equipment, is prohibited.

Security

SUNYIT has provided each residence hall with various security systems which are designed to enhance the safety of the residents. However, security and safety is a shared responsibility between SUNYIT and students residing in the residence halls. Therefore, residents are required to comply with policies in order to maintain the security of the buildings.

Residents are required to keep their room/suite and exterior building doors locked at all times that they are not present. Residents are strongly advised to insure all of their personal property against loss, damage, and/or theft by appropriate individual or family insurance coverage.

Snow Removal

In order to keep parking lots open to traffic, emergency snow removal procedures are enacted in the residence hall parking lots during the winter months. Residents may be required to move vehicles from the parking lots in the residence hall area during the snow removal process. Vehicles that are not moved may be ticketed and/or towed away for impoundment. (Note: The student is responsible for applicable charges.) Residents will be notified by advance posting for snow removal. Failure to comply with snow removal directives may result in judicial action.

Tobacco Free/Non-Smoking Policy (Residential Facilities)

The purpose of the non-smoking policy is to limit exposure of the SUNYIT residence hall community to the second-hand effects of tobacco use and to reduce the risk of

fire in and around the residence halls. Tobacco is defined as all tobacco and tobacco-derived products intended for human consumption, including but not limited to cigarettes, cigars, hookah or water-pipe devices, pipes, smokeless products, clove cigarettes, bidis, kreteks, electronic cigarettes, smokeless tobacco (chew) and snus.

- Absolutely no tobacco products/smoking will be permitted inside any residence hall room, suite or building (including entry canopy).
- Smoking is not permitted within 25 feet of residential buildings.
- Students are responsible for the proper disposal of waste associated with tobacco use in campus provided receptacles.
- Students are responsible for notifying their guests of the tobacco/smoking policy and ensuring they are abiding by the policy.
- Damage/cleaning charges as well as judicial action may apply to students who choose to violate the tobacco policy.
- This policy stresses the rights of residents to enjoy a tobacco-free environment in the residence halls. It relies on the cooperation of the entire college community. It is the responsibility of all members in the college community to observe the tobacco policy and to direct those who choose to use tobacco products to do so only in the designated smoking areas.

Trash Removal

Residents are responsible for taking their trash to the designated dumpsters. Personal room trash must be taken directly to the building dumpsters and may not be deposited in the common trash cans of kitchenettes or lounges in any facility. Bottles and cans should be returned immediately and not stored in the residence hall suites. (Also see Alcohol Policy: Displays.) Residents who do not dispose of their trash in designated containers may be referred for disciplinary action. SUNYIT is in the process of developing a comprehensive recycling program. Residents should review notices outlining the program. Trash cannot be placed in hallways, stairways, lobbies or outside for any length of time.

Withdrawals, Terminations, and Refund of Board Plan (Food Service)

Students registering and occupying a room for two weeks or less who move out for a college-approved reason will receive a pro-rated refund for board based on the number of weeks (a partial week is considered a full week) on the meal plan. For this purpose, weeks are defined as beginning on Sunday and ending the following Saturday at midnight. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's board charge. Exceptions may be made when a student withdraws to enter active military service or due to circumstances beyond his or her control.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice.

Calendar of Residence Hall Occupancy

Fall Semester 2014

Thurs., Aug. 21	New first-year students move in 9 a.m. to 3 p.m.
Sat., Aug. 23	Upper-class and graduate students move in 9 a.m. to 3 p.m. (food service opens for dinner)
Wed., Nov. 26	Thanksgiving Break (food service closes after dinner)
Sun., Nov. 30	Food service opens for dinner
Fri., Dec. 12	Halls close for semester break at 3 p.m. (Students must check out within 24 hours after their last final. Food service closes Fri., Dec. 12, after lunch.)

Spring Semester 2015

Sun., Jan. 18	Halls open for new and returning students at 9 a.m. (food service opens for dinner)
Sun., Mar. 8	Spring Break (food service closes Fri., Mar. 6, after dinner)
Sun., Mar. 15	Spring Break Ends (food service opens for dinner)
Fri., May 8	Halls close for undergraduate residents at 3 p.m. (Non-graduating residents must check out within 24 hours after their last final. Food service closes after lunch, Fri. May 8.)
Sat., May 9	Halls close for graduating students at 5 p.m.

2014-2015 Residence Hall License Conditions and Regulations

This license is extended by the State University of New York Institute of Technology at Utica/Rome (SUNYIT) to individual students for an assigned space in SUNYIT's residence halls. This license is for a residence hall space, not a particular room, and should not be construed to be a lease. This license is for the period of time the residential facilities are open as specified in SUNYIT's academic calendar. Failure to occupy a space after signing this license does not relieve the student of the responsibility to fulfill its terms. Likewise, a student who occupies a space without signing the license is nevertheless responsible for all its terms and conditions. Students may not lease a space in their assigned apartment or sublet their housing assignment to another person. Students may not occupy rooms when the residential facilities are officially closed.

SUNYIT believes that having first- and second-year undergraduate students reside on campus better supports their academic and personal development. Living on

campus maximizes a student's adjustment to college life and provides the tools and experiences necessary to be a successful student. All full-time freshman and sophomore-year students not qualified for an exemption are required to live on campus. Extenuating circumstances that lead to exemptions may include: residency with parent/parents or legal guardian at a permanent home address within a 30-mile radius from campus, student has dependents, student is legally married, student has verification of prior military experience, or other special circumstances. Students may apply for a waiver by contacting the director of residential life and housing.

Residents in SUNYIT's housing are expected to conduct themselves in a manner appropriate to a community living environment. Residents must abide by the policies and regulations of this license and by the Student Code of Personal Conduct. In addition to the Housing Application, Special Interest Housing Contracts and this license, students are responsible for other documents which further define their relationships with SUNYIT. These include the Residential Policies and Procedures and the SUNYIT Student Code of Personal Conduct. Resident students are expected to be familiar with SUNYIT policies and with the terms and conditions of this housing license. The relationship between SUNYIT and its students is non-custodial in nature and no "special relationship" is established as a result of an individual's student status or residential status.

In accordance with the college's equal opportunity policy and federal housing guidelines, the office of residential life and housing (RLH) does not discriminate against individuals during the housing assignment process.

Terms of the License

This license is in effect for the academic year. Residents enrolled in the fall semester will be permitted to cancel their license if they will not be attending SUNYIT in the following spring semester because of withdrawal from SUNYIT, graduation, transfer, or participation in a SUNY-sponsored study abroad program. (See Withdrawal and Termination Policy and Procedures.) Students who move off campus without an approved license cancellation will be liable for room rent and meal plan fees for the balance of the academic year. Eligible residents who wish to be released from their license must submit a Request to Terminate the Housing and Dining License. Enrollment in online classes in full or in part does not void the license agreement.

Eligibility

To be eligible for residence in SUNYIT housing, a student must be registered as a full-time undergraduate or graduate student at SUNYIT and be in good financial standing with the SUNYIT business office. Part-time students may request housing by contacting the director of

residential life and housing and they may be determined to be eligible for on-campus residency if space allows. Each resident student is required to sign and submit a Residency Application with License or Application for Graduate or Transfer Housing with License or Application for Room Selection with License, which is binding for the entire academic year. Residents who drop below full-time status at SUNYIT will be required to vacate their rooms and may not remain as the "guest" of another resident. Additionally, residents who have not satisfied their financial obligations to SUNYIT will not be permitted to reside on campus.

Billing Procedures and Rates

Upon being assigned to a room, students are billed the 2014-2015 standard single rate with adjustments made to the rate if assigned to a double room. Standard accommodation is a bedroom occupied by one (single room) or two (double room) persons. As necessary, SUNYIT reserves the right to triple the standard double rooms.

Academic Dismissal Policy

Students who participate in room selection and are later academically dismissed will lose their housing. Students who are readmitted to SUNYIT must reapply for housing.

Housing Assignment and Administrative Room Changes

The residential life and housing (RLH) office has the authority to make room assignments and reassignments in the residence halls. Administrative re-assignments to another bedroom or suite may happen at any time at the discretion of the director of residential life and housing. Reasons for reassignment may include, but are not limited to: it is determined that a student's lifestyle, hygiene, health, or behavior may be adversely affecting the other students in the suite or building; for the purpose of consolidation; for conflict resolution; or for facility maintenance. When possible, a student will be given 24 hours' notice before an administrative room change takes place. Students are not guaranteed their specific housing preference and are liable for the room rent at the specified rate of the room to which they are assigned. Once rooms have been assigned, any changes in assignment must be requested and approved utilizing a Room Change Request and receive final approval from the residence director(s). Residents are prohibited from switching rooms or permitting any part of their rooms or suite to be shared by persons not assigned by SUNYIT.

Damages

Students are held responsible for damage beyond normal wear to the room, public areas of the residence hall and SUNYIT-provided furnishings. Pre-announced inspections are made during the academic year for the purpose of checking on cleanliness, safety and use of SUNYIT property. Appropriate charges will be assessed based on conditions found at the time of inspections. If damage

occurs in public areas, either the individual, if known, or the group in the immediate living area will be charged.

Break Occupancy

Residence halls will remain open during the fall and spring semesters. Residence halls are officially closed during the winter break. Graduating students eligible to remain for Commencement ceremonies are required to vacate the residence halls by 5 p.m. on graduation day. Exceptions may be granted by the director of residential life and housing or his/her designee. Students who are disruptive may be required to vacate their room prior to or immediately following exams.

Summer Occupancy

This license is in effect for students who request and are approved for housing for the summer session. If necessary, students requesting summer housing will be reassigned to campus suites designated for that purpose. In addition to students, conference guests may occupy certain residence hall rooms during the summer months. Therefore, summer students may be subject to special policies and regulations related to conference groups housed on campus. Also, students may be required to move to accommodate maintenance work in the residence halls. Fire and safety regulations and health regulations prohibit the cooking of meals in the residence hall suites. Students may prepare light snacks within rooms and suites. There is also a kitchen unit in the common area of each residential complex. Summer 2015 rates are announced in the spring.

Early and Late Arrivals

Generally, students may not occupy or deliver items to their rooms, suites, or storage areas prior to the semester's opening date. Students whose presence on campus is required by SUNYIT (e.g., athletics) may be granted permission to arrive early. Please contact RLH to arrange early arrival.

Students must notify RLH if they plan to arrive after the official opening date for campus housing or they may forfeit their room assignment.

Right of Inspection

SUNYIT reserves authorized employees' right to enter residence hall suites at any time to ensure both the safety and well-being of members of the college community and the good condition of SUNYIT property and for the following purposes: housekeeping, maintenance, damage inspection, occupancy and vacancy determination, emergencies, investigation of suspected violations of the Student Code of Personal Conduct and/or the Residence Hall License Agreement, announced health and safety inspections.

Room Reservations for New Residents and Participation in Room Selection for Returning Residents

To receive a room assignment, new resident students must have:

- New Student Deposit on record at the bursar's office
- completed Class of 2018 Residency Application or Application for Graduate or Transfer Housing

To participate in room selection, current residential students must have:

- \$150 housing deposit on record at the bursar's office by the deadline established by RLH
- participated in the room selection process or completed a Request for 2014-2015 Housing
- registered for fall classes by the end of the advanced registration period. Part-time students may be permitted to reside on campus by request and availability.

Note: Students who participate in room selection and are later academically dismissed will lose their housing. Students who have been academically dismissed are eligible for a refund of their \$150 room deposit, if paid. Students who are readmitted to SUNYIT must reapply for housing.

Refunds - Deposits

Housing deposits are not refundable after May 31 for the fall semester, after December 1 for the spring semester. However, if a student deposit is accepted after May 31 for fall or December 1 for spring, a refund request will be considered for up to 30 days. Students who are disciplined and are suspended, expelled or removed from campus housing are not eligible for a housing refund. **EXCEPTIONS:** A deposit and any unused portion of paid rental fees may be refunded for those students who withdraw to enter military service, subject to the director of residential life and housing's approval; or withdraw due to circumstances beyond their control. There is no rental refund for brief lapses in service. Housing deposits and rental fees are not refunded due to academic dismissal.

Board License

All resident students are required to participate in one of the full board plans offered by Sodexo Dining Services. The board license is in effect for the entire academic year when classes are in session. The College Association administers the SUNYIT ID card and meal plans. Changes to the selected dining plan are accepted until 4 p.m. the first Friday of classes. After this date, mid-semester dining plan changes are not accepted. Meal plan changes are administered by the College Association.

Withdrawal and Termination Policy and Procedures

Before withdrawing from SUNYIT, a student must terminate his/her housing license by notifying RLH in writing at the earliest possible date. Failure to terminate the license in the prescribed manner may result in additional charges for room rental, moving, storage and dining services.

Upon withdrawal, a student must terminate his/her occupancy of the residence hall by:

- submitting a completed mail forwarding card to RLH
- removing all belongings and cleaning the assigned room
- contacting a RLH staff member to complete the checkout process
- signing the Room Condition Report
- turning in all residence hall keys to RLH

Refund eligibility date (if applicable) will not begin until the resident completes all of the above. Notice to the registrar of course withdrawal does not constitute notice of residence hall license termination. Residents withdrawing from SUNYIT must vacate the residence halls and remove all personal belongings from its premises not later than midnight of the date on which the withdrawal becomes effective. Items left in storage will be held for 30 days and then appropriately discarded. The bursar's office will mail any check resulting from eligible refund, if applicable, to a withdrawing resident's permanent mailing address in the order in which the approved refund request is received.

Permission to terminate this license in the absence of withdrawal from SUNYIT courses is requested by submitting a Request to Terminate form with required documentation at least 30 days prior to the proposed date of termination. The director of residential life and housing or his/her designee may approve or deny a properly filed Request to Terminate the Housing and Dining License. Consideration for release from the license is given to documented individual circumstances that are beyond the control of the individual and which did not exist at the time the license was signed by the individual. Failure to 1) pay the balance of a student account, 2) officially check-in to the room, or 3) use accommodations as provided does not release a student from the obligations created by signing/accepting the terms of the Housing and Dining License.

Students registering and occupying a room for two weeks or less who move out for a college-approved reason will receive a pro-rated refund for board based on the number of weeks (a partial week is considered a full week) on the meal plan. For this purpose, weeks are defined as beginning on Sunday and ending the following Saturday at midnight. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's board charge. Exceptions may be made when a student withdraws to enter active military service or due to circumstances beyond his or her control.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice.

Guidelines for Living Conditions Standards

Introduction

In accordance with the requirements of Chapter 416 of the Laws of 1988, the SUNYIT College Council has approved minimum living condition standards. These minimum living condition standards have been submitted to the Chancellor or designee for review for conformance with the University-wide standard guidelines. The minimum living condition standards have been incorporated into student handbooks and guidelines for residence hall living.

Standard I

The residences are constructed and maintained to conform with all applicable safety codes and health standards.

Guidelines

1. Furnishings and equipment purchased by SUNYIT meet applicable fire and safety code standards promulgated by the state of New York.
2. Each resident's sleeping room is equipped with an operational smoke detector. SUNYIT's environmental health and safety officer inspects all smoke detectors biannually. Once notified of a non-working smoke detector, repair will be done immediately.
3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted) as outlined in the license.
4. Access to residence hall living at SUNYIT is provided for students with disabilities in accordance with applicable codes and standards (e.g., Section 504 of the Rehabilitation Act of 1973).
5. Inspection and assessment of the physical facility and its components (e.g., water, electricity, and heating systems) are conducted annually by appropriate office of facilities personnel. The report of this inspection is available at the facilities office and RLH.

Standard II

The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.

Guidelines

1. A regular schedule for cleaning of commons areas, including lounges, hallways, public restrooms, and areas used by all residents, is established. Under normal circumstances, the commons areas will be cleaned on a daily basis, Monday through Friday, between the hours of 8 a.m. - 10 p.m.
2. Every reasonable effort will be made by the RLH and facilities to keep residence halls sanitary and vermin-free. Student residents have an equal responsibility to maintain their living area to prevent unsanitary condi-

tions. Students encountering problems should contact RLH immediately. All furnishings and appliances provided by SUNYIT are in working order. Repair and replacement of appliances are usually completed in two days of the completion of the appropriate request under normal conditions.

3. The director of residential life and housing or designee has the authority to decide if a student room is unlivable and should be removed from service based on pertinent information from the director of facilities and/or other appropriate campus personnel. The director of residential life and housing or designee will consider the life, health, and safety of student residents and whether continued occupancy could harm the occupants or further impair the condition of the facility. Students affected by this decision, as well as the director of facilities, should be contacted in writing with this information.

Standard III

SUNYIT shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

Guidelines

1. SUNYIT will provide each student resident with adequate living space and furniture. At a minimum, except in the case of tripling, each student resident will be provided with: a bed, lamp, chair, dresser/chest, desk/carrel unit, closet or wardrobe. All such equipment is inspected annually and will be clean, sturdy, free from major scarring, and of acceptable appearance.
2. The campus has a scheduled replacement and rehabilitation outline for residence hall furnishings. A schedule of replacement of furniture is available in RLH.

Standard IV

SUNYIT shall establish procedures for routine and emergency repairs to residence hall facilities.

Guidelines

1. Students should report heat, light and hot water concerns to the main office of their residence hall. RLH

staff will contact facilities, and facilities personnel will follow through on requests regarding routine building repairs and maintenance themselves or through the work order system. If a problem persists for more than 24 hours, students should notify RLH and staff will submit a work order request form to facilities for a status update.

2. To the extent possible, major rehabilitation or other capital projects will take place at times when the residence halls are largely unoccupied, e.g., those periods between semesters. When possible, potentially disruptive major construction projects will be suspended during scheduled examination periods.

Standard V

SUNYIT shall establish procedures for redress for student residents in the event of the loss of services such as heat, light, and hot water in the residence halls for extended periods that are within the control of the campus.

Guidelines

1. If a student at SUNYIT goes without heat, electricity, or hot water for three or more consecutive days, or the room is declared unlivable for any other reason and the situation is determined to be within the control of the campus, then that student should be reimbursed for the amount of time they were inconvenienced. The reimbursement shall never exceed the full cost of room rent for the number of days the student has been affected by the detrimental condition. RLH staff members and administrative staff from facilities shall review all applications for redress and determine the appropriate level of reimbursement. When a student's room has been declared unlivable and is removed from service, the occupant(s) of that room shall be reassigned as follows: SUNYIT reserves the right to assign to: a) any available space on campus, b) any guest room on campus, c) any common area on campus.
2. If reassignment on campus is not possible, alternate off-campus housing will be assigned by RLH and a refund will be made of a portion of room rental charges where applicable.

UNIVERSITY POLICE AND CAMPUS SAFETY

University Police

Kunsela Hall, Room B126

315-792-7222

University Police provide patrol, investigative, and emergency services to the campus 24 hours a day. University Police officers are police officers in the State of New York with authority to enforce New York state vehicle

and traffic laws, New York state penal laws, investigate criminal complaints, and make arrests.

In an emergency, students can use outdoor emergency call boxes (marked with blue lights at night) or indoor red emergency telephones to call the office. As part of their service mission, University Police officers will escort students to campus buildings or parking lots, provide

emergency first aid, and provide emergency vehicle assistance. Campus programs are scheduled to educate students about personal safety, sexual assault, drug and alcohol abuse, and crime prevention. The office also provides vehicle registration and environmental health and safety services.

University Police maintain a daily log that records all crimes reported. The log reports the nature, date, time and general location of each crime, and the disposition of the complainant, if known. The log is open to the public. A request for information can be made in writing to the chief of University Police. The chief will review the entry with the requester and information will be released that does not interfere with a current investigation or violate the confidentiality of a victim.

University Police Annual Security Report

This report is filed as required by the federal "Crime Awareness and Campus Security Act" (hereafter referred to as the Jeanne Clery Act), which was last amended in 2008. The purpose of this report is to provide our faculty, staff and students with campus safety information including crime statistics and procedures to follow to report a crime. The report is prepared by the chief of University Police and is electronically available in the University Police section of the SUNYIT website, www.sunyit.edu/university_police/safety. Any questions regarding this report should be directed to room B126 of Kunsela Hall, University Police, or telephone 315-792-7222. A copy of the State University of New York Institute of Technology Campus Crime Statistics as reported annually to the U.S. Department of Education will be provided upon request by University Police. Information can also be obtained from the U.S. Department of Education website at www.ope.ed.gov/security.

Location of Emergency Call Boxes (Outside Campus Buildings)

Emergency call boxes have blue lights for identification at night and in inclement weather.

1. Technology Drive
2. Parking Lot B (west side)
3. Bus stop in front of Kunsela Hall
4. Front entrance to Donovan Hall
5. Intersection of Technology Drive and Hilltop Drive
6. Parking Lot F (near soccer field)
7. Parking Lot H (near central commons)
8. South Quad of Adirondack Residence Halls
9. North Quad of Adirondack Residence Halls
10. Adirondack Hall Bridge
11. By Student/Alumni Pavilion
12. On the circle in front of Campus Center
13. Parking Lot J
14. Parking Lot D and E
15. Campus Center Bridge (Campus Center side)

16. Outside ground floor exit of Kunsela Hall (near Wildcat Drive)
17. Mohawk South (K Lot)
18. Mohawk North (L Lot)
19. Inside Quad of Mohawk Halls
20. Wildcat Drive near Campus Center service entrance
21. Wildcat Drive (near baseball field)
22. Oriskany Hall - North Side O Lot
23. Oriskany Hall - Northwest Side E Lot
24. Oriskany Hall - South Side

Location of Red Emergency Phones (Inside Campus Buildings)

Kunsela Hall	Ground Floor Computer Wing
Donovan Hall	Ground Floor North and South Hallway First Floor North and South Hallway Second Floor East Hallway
Campus Center	Lower Lobby/Upper Lobby
Student Center	First Floor Campus Life Office Entrance
Adirondack Hall	Laundry Rooms Central Commons Lounge Entrance
Mohawk Hall	Residence Life Office Entrance Laundry Entrance Study Lounge Entrance Recreational Lounge Entrance
Facilities	Front Door
Oriskany Hall	Front Main Vestibule
Field House	Near the main Athletics Office entry Concession Stand Near the Fitness Center

NY-ALERT Emergency Notification System

Students, faculty and staff are encouraged to sign up for NY-Alert, a statewide emergency notification system. At SUNYIT, all those who sign up will receive important information via e-mail, text and voice messages in the event an emergency situation arises on campus. NY-Alert will be used in conjunction with other existing and new communication and alert procedures to keep all those on campus safe in the event a serious situation occurs.

To take part in NY-Alert, students, faculty and staff can select the "Sign Up for NY-Alert" link at the bottom of the SUNYIT website's homepage, www.sunyit.edu.

Parking Regulations and Vehicle Registration

All vehicles parked on campus must display a current parking decal and be registered with the University Police department. SUNYIT has established parking and traffic regulations which motorists must follow along with New York state traffic laws. A brochure containing campus and parking regulations is available at the University Police department.

Reporting Suspicious or Disruptive Persons

SUNYIT's University Police department, residential life and housing office, and facilities management office have developed a comprehensive approach toward making the campus a safe and secure place for students. Outdoor emergency call boxes, indoor red emergency telephones,

closed circuit video monitors, and electronic door locks in residence halls have been added to increase campus safety. Students who observe a suspicious person on campus or feel threatened in any way should immediately contact the University Police department.

SUNYIT CARD

SUNYIT Card

The official campus identification card, the "SUNYIT Card," is required to access essential services and facilities on campus, including the residence halls and dining facilities, library, fitness center, and more. The SUNYIT Card also features a prepaid spending account - Wildcat Dollars - offering you a safe and convenient way to make cashless purchases on and around campus.

In addition, financial aid recipients may now authorize up to \$600 of excess financial aid to be added to their Wildcat Dollars account. The SUNYIT Card is welcome as a form of payment at our campus bookstore, Student Center food court and all vending machines on campus. It's also good at participating off-campus vendors. Visit www.wildcatdollars.com for a complete list of participating locations.

The Wildcat Dollars account enables SUNYIT students to manage spending while at college without having to carry cash, coins or other cards. There are no costs or fees to participate. Students have 24/7 online account access at <https://sunyit.managemyid.com> where they can check the balance in their Wildcat Dollars account, their food service meal plan debit points account, and where they can review their account transaction history, add value to their Wildcat Dollars account and more. Students or their designees (parents, grandparents, aunts, uncles or friends) can add value to their Wildcat Dollars account as needed by check, credit/debit card, or authorizing excess financial aid. Funds transferred by credit or debit card are available instantly, check deposits are accessible on the business day the check is received in the College Association office, and financial aid is available within two hours of the online request done through the student's Banner web account.

The balance in the Wildcat Dollars account will carry over from semester to semester. A partial or full refund of any unused balance can be requested after the completion of the first two weeks of classes by submitting a written request to the College Association office in Kunsela Hall, Room A217, ca@sunyit.edu. The written request must include the student's name, student ID (U#) number, home address, balance to be refunded, and the student's signature. If submitted via e-mail, the request must be sent

from the student's SUNYIT e-mail account. Refunds will be processed within one business day of the request.

Lost or stolen cards must be reported immediately via sunyit.managemyid.com. This will inactivate the card so no one else can use it. File a SUNYIT Card Report with University Police. Bring the SUNYIT Card Report to the College Association office during regular business hours Monday through Friday. A replacement card will be issued - the replacement card fee is \$15.

SUNYIT Card Procedures and Policies

The SUNYIT Card is the college's official identification card. Students are issued a SUNYIT Card with their photograph and student identification number. The card is required to access essential services and facilities on campus, including the residence halls and dining facilities, library, fitness center and more. The SUNYIT Card also features a prepaid spending account - Wildcat Dollars - offering students a safe and convenient way to make cashless purchases on and around campus.

The SUNYIT Card is welcomed as a form of payment at our campus bookstore, Student Center food court and all vending machines on campus. It is also welcomed at participating off-campus vendors. Visit www.wildcatdollars.com for a complete list of participating locations.

If your SUNYIT Card is lost or stolen, see SUNYIT Card Replacement Policy.

The SUNYIT Card should be treated with care. Stickers, creases, worn vending stripes or punched holes will render the card inoperable. The SUNYIT Card should not be left in direct sunlight or near any heat source or magnetic field.

Terms and Conditions for SUNYIT Card Users

SUNYIT Card users agree to the following terms and conditions:

1. The SUNYIT Card is the campus identification card and is the property of SUNYIT. Use of the card to fraudulently identify any individual, other than the issued cardholder, is prohibited.

2. Fraudulent use of the SUNYIT Card to gain unauthorized campus access or to illegally obtain goods and services is prohibited.
3. The SUNYIT Card is not transferable to any other person.
4. SUNYIT Card holders are responsible for contacting the appropriate campus offices to report a change in account status or to report the loss or theft of a card. Please refer to the SUNYIT Card Replacement Policy.
3. Replacement SUNYIT Card must be obtained on the first business day after the card is reported lost, stolen, or damaged. Bring the SUNYIT Card report to the College Association office to receive your replacement card.
4. Make payment at the College Association, Kunsela Hall A217, during regular business hours. Waiver of the \$15 fee may be granted by the chief of University Police for extenuating circumstances.
5. Dining plan participants can obtain a one-day temporary admission to the Campus Center dining hall, to allow for meals when the College Association office is closed.
6. Students residing in the residence halls must inform residential life and housing to deactivate card access. Residential life and housing will issue a temporary access code for entry during periods when the College Association office is closed. Once the SUNYIT Card has been replaced, it must be presented at the residential life and housing office for card access reactivation.

SUNYIT Card Replacement Policy

To obtain a replacement card for a lost, stolen, or damaged SUNYIT Card, a \$15 fee will be charged.

1. Immediately report lost or stolen cards via sunyit.managemid.com. This will inactivate the card so no one else can use it.
2. File a SUNYIT Card report with University Police, Kunsela Hall B126 or call 315-792-7222, 24 hours a day, 7 days a week.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services and Helpdesk

315-792-7440

<http://its.sunyit.edu>

SUNYIT Information Technology Services (ITS) provides services and support for computer and related technologies for both academic and administrative needs. Our mission is to maintain a stable computing environment which emphasizes widespread accessibility, availability and reliability, and to enhance college operation and curriculum development through the use of technology and system integration.

The Helpdesk is located on the ground floor of the Cayan Library and may be reached at 315-792-7440 or by e-mailing Helpdesk@sunyit.edu.

Every student receives a computer account. This account is used to access the college e-mail system, web systems, computer labs and network services.

Computer Lab Usage

SUNYIT has a number of computer labs for general student use and specialized applications. For more detailed information, visit www.sunyit.edu/its.labs.

Methods of Communication

SUNYIT's primary methods for student communications are through SUNYIT e-mail and the SUNYIT website.

Every student receives a SUNYIT e-mail address that is used for college communications. Your SUNYIT e-mail address identifies you as a member of our campus community and helps faculty and college offices to process your requests and inquiries more efficiently. It is important to check your SUNYIT e-mail regularly and to use it for all college-related e-mail communications.

The ITS website, <http://its.sunyit.edu>, provides tutorial and online self-help information as well as an online ticketing system that students can use to request technology assistance. To utilize the ticketing system, send requests to Helpdesk@sunyit.edu. Students are encouraged to become familiar with the SUNYIT website, especially Student Announcements, Cancelled Classes, Current Students, Directories, and the Events Calendar.

The community mail system is utilized for messaging students, faculty, and staff. Messages about changes in hours and services, operations, and health and safety are sent on an as-needed basis. Student announcements are frequently sent and are also viewable at any time from the SUNYIT homepage.

Contact Information in Banner

Students must maintain accurate contact information in Banner, including emergency contacts, address, phone numbers and e-mail addresses. Follow these instructions to update information.

1. Go to <https://banner.sunyit.edu> and click Enter Secure Area.

2. Enter your SITNet ID or University Number (U#) and click on the Forgot Pin button.
3. Answer the security question that was created when the account was activated.
4. Click the Submit Answer button.
5. Enter a new PIN per the Password Policy at <http://www.sunyit.edu/its.policies.password>
6. Click the Reset PIN button after re-entering the new PIN.

Discounts for Students

SUNYIT students are eligible for discounts from Apple, Dell, HP, Microsoft and e-academy. Visit the link for more information.

<http://www.sunyit.edu/its/software/students>

Computer Policies

SUNYIT maintains several policies outlining the acceptable use of computer systems, services and network resources. These include the Acceptable Use, ResNet, Community Mailer, Computer Software and Web policies. These documents are available online at <https://www.sunyit.edu/its.policies>.

Additional policies relating to using SUNYIT resources can be found in the Student Code of Personal Conduct and the Academic Integrity Policy.

Password Policy

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of SUNYIT's entire network and attached systems. As such, all SUNYIT users (including students, faculty, staff, guests, contractors and vendors with access to SUNYIT systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

3.0 Scope

The scope of this policy includes all students, faculty and staff who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SUNYIT facility, has access to the SUNYIT network, or stores any non-public SUNYIT information.

4.0 Password Aging Requirement

- All system-level passwords must be changed every six months.
- All user-level passwords (e.g. e-mail, web, desktop computer, etc.) must be changed at least annually.

- Users will be notified prior to password expiration.

5.0 Guidelines

5.1 Password Complexity Requirement

- All passwords must be at least eight characters in length.
- Passwords must not have been used in two previous passwords cycles.
- Passwords must not contain the individual's name or account name.
- Passwords must contain at least three of the following four character groups:
 - English uppercase characters (A through Z).
 - English lowercase characters (a through z).
 - Numerals (0 through 9).
 - Non-alphabetic characters (such as !, \$, #, %).

5.2 General Password Construction Guidelines

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters.
- The password is a word found in a dictionary (English or foreign).
- The password is a common usage word such as names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms and names, commands, sites, companies, hardware, software.
- The words "SUNYIT" or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Simple substitutions of digits for letters: Zero for "o" (oh), numeral 1 (one) for l (ell).
- Bracketing the above with "#" or "!" or similar using non-alphanumeric characters.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret).

5.3 Password Protection Guidelines

A list of "don'ts":

All passwords are to be treated as sensitive, confidential SUNYIT information.

- Don't reveal a password over the phone to ANYONE including a boss, co-workers, friends, or family members.
- Don't reveal a password in an e-mail message.
- Don't discuss your password in the presence of others.
- Don't hint at the format of a password (e.g., "my family name").

- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't use the same password for SUNYIT accounts as for other non-SUNYIT access (e.g., personal ISP account, personal e-mail accounts, etc.).
- Don't use the "Remember Password" feature of applications (e.g., Eudora, OutLook, Netscape Messenger).
- Don't write passwords down and store them anywhere.
- Don't store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.

If an account or password is suspected to have been compromised, report the incident to SUNYIT Helpdesk staff and change all passwords immediately.

6.0 Enforcement

- Any user found to have violated this policy will be required to immediately change passwords.
- Accounts for which required password change is not performed will be locked.
- Users will be notified in December and reminded in January of each year that passwords must be changed. Accounts will be locked on January 31 if the password is not changed.

7.0 Revision History

- Initial Policy Draft Generated 1/13/2013 by AJB

8.0 Policy Approvals

- Reviewed by SUNY Counsel's Office 3/14/2013
- Edited by Provost Durgin 3/28/2013

CAMPUS JUDICIAL SYSTEM

Student Rights Within the SUNYIT Community

With the approval of the College Council, SUNYIT affirms the following student rights and privileges within the context of the SUNYIT community:

1. To engage in discussion; to make inquiries; to exchange findings and recommendations; to speak, write, or print freely on any subject; and to sponsor speakers of their choice, in accordance with the guarantees of our federal and state constitutions, subject only to the right of SUNYIT to make reasonable rules and regulations related thereto.
2. To associate freely with others.
3. To engage in the educational process.
4. To engage in peaceful, orderly, and non-destructive picketing, protests, and demonstrations, to the extent they do not violate public law or SUNYIT rules on the use of facilities, time, place, and manner, and do not interfere with the educational process, or the rights of other members of SUNYIT.
5. To be secure in their persons, living quarters, papers and effects, from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of SUNYIT and the student against whom the legally authorized search is directed.
6. To organize one's own personal behavior as long as such behavior does not violate public law or rights of others, and does not interfere with the educational process.
7. To be informed of the standards and the norms of conduct established by SUNYIT, and the right to have advance notice of any sanctions for violations thereof.
8. To have the benefit of fair and equitable procedures for determining the validity of charges of alleged violations of SUNYIT standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges, while providing due process and fundamental fairness to all persons.
9. To retain unaltered status as a member of the SUNYIT community and to be present on the campus and attend classes during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the SUNYIT community or SUNYIT property.
10. To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the SUNYIT community.
11. To have SUNYIT records reflect only such information as is reasonably related to the educational purposes of SUNYIT.
12. To be informed of the existence, custodianship, and general character of all personal records maintained by SUNYIT.
13. To inspect all personal records, except those records determined to be confidential in accordance with properly established criteria.
14. To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the SUNYIT community without the expressed consent of, or waiver by, the student involved, except under guidelines established by the Family Educational Rights and Privacy Act.
15. To establish and elect a representative, democratic student government which is accountable to SUNYIT and the student community.
16. To be heard and have one's views considered at appropriate levels of the decision-making process within the SUNYIT community.
17. To use designated SUNYIT facilities as individuals and members of student organizations for extracurricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable SUNYIT rules and regulations regarding use of facilities.

Statement of Rights for Student Campus Crime Victims

Every victim of a crime who reports the incident to the University Police office or the student affairs staff will be afforded the following rights:

1. The right to have the incident promptly and thoroughly investigated by appropriate SUNYIT officials.
2. The right to have the incident duly adjudicated by campus, civil, and/or criminal authorities with appropriate jurisdiction.
3. The right to full and prompt cooperation from the appropriate SUNYIT officials in order to notify the proper investigating or judicial authorities.
4. The right to be free from any pressure from SUNYIT officials who would suggest that the victim:
 - a. Not report crimes committed against them to civil and criminal authorities or to University Police and student affairs officials.
 - b. Report crimes as lesser offenses than the victim perceives them to be.
5. The right to have complete access to SUNYIT's counseling services or other available community-based counseling or victim-advocate services.
6. The right to receive written notice of these rights from the University Police when a crime is reported to them.
7. The right to receive regular information about the proceedings of any SUNYIT judicial action resulting from the complaint. This includes the composition of

the judicial hearing board, the witnesses who will testify and the outcome of the judicial proceeding.

Victims of Campus Sexual Assault: Statement of Principles and Rights

The University is committed to providing a safe and secure environment in which all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the University takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. The University is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, the University will investigate allegations and take appropriate actions, to the fullest possible extent. The University supports the victim's right to privacy. In the event that a victim wishes to remain anonymous, the University will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to ensure the victims' anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end, the University will provide information about campus and community medical and counseling resources and support the victim's right to make choices about these resources and options.

All members and representatives of the University community, including campus officers, administrators, faculty, professional staff, employees, and students are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults:

1. The Right to Human Dignity: Victims shall:

- a. Be treated with fairness and respect for their dignity;
- b. Have their privacy honored;
- c. Be free from any suggestions that they must report sexual assaults to be assured; recognition of any other identified principles or rights;
- d. Have their allegations of sexual assault treated seriously;
- e. Be free from any suggestion that they are responsible for the sexual assaults committed against them;
- f. Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;

- g. Be free from unwanted pressure from campus personnel to;
- h. Report sexual assaults if they do not wish to do so,
- i. Report sexual assaults as less serious offenses,
- j. Refrain from reporting sexual assaults for any reason, including the fear of unwanted personal publicity.

2. The Right to Resources On and Off Campus: Victims shall:

- a. Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the University's disciplinary process, or to pursue both processes simultaneously;
- b. Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities;
- c. Have access to campus counseling;
- d. Be informed of and assisted in exercising;
- e. Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
- f. Any rights to preventive measures such as emergency contraception or HIV prophylaxis,
- g. Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects;
- h. Be informed of the possible availability of crime victim assistance compensation through the New York State Crime Victims Board;
- i. Additional information about resources and options to aid in recovery are available at <http://www.sunyit.edu/titleix>

3. The Right to Campus Judicial Proceedings: Victims have the right to:

- a. Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them;
- b. Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;
- c. Have a person of their choice accompany them throughout the disciplinary hearing;
- d. Remain present during the entire proceeding, whenever possible; alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing;
- e. Be heard at the proceeding;

- f. Be assured that their irrelevant past sexual history will not be discussed during the hearing;
- g. Make a “victim impact statement” if the accused is found in violation of the code;
- h. Be informed in a timely fashion (60 days) of the outcome of the hearing;
- i. Have the right to appeal the outcome of the hearing.

4. The Right to Law Enforcement and Campus Intervention

- a. Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- b. Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- c. Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault; “No contact” orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the University receives notice of a complaint;
- d. Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victims’ alleged assailants;
- e. Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

5. Note: Statutory Mandates

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the University from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the University will take care not to identify the victim.

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the University from issuing a Timely Warning when the University is aware of a reported sexual assault incident that potentially puts the campus community at risk. The University will take care not to identify the victim in such notices but may, in certain cases of continuing danger, identify the suspect, assailant or the address where the crime occurred.

Recommended Procedures for Victims of Sexual Assault

A number of campus support services and community agencies are available to assist victims of sexual assault. Victims are encouraged to report sexual offenses to the

appropriate law enforcement agency. A victim’s first priority, however, is to get to a safe location and to seek medical assistance. The YWCA Domestic & Sexual Violence Services Agency in Utica will provide a support person to accompany a victim through the medical examination and, if a criminal complaint is filed, through the investigation and subsequent legal process.

The following procedures are recommended:

1. Get to a safe place away from the attacker.
2. Contact an on-campus support person and/or call the YWCA Domestic & Sexual Violence Services Agency hotline (315-797-7740).
3. Call an ambulance or go to a hospital emergency room for treatment of injuries/sexually transmitted disease, pregnancy testing, and forensic examination to obtain physical evidence.

Students are encouraged to immediately report a sexual assault to the police:

1. Call the University Police department (315-792-7111) if on campus or other police agency if you are off campus.
2. Contact the YWCA Domestic & Sexual Violence Services Agency office and/or a campus support person and go to an emergency room.
3. Preserve physical evidence: do not wash, urinate, douche, or change your clothes. If clothing is removed, keep it in a paper (not plastic) bag for evidence preservation. If forced oral sex was involved in the assault, do not drink anything, brush your teeth, or use mouthwash.
4. Preserve the crime scene: do not move anything in or near the scene of the assault.
5. Victims may need longer-term personal counseling or advice from legal counsel.

Confidentiality & Reporting

Confidential Reporting Options

On Campus Confidential Reporting for Students: Contact the SUNYIT Health and Wellness/Counseling Center, Oriskany Hall, Suite B, [315-792-7172](tel:315-792-7172), to speak with a campus professional who is obligated by law to keep your information confidential and can provide you with appropriate medical and emotional assistance.

Off Campus Confidential Reporting for Students and Employees: Contact the YWCA Domestic & Sexual Violence Services 24-hour hotline at [315-797-7440](tel:315-797-7440), to speak with an off campus professional confidentially.

Non-Confidential Reporting Options

Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and college policy. This means that they may have to report to college officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be inves-

tigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process. To make a formal report contact one of the Title IX officers listed below.

*To clarify an individual's responsibilities and/or ability to maintain confidentiality, ask them prior to making a report.

Resources Available for the Victims of Campus Crime

University Police Department

Gary Bean, Chief, criminal investigations, personal security information 315-792-7222, emergencies: 7111 from any on-campus telephone; 315-792-7111 from an off-campus telephone

Division of Student Affairs

Marybeth Lyons, Associate Provost for Student Affairs, 315-792-7505

Josephine Ruffrage, Director, Health and Wellness, Counseling Center, medical assistance, counseling, 315-792-7172

Sandra Mizerak, Counselor, personal counselor, 315-792-7172 (confidential contact)

John Borner, Director of Campus Life, judicial affairs officer, personal counselor, 315-792-7530

Jennifer Adams, Director of College Housing, personal counselor, 315-792-7810

Title IX Coordinator

SUNYIT official who is responsible for coordinating Title IX compliance, which prohibits sex discrimination including sexual harassment and sexual violence.

Rhonda Haines, Associate Vice President for Human Resources and Special Projects

315-792-7191

Kunsela Hall, Room A011
rhonda.haines@sunyit.edu

Stacey Genter, Health Educator (deputy Title IX Coordinator)

315-792-7172

Oriskany Hall, Suite B
stacey.genter@sunyit.edu

Kevin Grimmer, Athletic Director (gender equity in athletics)

315-792-7520

Wildcat Field House, Room F220
kevin.grimmer@sunyit.edu

Community Resources

University Police 315-792-7111
New York State Police 315-736-0121
or 911

Oneida County Sheriff's Office 315-736-0141
or 911

Maynard Emergency Response (Ambulance) 911
St. Elizabeth Medical Center Emergency 315-798-8111
Faxton-St. Luke's Healthcare Emergency 315-624-6112
MCAT (Mobile Crisis Assessment Team) 315-732-6228

YWCA Domestic & Sexual Violence Services (24 hours)

315-797-7740

Sexual Harassment/Sexual Violence

The following definitions relate to sexual violence and sexual harassment as referenced in the Student Code of Personal Conduct and are punishable offenses:

Consent: Consent is the agreement to engage in specific sexual contact, which may be given by verbal agreement or active and willing participation in the sexual activity. Consent to sexual contact or any specific sexual act cannot be given if an individual is incapacitated or impaired because of a physical or mental condition or the ingestion of drugs or alcohol, or under the age of 17. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs is not an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity is evidence of lack of consent. Consent may be initially given, but it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to cease sexual contact promptly in response to a withdrawal of consent constitutes prohibited nonconsensual sexual contact. "No" or any other negative statement or acts/physical gestures supporting the desire to cease contact in response to sexual contact or an invitation to sexual contact will be regarded as a denial of consent to such sexual contact.

Dating Violence: Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Domestic Violence: Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Force: the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Non-consensual sexual contact: Any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Non-consensual sexual intercourse: Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Retaliation: Any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violent that occurred as a result of the making and follow-up of a report of a violation of the Student Code of Personal Conduct.

Sex discrimination: Sexual discrimination includes all forms of sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, SUNYIT employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the SUNYIT campus and whether or not the incidents occur during working hours.

Sexual exploitation: Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances;
- Inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual harassment: Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from SUNYIT's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving

consent, including, but not limited to rape, sexual battery, and sexual coercion.

Stalking: The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

The following are sex offenses taken from the New York state penal law. All are crimes in New York state and punishable by fines or imprisonment, or both:

Section 130.25 Rape in the third degree

A person is guilty of rape in the third degree when:

1. he or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2. being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. he or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

Section 130.30 Rape in the second degree

A person is guilty of rape in the second degree when:

1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

Section 130.35 Rape in the first degree

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. by forcible compulsion; or
2. who is incapable of consent by reason of being physically helpless; or

3. who is less than eleven years old; or
4. who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

Bias Crimes Prevention

Hate Crimes and the Law

It is a SUNYIT University Police (UP) mandate to protect all members of the SUNYIT community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, national origin, gender, sexual orientation, gender identity, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from UP.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, UP also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the SUNYIT community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, gender identity, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to University Police, human resources, and/or the Title IX coordinator. If you are a victim of, or witness to, a hate/bias crime on campus, report it to UP by calling 315-792-7111 in an emergency, using a blue light or red emergency phone, 315-792-7222, or stopping by UP. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: Counseling Center, Oriskany Hall, Suite B, 315-792-7172.

For general information on SUNYIT security procedures, see http://www.sunyit.edu/university_police/security_policies, Student Handbook page 27, or call 315-792-7222.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes, is available from University Police, 315-792-7222.

Student Judicial System

Standards for the Conduct of Students

SUNYIT, a college community comprised of students, faculty and staff, has established standards of conduct which are intended to guarantee the protection of individual rights and promote the development of a learning environment conducive to academic achievement and personal growth.

The conduct of our faculty and staff is regulated by established personnel policies and applicable collective bargaining agreements. The standards of conduct for students are divided into four sections: 1) the Academic Integrity Policy, 2) the Student Code of Personal Conduct, 3) the SUNY Rules for the Maintenance of Public Order, and 4) the Penal Law of the State of New York.

The administration of the standards for the conduct of students is intended to be educational and not punitive. Student judicial hearings will be conducted with a commitment to fundamental fairness and will provide the appropriate level of due process. Because of the educational emphasis of the student judicial system, hearing procedures will be informal and are not intended to model those held in the criminal justice system.

Students who are charged with a violation are presumed to be innocent, and the complainant will assume the burden of proof. Cases will be judged based on the standard of "preponderance of the evidence." The Academic Integrity Policy is administered by the provost, and alleged violations may be referred to him/her for adjudication.

The provost or designee is responsible for the administration of the Student Code of Personal Conduct and the SUNY Rules for the Maintenance of Public Order. Alleged violations of these codes may be adjudicated by an assigned administrator or the Administrative Judicial Board.

The enforcement of violations of the penal law and vehicle and traffic law of the state of New York which occur on campus is the responsibility of the officers of the University Police department. The provost or designee is responsible for determining the appropriate adjudication through the disciplinary process of alleged on-campus violations of law or rules.

Violations of law which occur off-campus where a nexus to SUNYIT or the SUNYIT community exists are also subject to adjudication by the student judicial system if the provost or designee determines that the alleged conduct presents a clear and present danger to the SUNYIT community or a serious disruption to the academic environment of SUNYIT.

Academic Integrity Policy

Article I. Standards of Academic Integrity

The student's first obligation is to pursue his or her academic objectives conscientiously and honestly. The student is required to conform to all regulations of the University and SUNYIT, the department and program in which the student is matriculated, and the classes in which the student is enrolled. The student is expected to complete all academic work, including but not limited to papers, examinations, laboratory reports, and other assignments, in compliance with the standards set forth in this code. Academic achievement is ordinarily evaluated on the basis of the work that the student has produced independently. A student who attempts to obtain credit for work, words, or ideas that are not his or her own is dishonest. Dishonesty undermines the integrity of academic standards. Infringement of this academic code entails penalties ranging from reprimand to dismissal from SUNYIT. Misrepresentations of facts, significant omissions, or falsifications in any academic work are violations of the code. Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct.

Article II. Summary of Academic Integrity Policy

A student's name or other unique identifier on any course exercise (e.g., theme, report, notebook, performance, computer program, course paper, laboratory or practicum or co-op report, examination, website, or quiz) is taken as assurance that the exercise is the product of the student's own thoughts and study, and that it is expressed in the student's own words and produced without assistance, except as indicated by quotation marks, references and footnotes acknowledging use of printed sources or other outside help. In some instances, the faculty member or department may authorize students to work together to solve problems, complete projects, or produce written or performed coursework; any such effort must be clearly marked the product of collaboration. Where collaboration is authorized, students must indicate clearly which parts of the assignment were performed independently.

Unless permission is obtained prior to submission from all involved instructors, a student may not submit the same exercise in more than one course. The student who sees the possibility of overlapping assignments must consult with both faculty members before proceeding.

Article III. Prohibited Behavior

The following offenses are violations of the Academic Integrity Policy.

1. **Plagiarism:** Any piece of work that has been presented as the individual creation of the student is assumed to involve no assistance from any other person. Plagiarism is the use of another person's work, words, or ideas without attribution. It may involve using another's words without quotation marks and/or footnotes to indicate the appropriate source. Paraphrasing or summarizing the content of another's work is not dishonest as long as the source is clearly identified. Paraphrasing when the source is properly cited does constitute independent work; however, the faculty member may still reject it as inappropriate. Plagiarism may also involve misrepresenting the sources that were used. The issue of plagiarism applies to any type of academic work, including but not limited to papers, examinations and quizzes, computer programs, works of art, photography, video, or websites.
2. **Inappropriate Collaboration:** Collaboration on academic work requires acknowledgment. It is academically dishonest to work with another person to develop, organize, or revise a project (e.g., a paper, oral presentation, research project, or take home examination) without acknowledging that person's help. Specific policies regarding collaborative work, peer review, use of tutors, and editing vary from faculty member to faculty member. It is the student's obligation to check with the professor concerning any collaborative academic effort.
3. **Dishonesty in Examinations (In-Class or Take-Home):** An examination must be solely the student's own work, unless otherwise directed by the faculty member. Communication is not allowed between or among students while an examination or quiz is being taken, nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance to another, obtaining unauthorized advance knowledge of the questions to an examination or quiz, or use of mechanical or marking devices or procedures to achieve false scores on machine graded examinations. Specific policies concerning examinations may vary from faculty member to faculty member.

4. **Dishonesty in Papers and Reports:** The student is prohibited from submitting any material prepared by or purchased from another person or entity. All written materials submitted in fulfillment of course requirements must be the student's original work, unless sources are cited following the accepted protocols for citation of another person's words or ideas.
5. **Work Done For One Course and Submitted to Another:** The student may not present the same work for credit in more than one course. Under exceptional circumstances, the student may be permitted to submit a paper or other written assignment to satisfy requirements in two courses. However, both faculty members must agree in advance to this arrangement. When incorporating past research into current projects, the student must reference the previous work.
6. **Falsification of Data:** The student may not deliberately falsify data or distort supporting documentation for coursework or any other academic activity.
7. **Interference With Another Student's Work:** The student may not intentionally interfere with the work of others by sabotaging laboratory experiments/equipment or research, computer programs or computer laboratories, by giving misleading information, or by disrupting class work or library work, including study.
8. **Copyright Violation:** Copyrighted material is the property of the copyright holder and may only be used with appropriate authorization. The student must observe the copyright laws governing practices of using printed materials, duplicating computer software, photoduplicating copyrighted materials, and reproducing video and audio cassettes and other audio-visual materials. The Student Code of Personal Conduct prohibits theft or unauthorized use of another's property and requires adherence to federal and state laws. This provision will be enforced by the Chief Academic Officer under the provisions of the Student Code of Personal Conduct and the State University of New York Rules for the Maintenance of Public Order.
9. **Other Offenses Against the Academic Integrity Policy:** In addition to the practices specified above, academic misconduct embraces all other practices that circumvent procedures designed to assure a fair grade. Use of the services of commercial term paper or "research" companies is cheating, and a punishable offense. Student groups may not maintain and reuse papers, reports, course exercises, or examinations that have been kept on file from prior years. Falsification of records, whether before or after graduation, is misconduct. Gaining access to a confidential recommendation without permission, after waiving right of access, is a violation of the code. Withholding, altering or destroying materials needed by other students for course exercises is an offense against the academic code. Lying in the course of an investigation of an academic offense or during a judicial proceeding is a violation of the Student Code of Personal Conduct and will be referred to the Chief Academic Officer or designee for disciplinary action.

Article IV. Adjudication of Charges of Violation of the Academic Integrity Policy

1. **Faculty member action:** The faculty member shall assess an appropriate penalty. Common penalties may include, but are not limited to, requiring the student to rewrite or correct a submitted assignment, requiring the submission of a substitute assignment, loss of credit for the assignment, or a failing grade in the course. The faculty member will communicate that there will be a penalty to the student in writing by hand delivery, electronic mail using the student's SUNYIT account, or by letter sent to the student's campus or permanent address on record. The faculty member shall then make a written record of the incident, including the assessed penalty and whether the incident is believed to be an error in judgment or willful misconduct. This record shall be reported to the head of the academic unit of the department in which the student's major resides within two calendar weeks of discovery of the alleged offense and after notification has been made to the student.
2. **Administrative action:** If the misconduct is not related to a specific course, the head of the academic unit or Chief Academic Officer or designee may initiate and assess a penalty as circumscribed in Article VII following the same procedures outlined for course misconduct.
3. **Procedure:** Upon notification of an alleged offense, the head of the academic unit shall store the faculty member's report in the academic unit's academic discipline records for the student. The head of the academic unit may send a recommendation to the faculty member identifying an additional recommended penalty, particularly if this is not a first offense. The head of the academic unit shall send a copy of the faculty member report and additional penalty recommendations to the faculty member and the campus Chief Academic Officer or designee within one calendar week of receipt of notice from the faculty member. Repeat offenses or sufficiently serious first offenses may result in the head of the academic unit requesting that the campus Chief Academic Officer or designee convene an Academic Integrity Board to consider the accusation of academic misconduct and consider extraordinary penalties (identified in Article VII).

Upon notification of an alleged offense, the campus Chief Academic Officer or designee will store the faculty member report in the student's campus academic discipline records. The campus Chief Academic Officer or designee may also send a recommendation to the faculty member and head of the academic unit identifying a suggested additional penalty, particularly if this is not a first offense within the college, within two calendar weeks of receiving the report. Within one calendar week of the faculty member's receipt of an additional penalty recommendation from the Chief Academic Officer or designee, the faculty member shall make a final decision of his/her assigned penalty and communicate the penalty to the student by the means previously outlined and send a copy of the notification to the head of the academic unit. Repeat offenses, sufficiently serious first offenses, or head of the academic unit request may result in the campus Chief Academic Officer or designee convening the Academic Integrity Board to consider the accusation of academic misconduct for extraordinary penalties as identified in Article VII.

If the Academic Integrity Board is convened by the Chief Academic Officer or by student appeal (see Article IV.4.), the campus Chief Academic Officer or designee shall contact the student, faculty member, and head of the academic unit by the means previously outlined to advise that a hearing of the Board is being scheduled and outline the procedure and student's rights within one calendar week of such a determination. Within two calendar weeks of this notice, the Board shall hear the case. The Board shall then submit a written summary of findings to the campus Chief Academic Officer or designee, head of the academic unit, faculty member, and student within one calendar week of completion of the hearing. In the case of a Board recommendation of suspension or dismissal, the campus Chief Academic Officer or designee shall consult with the president, and the president shall communicate a final decision to all parties (student, faculty member, head of the academic unit, campus Chief Academic Officer or designee, and Board) within two calendar weeks.

The head of the academic unit or campus Chief Academic Officer or designee may extend any stage of the judicial proceeding calendar in extreme circumstances and upon a showing of good cause; this extension must be reported to all involved parties by the original deadline.

4. **Appeal of misconduct:** A student who disagrees with a determination of academic misconduct may appeal in writing to the campus Chief Academic Officer or designee within one calendar week of receipt of notification of the violation. A student appeal will trigger convention of the Academic Integrity Board to consider the case of academic misconduct if the Board has not already been requested to convene by the head of the academic unit or the Chief Academic Officer or designee.
5. **Appeal of grade:** After the completion of a misconduct hearing, a student may appeal a grade penalty through the campus grievance procedure. The only grounds for appealing a grade is a student's belief that a grade or grade penalty has been assigned on a capricious basis. Capricious grade assignment is assignment of a grade to a student that is based on a standard other than his/her performance in a course, on more exacting or demanding standards than were applied to other students in the course, or on standards that depart substantially from those the faculty member previously announced for the course.
6. **Appeal of suspension/dismissal:** Appeal of a decision of suspension or dismissal is written directly to the president. The same calendar applies. The campus Chief Academic Officer or designee or president may extend any stage of the appeals calendar in extreme circumstances and upon a showing of good cause; this extension must be reported to all involved parties by the original deadline.

Article V. Academic Integrity Board

An Academic Integrity Board is composed of five faculty and two students, appointed separately for each judicial proceeding at least one calendar week in advance of the proceeding by the campus Chief Academic Officer or designee from a pool composed of fourteen faculty and six students. Faculty shall be elected by each academic unit at the beginning of every academic year for the pool, divided equally among academic units. The students shall be appointed by the Student Association and shall be representative of the diversity of the student body. The purpose of the pool of faculty and students is to provide a hedge against conflict of interest or schedule in any particular judicial proceeding. In order to observe the calendar described in Article IV.1, the campus Chief Academic Officer or designee may appoint alternate faculty and students should a pool lack sufficient members or have unreachable members.

1. **Officers:** A Board selects a chairperson and secretary for the judicial proceeding. The secretary maintains a record of the proceeding. This record and all documents pertaining to the judicial proceeding are circulated only to persons involved in the proceeding and to the Chief Academic Officer or designee and president in the case of an appeal. The chairperson and secretary will both be voting members of the Board.

2. **Quorum. Decision:** A quorum consists of the entire appointed Board. Decision is rendered by majority vote. All appointed members of a Board must be present for the proceeding.
3. **Board Jurisdiction:** The Board shall decide whether the misconduct is willful, if the misconduct constitutes an error in judgment, or if there is no academic misconduct. The Board may, with a majority vote, render an opinion regarding the penalty. Absence of an opinion with regard to the penalty shall not indicate either support or disagreement with the penalty.
4. **Parties Excluded from the Board:** Members of the pool shall be notified of the participants when requested to be on a Board. Any member of the pool who feels s/he has a conflict of interest is excluded from participating on that Board. The student shall be notified of the pool's composition at the time of the meeting notification and may request of the Chief Academic Officer or designee that specific members be excluded from the Board due to conflict of interest if the request is made at least five calendar days prior to the Board hearing.
5. **Judicial Proceeding Procedure:** The purpose of the judicial proceeding is educational and disciplinary. Thus, courtroom procedures and rules of evidence need not be followed in the interest of ascertaining the facts of the case. Both student and faculty member have the right to examine all written evidence prior to the judicial proceeding; this evidence shall be kept in a restricted file in the provost's office pending the decision. Both student and faculty member may attend the proceeding and question and respond to witnesses. The student may bring up to two advisors, provided one of them is a member of the college community (faculty, staff, or student). The advisor(s) may advise the student and, with the permission of the chairperson of the Board, address the Board. The chairperson of the Board may remove any person from the room for obstruction of the proceeding.
6. **Record of Multiple Offenses:** If the student has previous offenses stored in his/her campus academic discipline records, the campus Chief Academic Officer or designee shall provide all records of these offenses to the members of the judicial proceeding. All distributed records pertaining to the proceeding shall be collected and destroyed by the campus Chief Academic Officer or designee at the conclusion of the judicial proceeding.
7. **Special Periods:** The campus Chief Academic Officer or designee (in consultation with the appropriate head of the academic unit) has authority to resolve disputes during special periods when the Academic Integrity Board cannot meet.

Article VI. Class Attendance Pending Decision

The student accused of academic misconduct may continue in class until a final decision has been reached, including appeal. Pending final determination of the accusation, a grade of Incomplete may be assigned in the disputed course or courses.

Article VII. Additional Penalties for Academic Misconduct

A student found to be in violation of the Academic Integrity Policy by an Academic Integrity Board may receive any of the following additional sanctions from the campus Chief Academic Officer or designee or from the head of the academic unit of the school within which the student resides.

Suspension: An unusually serious first offense or repeated offenses may result in suspension from the college. The student will be suspended from SUNYIT as of the semester of the infraction and will be withdrawn from all courses for that semester. Only the president may suspend a student from the college. The words "Suspended for Academic Misconduct" will appear on the student's permanent academic transcript. If the student later requests an institutional letter of reference, the letter may refer to the incident. Suspension is a temporary withdrawal from the college for a specified period of at least one semester, after which the student may return in accordance with the standing regulations governing matriculation, by submitting a petition for reinstatement.

Dismissal: An unusually serious first offense or repeated offenses may result in dismissal from the college. The student would be dismissed from SUNYIT as of the semester of the infraction and will be withdrawn from all courses for that semester. Only the president may dismiss a student from SUNYIT. The words "Dismissed for Academic Misconduct" will appear on the student's permanent academic transcript. If the student later requests an institutional letter of reference, the letter may refer to the incident. Dismissal is withdrawal from the college without promise of reinstatement and with loss of matriculated status. Reinstatement after dismissal requires the approval of the Chief Academic Officer or designee, who must interview the student and approve reinstatement. A student who has been academically dismissed loses matriculated status and must apply separately for matriculation to SUNYIT and his/her major if applicable at the time of reinstatement. The student may not petition for readmission until at least one (1) year has passed after dismissal.

Article VIII. Removal of Penalty

In a case where the Academic Integrity Board has a majority vote of no misconduct, the assigned penalty shall be removed by the faculty member, and there shall be no record of the incident placed in the student's file. The head of the academic unit and Chief Academic Officer may keep an internal record of the incident.

Article IX. Record of Disciplinary Actions

Records pertaining to student violations of the Academic Integrity Policy are maintained for a minimum of five years after the student's most recent enrollment at the college. When penalties become part of the student's permanent academic record, the record is maintained indefinitely. These records are subject to University and Institute regulations concerning the confidentiality of student records. Upon written request, the student has the right to inspect his or her records.

Article X. Interpretation and Revision

1. Any questions of interpretation regarding the Academic Integrity Policy shall be referred to the campus Chief Academic Officer or designee for final determination.
2. The Academic Integrity Policy shall be reviewed every five years under the direction of the campus Chief Academic Officer or designee by a committee convened identically as an Academic Integrity Board.
3. Suggested changes found by the review committee shall be brought to the Academic Affairs Committee of the Faculty Assembly for consideration.

Student Code of Personal Conduct

Article I: General Policy

The State University of New York Institute of Technology at Utica/Rome (SUNYIT) is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. Students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and Board of Trustees of the State University of New York rules, regulations, and policies. SUNYIT affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation. SUNYIT is committed to ensuring that all students, faculty and staff are treated with dignity and mutual respect.

In keeping with SUNYIT's values, any sanctions imposed are for the purposes of maintaining and restoring the standards of the campus community, educating students and student organizations about the seriousness of their action(s), and promoting civility and positive growth, while maintaining the safety and integrity of the SUNYIT community. The Student Code of Personal Conduct applies to the SUNYIT campus, international and exchange programs, and off-campus conduct. This code applies to individual students as well as student organizations. The president delegates administration of the Student Code of Personal Conduct to the provost or the provost's designees.

Article II: Definitions

1. The term "SUNYIT" means State University of New York Institute of Technology at Utica/Rome.
2. The term "student" includes all persons taking courses at SUNYIT, both full-time and part-time, pursuing undergraduate, graduate, continuing education and/or professional studies (credit-bearing and non-credit bearing) and those who attend post-secondary educational institutions other than SUNYIT, or who reside in SUNYIT residence halls.
3. The term "faculty member" means any person hired by SUNYIT to conduct academic or academic support activities.
4. The term "SUNYIT official" includes any person employed by SUNYIT, performing assigned administrative or professional responsibilities. This term also includes resident advisors performing duties within their responsibilities.
5. The term "member of the SUNYIT community" includes any person who is a student, faculty member, SUNYIT official, or any other person employed by SUNYIT. A person's status in a particular situation shall be determined by the provost or designee.
6. The term "SUNYIT premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SUNYIT (including adjacent streets and/or sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for SUNYIT recognition.
8. The term "judicial body" means any person or persons authorized by the provost or designee to determine whether a student has violated the Student Code of Personal Conduct and to recommend imposition of sanctions.
9. The term "judicial officer" means a SUNYIT official authorized by the provost or designee to impose sanctions upon students found to have violated the Student Code of Personal Conduct.

10. The term “Administrative Judicial Board” refers to persons authorized by the provost or designee to determine whether a student has violated the Student Code of Personal Conduct and to recommend imposition of sanctions.
11. The term “educational conference” is defined as a meeting to review with the student the allegations and accusations, the Student Code of Personal Conduct, the student’s options, the processes, and sanctions.
12. The term “judicial officer designee” refers to a designee appointed by the judicial officer to adjudicate issues related to violations occurring within the residence halls and adjacent areas.
13. The term “Appellate Board” means any person or persons authorized by the provost or designee to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Personal Conduct.
14. The term “Title IX coordinator” refers to the SUNYIT official who is responsible for coordinating Title IX compliance, which prohibits sex discrimination including sexual harassment and sexual violence. SUNYIT’s Title IX coordinator is listed on page 36 of the handbook.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.
17. The provost or designee is that person designated by the SUNYIT president to be responsible for the administration of the Student Code of Personal Conduct.
18. The term “policy” is defined as the written regulations of SUNYIT as found in, but not limited to, the Student Handbook and graduate and/or undergraduate catalogs.
19. The term “Rules for the Maintenance of Public Order” is defined as regulations to all SUNY campuses mandated by the Board of Trustees of the State University of New York. A copy of these rules can be found on page 52.
20. The term “complainant” means any person who submits a statement (a SUNYIT Incident Report, a deposition filed with the University Police office, or a letter filed with the provost’s or designee’s office) alleging that a student violated this Student Code of Personal Conduct.
21. The term “accused student” means any student accused of violating this Student Code of Personal Conduct.
22. The term “advisor or advocate” means a person who may assist, support or counsel a student participating in the judicial process.
23. The term “sanction” means an action that results from noncompliance with a policy or policies. The purpose of sanctions is to encourage responsible judgment and ethical reasoning which shall serve to protect and preserve the health and well-being of the SUNYIT community while protecting the community’s rights and property.
24. The term “retaliation” is defined as any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violent that occurred as a result of the making and follow-up of a report of a violation of this Code.
25. The term “harassment” is defined as any action that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to an educational opportunity or benefit.
26. The term “sexual violence” is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including but not limited to rape, sexual battery, and sexual coercion.*
27. The term “sexual harassment” is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.*

*Detailed definitions of sexual violence and sexual harassment are included in the Sexual Harassment/Sexual Violence section on page 36.

Article III: Judicial Authority

1. The judicial officer, in consultation with the provost or designee, shall determine the composition of the judicial body and appellate board.
2. The judicial officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code of Personal Conduct.
3. Decisions made by a judicial body and/or judicial officer shall be final, pending the normal appeal process.
4. Decisions on responsibility made by an appellate board shall be final, except in rare circumstances involving separation from SUNYIT where such decisions may be overturned by the president.
5. A judicial body may be designated as mediator of disputes within the student community in cases that do not involve a violation of the Student Code of Personal Conduct. All parties must agree to mediation, and to be bound by the decision with no right of appeal. Mediation may not be used in cases involving sexual violence.

Article IV: Student Rights

Each student, accused or complainant, shall have the following rights relative to the Student Code of Personal Conduct and SUNYIT judicial proceedings:

1. To be clearly informed of SUNYIT's standards; these standards shall describe expected and prohibited behavior.
2. To make known SUNYIT's standards in a form readily available to its students and in a manner that will provide fair notice of what is expected and what is prohibited.
3. To have SUNYIT apply rules and regulations fairly, impartially, and equally to all students.
4. To be informed of his/her rights.
5. To be informed of the format and procedures of the SUNYIT judicial proceedings.
6. To receive written, timely, and complete notice of the specific accusations to be resolved.
7. To have a fair disposition of all matters as promptly as possible under the circumstances.
8. To elect to dispose of the charges administratively by mutual consent with the judicial officer, or to have his/her case heard by a judicial board.
9. To hold unaltered student status pending a final adjudication and disposition of all charges, unless interim measures have been imposed.
10. To be informed of the general nature of the evidence to be presented.
11. To review and question all parties and witnesses except when extraordinary circumstance (as determined by the provost or designee) make this impossible. In a case of sexual harassment or sexual violence, the accused and the complainant may not question or cross examine each other directly. Questions will go through the administrative board chair/administrative board.
12. To present factual information through witnesses, personal testimony, and other relevant evidence.
13. To decline to testify against oneself. Silence will not be considered an admission of responsibility.
14. To request attendance of witnesses upon a showing of relevance.
15. To have only relevant evidence considered by the judicial body.
16. To be informed of all decisions within a reasonable time as established in this code and as allowed by law.
17. The accused in all cases and the complainant in cases of sexual harassment and sexual violence have the right to listen to a recording of a judicial proceeding during normal business hours and/or review records for an appeal upon written request.
18. The accused in all cases and the complainant in cases of sexual harassment and sexual violence have the right to be informed of the decision, to appeal a decision and be informed of the criteria and procedures to be followed.
19. To seek advice from an advisor or advocate of their choice who may assist, support or counsel. The advisor/advocate shall not speak on behalf of the student, question witnesses, or present information before the board.
20. A complainant student has the right to provide a list of questions that he or she would like the accused student to be asked by the judicial officer or the Administrative Judicial Board members at a judicial proceeding. The questions must be submitted in writing to the judicial officer at least three (3) business days before the judicial proceeding, and the questions must be considered relevant to the accusations by the judicial officer or the Administrative Judicial Board. The judicial officer or the Administrative Judicial Board may or may not use the questions provided.
21. A complainant student has the right to request alternative arrangements for complainants who do not want to be in the same room as the accused during the hearing. These alternative arrangements are subject to the rights of the accused. Accordingly, alternative arrangements must enable both parties and the board to hear each other.
22. The complainant student has a right to have his or her past unrelated behavior excluded from the disciplinary judicial proceeding. The issue of relevance of the past behavior is determined by the judicial officer or Administrative Judicial Board.
23. SUNYIT will protect the privacy of all parties to a complaint or other report of sexual harassment and sexual violence to the extent possible. When SUNYIT receives complaints of sexual harassment or sexual violence, SUNYIT has an obligation to respond in a way that limits the effects of the sexual harassment and sexual violence and prevents its recurrence. Information will be shared as necessary in the course of an investigation with people who need to know, such as investigators, Title IX coordinator, witnesses, and the accused. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. Certain staff are obligated by law to maintain confidentiality, including the counseling center and the local rape crisis center off-campus.

Article V: Proscribed Conduct

A. Jurisdiction of SUNYIT

Generally, SUNYIT jurisdiction and discipline shall be limited to conduct which occurs on SUNYIT premises, while on a SUNYIT international or exchange program or off-campus where a nexus to SUNYIT or the SUNYIT community exists.

B. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article VI:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any SUNYIT faculty member or official.

- b. Forgery, alteration, or misuse of any SUNYIT document, record, or instrument of identification.
 - c. Tampering with, impeding, or coercively influencing the election process related to any SUNYIT recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SUNYIT activities, including its public service functions on- or off-campus, or other authorized non-SUNYIT activities, when the act occurs on SUNYIT premises.
 3. Acts of bullying, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
 4. Attempted or actual theft of and/or damage to property of SUNYIT, or property of a member of the SUNYIT community, or other personal or public property.
 5. 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.
 6. Failure to comply with the directions of a SUNYIT official or law enforcement officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 7. Unauthorized possession, duplication, or use of keys and/or access card to any SUNYIT premises, or unauthorized entry to or use of SUNYIT premises.
 8. Violation of SUNYIT policies, rules, or regulations.
 9. Violation of federal, state, or local law at SUNYIT-sponsored activities whether on or off SUNYIT premises.
 10. Use, possession, or distribution of narcotics, prescription drugs or other controlled or non-controlled substances except as expressly permitted by law.
 11. Possession of drug paraphernalia, which includes any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, etc.). Any items that are fashioned for the purpose of drug use will also be considered a violation of the Student Code of Personal Conduct.
 12. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and SUNYIT regulations (see Residence Hall Policies for more information), or public intoxication.

Note: Good Samaritan Policy: Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, SUNYIT is concerned that those in need receive prompt medical attention. SUNYIT cannot guarantee absolute immunity from sanctions associated with violations of the student code or state and federal law. However, efforts will be made to mitigate sanctions associated with alcohol and other drug offenses for "Good Samaritans." These considerations apply only to the individual(s) who may have contributed or participated in the use and abuse of alcohol or other drugs, but summoned aid.

13. Illegal or unauthorized possession of any weapons (including but not limited to firearms and ammunition, stun guns, air guns, paintball guns, clubs, crossbows, archery equipment, sling shots, martial arts weapons, swords, knives over four inches, etc.), fireworks and other explosives, and/or inappropriate use of dangerous chemicals on SUNYIT premises.
14. Participation in a campus demonstration that disrupts the normal operations of SUNYIT and infringes on the rights of other members of the SUNYIT community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on SUNYIT premises or at SUNYIT-sponsored or supervised functions.
16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on SUNYIT premises or at functions sponsored by, or participated in by, SUNYIT.
17. Theft or other abuse of computer, telephone and voicemail privileges, including but not limited to:
 - a. Unauthorized use or abuse of a computer account, including use of another individual's identification and password and failure to safeguard user IDs and passwords.
 - b. Sending abusive, threatening, or obscene messages.
 - c. Repeatedly sending messages with inappropriate content.
 - d. Using a SUNYIT account (other than one's personal account) to send messages without authorization.
 - e. Unauthorized entry into a file for any purpose, including: using, reading, or changing the contents.
 - f. Unauthorized transfer or sharing of a file, including but not limited to illegal downloading, uploading or use of file sharing programs with regard to copyrighted materials.
 - g. Use of computing facilities to interfere with the work of another student, faculty member, or SUNYIT official.
 - h. Use of computing facilities to interfere with normal operation of the SUNYIT computing or network system.
 - i. Negligently spreading viruses, worms, or any programs that act to degrade, violate, disable, or affect service or operation of SUNYIT's or students' personal computers connected to SUNYIT's network.

18. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial officer, board or SUNYIT official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Knowingly initiating a judicial proceeding 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 body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial board or a judicial officer prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Personal Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
19. Acts of sexual violence as defined in this Code, including performing sexual acts on or with another individual without the consent of the individual, when the individual is unable to give consent or after the individual has withdrawn consent.
20. Sexual harassment as defined in this Code.
21. Stalking, which is following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her safety.
22. Bias/hate crimes, which are described as students engaging in harassment or threats of violence based on a person's race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender that is intended to create a situation that produces mental discomfort, harm, or injury.
23. Actions that cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or failure to evacuate SUNYIT buildings during a fire alarm.
24. Cruelty to animals.
25. Violation of the SUNYIT smoking policy.
26. Violations of the Residence Hall License or Residence Hall Policies.
27. Retaliation against a person who files a complaint, serves as a witness, assists, or participates in any manner is strictly prohibited and will result in disciplinary sanctions. Participants who experience retaliation in a case of sexual harassment/sexual violence should contact the Title IX coordinator. (Please refer to page 36 for the designee.)

C. Violation of Law and SUNYIT Discipline

1. SUNYIT disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code of Personal Conduct, if both violations result from the same factual situation. Proceedings under this Student Code of Personal Conduct will be pursued without regard to pending civil litigation in court or criminal arrest and prosecution.
2. When a student is charged by federal, state, or local authorities with a violation of law, SUNYIT will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Personal Conduct, however, SUNYIT may advise off-campus authorities of the existence of the student code and of how such matters will be handled internally within the SUNYIT community. SUNYIT 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 SUNYIT community members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
3. Cease and Desist: SUNYIT officials may, under appropriate circumstances, order a student and/or student organization to cease and desist from an activity considered to be disruptive to SUNYIT.

Article VI: Judicial Procedures: Violations of the SUNYIT Student Code of Personal Conduct

A. Determination of Accusations

1. Alleged violations of the Student Code of Personal Conduct may be reported to the judicial officer located in the campus life office.
2. The judicial officer will review the information to determine if a student will be accused of violating the Student Code of Personal Conduct. Note: The provost or designee may not accuse a student of a violation of the Student Code of Personal Conduct more than one (1) year after the date the conduct occurred or was discovered, whichever is later.
3. In cases of sexual assault and sexual violence, a SUNYIT official will obtain a written acknowledgment from complainants to document (1) the university employee or representative who spoke to or worked with the complainant, as well as the date; (2) which options the complainant would like to pursue, including the criminal justice system, the student judicial system, both, or none; (3) that the complainant received information about resources (medical, counseling, academic) available to them.

B. Notice of Accusations

1. The judicial officer will notify the student in writing and/or e-mail of the allegation(s) and accusation(s) within ten (10) business days of the report.
2. The notice of accusations will direct the student to schedule an educational conference with the judicial officer by a specified date, not to exceed five (5) business days from the date of notice. If the student needs to reschedule the educational conference, the student must notify the judicial officer no less than 24 hours prior to the scheduled conference and request a rescheduling of the conference.

C. Educational Conference

1. The purpose of the educational conference is to review with the student the allegations and accusations, the Student Code of Personal Conduct, the judicial proceeding forum options, the judicial process and possible sanctions.
2. If the student fails to attend the educational conference, the matter may be referred for judicial proceeding to the Administrative Judicial Board.
3. During the conference the student will be given the opportunity to accept responsibility or not accept responsibility for the alleged violations.
4. If the student accepts responsibility for the alleged violations and the student waives his/her right to a judicial proceeding:
 - a. The student will be asked to sign a form indicating his or her acceptance of responsibility and that he or she is waiving the right to a judicial proceeding. The judicial officer will send a letter documenting student responsibility and the sanctions imposed within five (5) business days of the educational conference.

If the student does not accept responsibility for the alleged violations or requests a judicial proceeding:

- a. The student will be asked to sign a form indicating that he/she does not accept responsibility for the alleged violations or he/she requests a judicial proceeding.
- b. The judicial officer shall schedule a judicial proceeding with the Administrative Judicial Board.
- c. The student shall be notified, in writing and/or e-mail, of the time and place of the Administrative Judicial Board judicial proceeding. Prior to the judicial proceeding, the student shall be afforded the opportunity to review a copy of statements and pertinent records that will be presented at the judicial proceeding.

D. Administrative Judicial Board

1. The Administrative Judicial Board shall have jurisdiction over cases of alleged violations of the Student Code of Personal Conduct.
2. The Administrative Judicial Board members shall be appointed annually by the president. The president shall appoint five (5) administrators and/or faculty members and five (5) student representatives from within the SUNYIT community to serve as Board members. It is the responsibility of the provost to recommend names to the president for appointment to the Administrative Judicial Board. The student representatives will be selected from an application process and a pool of five (5) students will be selected to serve. If vacancies occur within any of the positions, the president may fill such vacancies to complete the remainder of the vacant term.
3. A quorum of no fewer than five (5) Administrative Judicial Board members (to include two (2) students) shall be required for a judicial proceeding; one member shall serve as chair of the proceeding (determined by the members of the proceeding).

E. Judicial Proceeding

A judicial proceeding is not a legal process; it is an educational process. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in a judicial proceeding.

1. **Student Status:** A student's status on campus will remain unchanged pending the final decision of the judicial proceeding and/or the appeal process, except in cases where interim measures are taken.
2. **Hold on Student's Records:** SUNYIT may place a hold on the records or registration of any student who fails to respond to a disciplinary notice or fulfill any sanctions previously issued by SUNYIT. SUNYIT may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent semester, transfer or graduation. All pending disciplinary matters must be resolved prior to a student's graduation, transfer from or continued education at SUNYIT.
3. **Accommodations for Students with Disabilities:** Any student with a documented disability may request reasonable accommodations during the disciplinary process. If necessary, the judicial officer or Administrative Judicial Board may postpone the judicial proceeding to provide reasonable accommodations.
4. **Safety Procedures:** The judicial officer or Administrative Judicial Board may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.

5. Failure to Appear: If a student fails to appear, the judicial proceeding may proceed in the student's absence. Except in the case of a student charged with failing to obey the summons of a judicial body or SUNYIT official, no student may be found to have violated the Student Code of Personal Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
6. All judicial proceedings shall be conducted in private, and be closed and confidential to the extent allowed by law.
7. Duties of the Administrative Judicial Board with regard to process:
 - a. Receive and consider pertinent evidence.
 - b. Make determinations regarding requests for postponements, where appropriate.
 - c. Make determinations as to procedural questions.
 - d. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
 - e. Take any other action deemed necessary.
8. Information: The provost or designee, the complainant, and the accused student shall be given an opportunity to provide information. This may include, but is not limited to, pertinent records, documents, and written or oral statements. The accused student will also be given an opportunity to inspect records provided by the provost or designee.
9. Witnesses: All parties involved in the judicial proceeding may request that witnesses attend the judicial proceeding if it can be shown that each witness has relevant testimony or other evidence to offer. In order to preserve the educational atmosphere of the judicial proceeding and to avoid creation of an adversarial environment, all questions for witnesses will be directed through the Administrative Judicial Board. Witnesses shall be summoned to the judicial proceeding by the judicial officer.
10. Advisor/Advocate: The student has the right to have an advisor or advocate of their choice who may assist, support or counsel. The advisor/advocate shall not speak on behalf of the student, question witnesses, or present information before the board.
11. Standard of Proof: The judicial body's determination shall be made on the basis of whether there is a preponderance of the evidence that the accused student violated the Student Code of Personal Conduct.
12. Multiple Students Accused: In cases involving multiple students accused from the same incident, information obtained at one judicial proceeding may be used at another judicial proceeding provided that each accused student involved has the opportunity to review and respond to the information at his or her judicial proceeding.
13. Deliberations: All deliberations are closed and shall include only the judicial officer and the Administrative Judicial Board members involved in the decision-making process.
14. Decisions of "Responsible" or "Not Responsible" on the Accusation(s): These decisions shall be based on the information presented at the judicial proceeding. The Administrative Judicial Board (by majority vote) shall determine whether the student has violated the Student Code of Personal Conduct as accused. The provost or designee may release information concerning a student's judicial record in accordance with federal law.
15. Sanctions: In cases in which the Administrative Judicial Board determines that a student is responsible for violating the Student Code of Personal Conduct, the board shall: Agree (by majority vote) on appropriate sanction(s) and communicate the Board's decision regarding the accused student's responsibility and a recommendation of appropriate sanction(s) to the provost or designee.
16. Notice of Decisions: In all cases, the Administrative Judicial Board shall send a written decision letter to the provost or designee within three (3) business days following the close of the judicial proceeding. This time may be extended for deliberations when necessary and the student and the provost or designee shall be notified of any such extensions.
 - a. The decision letter shall contain a decision on each accusation, any findings of fact, and any recommended sanctions.
 - b. The provost or designee is required to accept the Administrative Judicial Board's decision unless the provost or designee determines that said decision is arbitrary and capricious. The provost or designee is not required to accept the Administrative Judicial Board's recommendation of appropriate sanctions. Specifically, the provost or designee may reduce the sanctions recommended by the Administrative Judicial Board, but may not increase the sanctions. The student shall receive a notice of decision from the provost or designee within three (3) business days of the Administrative Judicial Board's decision.

Note: Complainants in sexual violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, in a way consistent with federal and state law. The complainant and accused shall be notified concurrently in writing within six (6) business days of the hearing.
17. Record: There shall be a single verbatim record, such as an audio recording, of all hearings before the judicial board. The record shall be the property of SUNYIT and will be retained for seven (7) years.

F. Sanctions

1. One or more of the following sanctions may be imposed upon any student found to have violated the Student Code of Personal Conduct:
 - a. Warning: A notice in writing to the student that the student is in violation or has violated institutional regulations.
 - b. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and may result in more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - d. Restitution: Monetary compensation for loss or damages.
 - e. Community Service: Work assignments, service to SUNYIT or other related discretionary assignments (such as assignments must have the prior approval of the judicial officer).
 - f. Educational Paper: Student is required to submit typed paper on a topic at a length specified by a judicial body.
 - g. Educational Requirement: Student may be required at their own expense to receive a substance abuse evaluation or attend a substance abuse education/treatment program, college counseling, or other educational opportunity that the judicial body deems appropriate.
 - h. Change in Residence Hall Assignment: Written direction to relocate a student to an alternative residence hall assignment.
 - i. Persona Non Grata Status: Exclusion from part or all of SUNYIT premises for a specified period of time. During this time, the student is prohibited from entering or participating in any function within the restricted area(s).
 - j. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. The student will be liable for all assessed room and board charges. Conditions for return may be specified.
 - k. Residence Hall Expulsion: Permanent separation of the student from the residence halls. The student will be liable for all assessed room and board charges.
 - l. SUNYIT Suspension: Separation of the student from SUNYIT for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
 - m. SUNYIT Expulsion: Permanent separation of the student from SUNYIT. Students who are expelled during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
 - n. No Contact Order: A directive informing a student that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, e-mail or other electronic communication, telephone, or via third parties.
2. Transcript Notation: A student transcript may be subject to disciplinary notation for the following reasons:
 - a. Hazing
 - b. Other serious violations which may include, but are not limited to, physical abuse or sexual assault, weapons possession, drug or alcohol sale, arson, or any conduct that could lead to the death or physical injury of another person. If a student is found responsible and suspended for a period of one (1) calendar year or longer for hazing, physical abuse or sexual assault, weapons possession, drug or alcohol sale, arson, any conduct that could lead to the death or physical injury of another person, or other serious violation of the Student Code of Personal Conduct, a notation of "suspension-disciplinary," along with the date the suspension is imposed, shall remain on his or her transcript permanently. If a student is dismissed from SUNYIT, a notation of "dismissal-disciplinary," along with the date the expulsion is imposed, shall remain on his or her transcript permanently. Students who receive a permanent transcript notation for suspension or expulsion shall not receive academic credit for the semester in which the suspension or expulsion occurred and will be withdrawn from all coursework with a (W) grade. In addition, students shall be liable for all assessed charges including tuition, fees, room and board. In extremely rare cases after significant passage of time (no less than five (5) years) and with written documentation of rehabilitation or other good cause shown, the student may appeal in writing to the provost to reduce or remove these notations. The decision of the provost on whether to remove the notation is final.
3. Withholding of Degrees/Diplomas/Certificates/Transcripts: SUNYIT may withhold issuing a degree, diploma or transcript pending compliance with SUNYIT rules, regulations, or policies or pending completion of the process set forth in this Student Code of Personal Conduct, including the completion of all imposed sanctions.
4. More severe sanctions may result for repeat offenders.
5. More than one of the sanctions listed above may be imposed for any single violation.
6. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section F1, a through g.
 - b. Deactivation: Loss of all privileges, including SUNYIT recognition, for a specified period of time.

7. In each case in which a judicial officer determines that a student has violated the Student Code of Personal Conduct, the sanction(s) shall be determined and imposed by the judicial officer. In cases in which persons other than or in addition to the judicial officer have been authorized to serve as the judicial body, the recommendation of all members of the administrative board shall be considered by the provost or designee in determining the imposed sanction(s). The provost or designee is not limited to sanctions recommended by the members of the administrative board. Following the hearing, the provost or designee shall advise the accused in writing of its determinations and the sanctions(s) imposed, if any.
8. **Penalty Enhancement for Bias-Related Offenses:** For any violation where there is a preponderance of the evidence that the conduct was directed toward the complainant's race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender, a penalty enhancement will be added to the sanction.

G. Interim Actions

In certain circumstances, the provost or designee may impose a SUNYIT or residence hall suspension and/or issue a no contact order prior to the hearing before a judicial body.

1. Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the SUNYIT community or preservation of SUNYIT property; (b) if the student poses a definite threat of disruption of or interference with the normal operations of SUNYIT; or (c) in the case tampering has occurred with any fire detection, notification, suppression, protection system or equipment.
2. During the interim suspension, students shall be considered persona non grata from the residence halls, campus (including classes), and/or other SUNYIT activities or privileges for which the student might otherwise be eligible, as the provost or designee or the judicial officer may determine to be appropriate. The students must have written permission from the judicial officer prior to coming to campus for any reason.
3. Interim suspension will be imposed for at least 24 hours with the length of time determined by the provost, designee or the judicial officer.
4. **No Contact Order:** In certain cases, prior to a hearing before a judicial body, the provost or designee(s) may issue a directive informing a student that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, e-mail or other electronic communication, telephone, or via third parties.

H. Appeals

1. The student or student organization found responsible may appeal the decision in writing to the provost or designee. The appeal must be received in the provost's office by the close of business on the fifth (5th) business day following the date of delivery. Grounds for filing an appeal are limited to the following:
 - a. The student(s) or student organization(s) rights were violated in the judicial proceeding process;
 - b. New information is discovered that was not available at the time of the judicial proceeding;
 - c. The information presented does not support the decision;
 - d. The sanction(s) imposed were not appropriate for the violation.
2. An appeal shall be limited to review of the verbatim record of the initial hearing, any new submitted information, and supporting documents for one or more of the following purposes:
 - a. 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 complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Personal Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Personal Conduct occurred.
3. The Appellate Board shall be composed of two (2) students, two (2) faculty members, and two (2) administrators (not to include the provost). The SUNYIT president shall select and appoint the membership from the SUNYIT community as necessary.
4. The Appellate Board shall consider appeals by students or student organizations from findings and/or recommendations of the Administrative Judicial Board. The Appellate Board may choose one of the following courses of action by majority vote:
 - a. Uphold the decision of the Administrative Judicial Board and implement the sanction(s).
 - b. Uphold the decision of the Administrative Judicial Board but reduce the sanction(s).
 - c. Overturn the decision of the Administrative Judicial Board if such decision was based on a preponderance of the evidence. Reasons must be given to the provost for this decision.

The Appellate Board shall report its decision via letter to the provost or designee within three (3) business days. The provost or designee shall communicate the decision of the Appellate Board to the student or student organization, via

certified letter and/or e-mail, within three (3) business days. If the provost or designee determines that the Appellate Board's decision is arbitrary or capricious, the provost or designee may send it back to the Appellate Board for further review.

5. A student or student organization may appeal the decision of the Appellate Board to the SUNYIT president only when the sanction involves separation from SUNYIT. This appeal must be submitted to the SUNYIT president by close of business on the fifth (5th) business day following receipt of the provost's letter. When the president agrees to consider an appeal, he/she shall review the records of the Appellate Board, judicial officer and/or the Administrative Judicial Board and such written submissions and oral arguments as the president requests. The president shall make such disposition of the case as he/she deems appropriate.
6. In cases where the complainant is a victim of sexual violence or sexual harassment only, the complainant has the right to appeal the finding or sanction under the same rules, and for the same grounds, as the accused student may appeal. The complainant will also receive notification of the appeal decision.

I. Timeline for Proceedings

If extraordinary circumstances prevent any step from occurring within the stated time frame, all parties will be promptly notified and will be given an estimated time for the step to occur. Participants may also request an extension from SUNYIT, which should be granted if it will not unduly prejudice the rights of the other party.

Article VII: Interpretation and Revision

1. Any questions of interpretation regarding the Student Code of Personal Conduct shall be referred to the provost or his/her designee for final determination.
2. The Student Code of Personal Conduct shall be reviewed every year under the direction of the provost or designee in consultation with the office of University Counsel.

SUNY Board of Trustees Rules for the Maintenance of Public Order

Summary

It is the policy of the State University of New York (University) to comply with legal requirements of NYS Education Law §6430. Accordingly, the Board of Trustees of the State University of New York has adopted written rules (8 NYCRR §535) for the maintenance of public order on University campuses and other campus properties used for educational purposes pursuant to NYS Education Law §6430.

This policy outlines the rules for the maintenance of public order (including prohibited conduct), applicability and communication of the rules, and statements regarding freedom of speech, assembly, picketing and demonstrations on campuses. Campus procedures and penalties for the violation of the rules and enforcement procedures are prescribed.

Policy

I. Rules for the Maintenance of Public Order

The Board of Trustees of the State University of New York (University) has adopted written rules (8 NYCRR §535) for the maintenance of public order on campuses of the University and other campus properties used for educational purposes pursuant to NYS Education Law §6430.

- A. **Prohibited Conduct** – No person either singly or in concert with others shall:
 1. willfully cause physical injury to another person, nor threaten to do so;
 2. physically restrain or detain any other person;
 3. remove anyone from any place where he or she is authorized to remain;
 4. willfully damage or destroy property of the campus or property under its care;
 5. remove property of the campus or property under its care;
 6. use campus property or property in the campus's care without authorization;
 7. enter into any private office of an administrative officer, member of the faculty or staff member without implied or explicit permission;
 8. enter into and remain in any campus building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use;
 9. remain in any building or facility after it is closed without authorization;
 10. refuse to leave a campus building or facility after being required to do so by an authorized administrative officer;
 11. obstruct the free movement of people and vehicles in any place to which these rules apply;
 12. deliberately disrupt or prevent the peaceful and orderly conduct of classes, lecture and meetings;
 13. deliberately disrupt or prevent the freedom of any person to express his or her views, including invited speakers;

14. knowingly have in his or her possession upon the premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the president whether or not a license to possess the weapon has been issued to the person;
15. willfully incite others to commit any of the acts prohibited in this section with the specific intent to procure them to do so; or
16. take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone for the initiation into or affiliation with any organization.

B. Supplementary Rules – The rules in section I.A. of this policy may be supplemented by additional rules for the maintenance of public order but only to the extent that such rules are not inconsistent with those listed here.

1. The additional campus rules must be approved by the Board of Trustees of the State University of New York and filed with the commissioner of education and the Board of Regents within 90 days of adoption by the Board of Trustees.
 - a. The establishment of supplementary rules for the maintenance of public order does not preclude the establishment of student behavior codes by College Councils in accordance with the procedures described in Board of Trustees policy Student Conduct Regulation Guidelines.
 - b. Hereafter, whenever this policy refers to the Rules for the Maintenance of Public Order it shall also be deemed to include any supplementary rules promulgated here under.

C. Applicability of the Rules – The rules and regulations contained in section I.A. of this policy govern the conduct of students, faculty, all other staff, licensees, invitees and all other persons, whether or not their presence is authorized, upon any University campus to which the rules apply. They also apply to the same individuals with respect to any other premises or property, under the control of the University or University campus, and that are used in teaching, research, administrative service, cultural, recreational, athletic or other programs and activities.

1. Charges against any student for violation of the rules in section I.A. of this policy that result from alleged actions upon the premises of any other campus to which these rules apply shall be heard and determined at the campus where the student is enrolled.

D. Communication of the Rules – The rules in section I.A. of this policy as well as any approved additional campus rules for the maintenance of public order shall be provided to all students enrolled in the campuses of the University.

1. Campuses shall promptly communicate with all members of the campus community (administration, faculty, staff and students) on issues related to the rules in section I.A. of this policy as well as supplementary rules adopted and approved by the Board of Trustees.
2. To the extent that time and circumstances permit, such communication shall precede the exercise of the authority, discretion and responsibilities granted and imposed by the rules in this policy. Each campus in matters such as these shall employ such procedures and means, formal and informal, as will promote such communication.

E. Freedom of Speech and Assembly; Picketing and Demonstrations.

1. No student, faculty member or other staff member or authorized visitor shall be subject to any limitation or penalty for expressing his or her views or for assembling with others for such purpose;
 - a. peaceful picketing and other orderly demonstrations in public areas of campus grounds and buildings are not subject to interference provided there are no violations of the rules in section I.A. of this policy.
2. In order to provide maximum protection to the participants expressing their freedom of speech and to the campus community, each president shall:
 - a. promulgate procedures appropriate to that campus for provision of reasonable advance notice of the date and time of any planned assembly, picketing or demonstrations upon the grounds of the campus; the proposed location of the assembly or exercise; and the intended purpose;
 - i. the procedures and processes shall be reviewed and revised periodically;
 - ii. the procedures and processes for advance notice shall not be made a condition precedent to any assembly, picketing or demonstration; and
 - iii. providing advance notice shall not automatically have permission to use a campus facility or building without also following the appropriate processes for obtaining permission to use campus facilities and buildings.

II. Campus Procedures and Penalties for the Violation of the Rules of Maintenance of Public Order

The Board of Trustees of the State University of New York has adopted campus procedures and penalties for the violation of the rules of maintenance of public order on campuses and other campus properties used for educational purposes pursuant to NYS Education Law §6430, as outlined herein.

A. Procedures and Penalties for Different Categories of Individuals.

1. The president shall inform any licensee or invitee who shall violate any provisions of these rules that his or her license or invitation is withdrawn and shall direct him or her to leave the property of the campus. In the event of a failure or refusal to leave the premises the president shall cause the licensee or invitee's ejection from the campus.
2. In the case of any other violator, who is neither a student nor faculty or other staff member, the president shall inform the violator that they are not authorized to remain on the property of the campus and direct them to leave the premises. In the event of a failure or refusal to leave the premises the president shall cause the violator's ejection from the campus's property.

Nothing in this subdivision shall be construed to authorize the presence of anyone at any time prior to such violation nor to affect his or her liability to prosecution for trespass or loitering as prescribed in the penal law.

3. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner hereinafter provided in section II.3.b. and section II.3.c. of this policy.
 - a. The policy Student Conduct Regulation Guidelines authorized by NYS Education Law § 356(3)(g) and codified in 8 NYCRR §500 provides for College Councils to promulgate or review and ratify rules for student conduct subject to supervision of the Board of Trustees of the State University of New York. The rules so established in such local conduct codes are valid only if they are adopted by College Councils in the manner consistent with Trustee policy. The decision to charge a student under such rules in the campus's local conduct code or those rules contained in section I.A. of this policy must be made. Once the choice is made, the campus must completely adhere to and follow the procedures, processes and penalties described for the path elected. A campus cannot charge a student under both the campus local code of conduct and the rules and procedures set forth in this policy.
 - b. Notice, Hearing and Determination of Charges against Students
 - i. Whenever a complaint is made to the president of a violation by a student or students of the rules prescribed in section I.A. of this policy or whenever he or she has knowledge that such a violation may have occurred, he or she shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing.
 - ii. If the president is satisfied from such investigation and statements that there are reasonable grounds to believe that there has been such a violation, he or she shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation.
 - iii. The charges shall state the specific offense and section designation of the offense's prohibition and shall specify the ultimate facts alleged to constitute the offense. Such charges shall be in writing and shall be served on the student or students named therein by delivering the charges to the student or students personally, if possible, or, if not, by mailing a copy of such charges by registered mail to the student or students at their usual place or places of abode while attending campus and also to their home address or addresses, if different.
 - iv. The notice of charges so served shall fix a date for a hearing of the charges not less than 10 or more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail.
 - v. Failure to appear in response to the charges on the date fixed for the hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate. Before taking such action, the hearing committee, referred to section II.3.c. of this policy, shall give notice to any student, who has failed to appear, in the manner prescribed in section II.3.b.iv. of this policy, of its proposed findings and recommendation to be submitted to the president and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his or her failure to appear, in which case the hearing shall be rescheduled.
 - vi. Upon demand at any time before or at the hearing, the student charged or his or her duly designated representative shall be furnished a copy of the statements taken by the president in relation to such charges and the names of other witnesses who will be produced at the hearing in support of the charges. The provision of the witness names and statements shall not preclude the testimony of witnesses who were unknown at the time of such demand.
 - vii. The president may, upon the service of charges, suspend the student named therein, from all or any part of the campus's premises or facilities pending the hearing and determination thereof, whenever, in the president's judgment, the continued presence of such student would constitute a clear danger to himself or herself or to the safety of persons or property on the premises of the campus or would pose an immediate threat of disruptive interference with the normal conduct of the campus's activities and functions; provided, however, that the president shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

4. In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with title D of Part 338 of the Policies of the Board of Trustees [see UUP Bargaining Agreement Article 19.]
 - a. Penalties – If a faculty member having a continuing or term appointment, is found guilty of misconduct through violations of the rules in section I.A. of this policy, he or she may be subject to dismissal or termination of his or her employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
 5. In the case of any staff member who holds a position in the classified civil service, described in NYS Civil Service Law §75, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that section.
 6. Any other faculty or staff member who shall violate any provision of these rules be dismissed, suspended without pay, or censured by the appointing authority as prescribed in the Policies of the Board of Trustees.
 7. Organizations which operate upon any campus of the University or upon the property of any University campus used for educational purposes shall be prohibited from authorizing the conduct described in section I.A.16. of this policy.
 - a. The president at each campus shall be responsible for the enforcement of this section.
 - b. Whenever the president has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of section I.A.16. of this policy by any organization, the president shall prepare or cause to be prepared written charges against the organization, which shall state the rule, and section violated and shall specify the ultimate facts alleged to constitute such violation.
 - c. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within 10 days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within 10 days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in section II.A.7.g. of this policy. The response shall be submitted to the president and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charges. The president may allow an extension of the 10-day response period.
 - d. Upon written request, by an authorized representative of the organization, the president shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the president shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against and may produce witnesses and documentary evidence on its behalf.
 - e. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the president within 20 days after the close of the hearing.
 - f. Final authority to dismiss the charges or to make a final determination shall be vested in the president. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in section II.A.7.c. of this policy within a reasonable time after such decision is made.
 - g. Any organization, which authorizes the prohibited conduct described in section I.A.16. of this policy, shall be subject to the rescission of permission to operate upon the campus or upon the property of the campus. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the penal law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this policy or the student code of conduct for the campus.
- c. The Hearing Committee and Its Procedures for Charges against Students**
- i. There shall be constituted at each campus a hearing committee to hear charges against students of violation of the rules for the maintenance of public order entailed to in section I.A. of this policy. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the president, and three students who shall be designated by the members named by the president. The president shall appoint a chairperson of the committee.
 - ii. Each such member shall serve until his or her successor or replacement has been designated.
 - iii. No member of the committee shall serve in any case where he or she is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the president shall designate an alternate member of the administrative staff and an alternate member of the faculty, and the president's principal designees shall designate an alternate student member, to serve in such cases.
 - iv. Any five members of the committee may conduct hearings called by the chairperson and make findings and recommendations as hereinafter provided. At any campus where the president determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he or she may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him or her and of six students who shall be designated by the

members designated by him or her. In such event the president shall designate one of such members as chairperson who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

- v. The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon.
- vi. A student against whom the charges are made may appear by and with representatives of his or her choice. The charged student but not his or her representatives or witnesses may confront and examine witnesses against him or her and may produce witnesses and documentary evidence in their own behalf.
- vii. There may be present at the hearing: the student charged and his or her representatives and witnesses; other witnesses; representatives of the campus's administration; and, unless the student shall request a closed hearing, such other members of the campus community or other persons, or both, as may be admitted by the hearing committee.
- viii. A transcript of the proceedings shall be made.
- ix. Within 20 days after the close of a hearing, the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the president together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his or her representative. Within 10 days thereafter the president shall make his determination thereon.
- x. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the president. If the president shall reject the findings of the hearing committee in whole or in part, he or she shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of the final determination which shall be served upon the student or students with respect to whom it is made.

- d. Penalties** – Students found to be responsible for a violation of the rules of public order shall be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

III. Mandates for Enforcement of the Rules for Maintenance of Public Order

- A. The Board of Trustees of the State University of New York has adopted enforcement policies for the rules and regulations for the maintenance of public order on campuses and other campus properties used for educational purposes pursuant to NYS Education Law § 6430 as outlined herein.

Enforcement Program

1. The president shall be responsible for the enforcement of the rules in § I.A. of this policy and he or she may designate to other administrative officers authorization to take action in accordance with such rules when required or appropriate to carry them into effect.
2. It is not intended by any provisions herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the campus. In the case of any apparent violation of the rules in section I.A. of this policy by such persons, which, in the judgment of the president, does not pose any immediate threat of injury to person or property, the president may make reasonable effort to learn the cause of the conduct in question. They may make a reasonable effort to persuade those engaged therein to desist and resort to permissible methods for the resolution of any issues which may be presented. In doing so, the president shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the campus where their continued presence and conduct is in violation of these rules.
3. In any case where violation of the rules in section I.A. of this policy does not cease after such warning and in other cases of willful violation of such rules, the president shall cause the ejection of the violator from any premises, which he or she occupies in such violation. The president shall initiate disciplinary action as provided in section II of this policy.
4. The president may apply to the public authorities for any aid, which he or she deems necessary in causing the ejection of any violator of these rules.
5. The president may request the University counsel to apply to any court of appropriate jurisdiction to restrain the violation or threatened violation of such rules.

Definitions

Organization – includes but is not limited to, recognized campus or student government organizations or clubs, alumni organizations, athletic teams and clubs, fraternities and sororities or any group that has access to and uses campus facilities.

Mediation and Conflict Resolution Services

Student conflicts which do not involve a clear violation of SUNYIT judicial policies may be submitted to mediation. Mediation is a voluntary process that is conducted by a student affairs professional staff member. Mediators will conduct the session with a commitment to fairness, objectivity, confidentiality, and with a non-judgmental style. Both parties to the dispute will be encouraged by the mediator to seek their own solution and develop a written agreement to resolve the conflict. Typically, mediation can be effective for resolving conflicts between resident student roommates and for resolving disputes over bills, personal property damage, and interpersonal relationships. Mediation sessions result in a formal, written, and binding agreement between the involved parties. Students who fail to comply with signed mediation agreements may be subject to disciplinary action (if appropriate) or administrative housing reassignment (for resident students). For more information or assistance, please contact the campus life or residential life and housing offices.

Alleged Student Misconduct Directed at SUNYIT Officials

All cases which involve any allegation of misconduct, or verbal or physical abuse, which is directed against a SUNYIT official will be heard by SUNYIT's Administrative Judicial Board. This action will occur regardless of whether or not the student accepts responsibility for the alleged misconduct or abuse.

Campus Judicial Board

The SUNYIT Administrative Judicial Board is the duly authorized judicial body which has jurisdiction over all students for matters arising from the Student Code of Personal Conduct, Rules for the Maintenance of Public Order, and residence hall regulations. The board shall conduct hearings, make findings of facts, recommend disciplinary sanctions where appropriate, and provide due process for students while protecting the rights of all members of the SUNYIT community. Campus judicial board hearings are closed administrative proceedings. Except with the consent of the provost or designee, only those who are complainants, accused, witnesses or approved advisors will be permitted to attend.

In extraordinary circumstances where the complexity of factual issues and/or matters of law so dictate, the president of SUNYIT may appoint an ad hoc hearing committee to hear cases. Any proceedings before such an ad hoc body shall provide due process and ensure the rights of students.

Procedures for Filing a Judicial Complaint

Any member of the SUNYIT community may institute a proceeding before the judicial body by filing a complaint in the office of the provost or designee. A complaint against a student must set forth the following:

- a. The name and address of the student against whom a complaint is being lodged.
- b. The name of the complainant and his/her status in the SUNYIT community.
- c. The alleged offense which is the basis of the complaint.
- d. A statement demonstrating the facts of the alleged offense, which should include:
 1. Date of occurrence
 2. Time of occurrence
 3. Place of occurrence
 4. Narrative of event
- e. The names of persons having personal knowledge of circumstances or event.
- f. The general nature and description of all evidence.
- g. The signature of the complainant.

Notice of a Complaint

Upon receipt of a properly filed complaint, the judicial officer shall notify the accused student by mail and/or e-mail that proceedings have been instituted. The written notice shall include:

- a. A notice of the complaint
- b. A request for a preliminary conference

Educational Conference

The judicial officer shall schedule an educational conference. The purpose of the educational conference is to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the Administrative Judicial Board, to make arrangements for a hearing, and to provide other assistance when appropriate.

Administrative Judicial Board Notification

After a reasonable attempt to confer with all parties, a hearing shall be scheduled. All parties shall receive written notification of the hearing, which shall include the time, date, and place of the hearing.

Witnesses

All parties involved in the hearing may request witnesses to attend the hearing if it can be shown that the witness has relevant testimony or other evidence to offer. Witnesses will be summoned to the hearing by the judicial officer.

The call or request to witnesses shall set forth:

- a. Names of parties
- b. Request to appear
- c. Time of the hearing
- d. Date of the hearing
- e. Place of the hearing
- f. Signature of the judicial officer

Administrative Judicial Board Format

The Administrative Judicial Board, under the direction of the chairperson and with advisorship from the director of campus life, does not function as civil or criminal court of law but rather as an administrative hearing board. Therefore, legal technicalities are kept to a minimum while an emphasis is placed upon maintaining the interdependent network of rights and responsibilities between the individual student and SUNYIT. Hearings held by the Administrative Judicial Board are oriented toward the achievement of an understanding among all parties involved. Within this conceptual framework, the legal doctrine of procedural due process is operationally defined as fundamental fairness. Thus, the judicial system works to ensure that there is fundamental fairness throughout the entire disciplinary process.

The judicial board shall adhere to the following format for all hearings:

1. The chairperson shall introduce the members of the Board and request the names of all persons present at the hearing. The chairperson shall then explain the procedure to be followed and ask if there are any questions. The hearing will be recorded.
2. The chairperson will read the charges being filed against the student and will ask the accused to respond with respect to his/her responsibility. The accused student will be asked to give his/her account of the incident or alleged policy violation.
3. The chairperson will ask the party filing charges if they have any additional information or clarification.
4. Witnesses for both sides will be asked to give their account of the incident or alleged policy violation.
5. At the conclusion of the two presentations, both of the parties involved will be free to ask questions for clarification.
6. Board members reserve the right to ask questions of clarification at any time during the course of the hearing.
7. When all aspects of the case have been discussed to the satisfaction of the parties involved, the chairperson will ask all people to leave the room, except the Board members and their advisor.
8. At the end of the proceedings the accused student will be advised of the Board's role in providing a recommendation to the provost or designee, the appeal process and any resources that would pertain to the student's situation.
9. During deliberations, the Board will first decide whether or not the accused student is responsible for violation of the charges as indicated. If the student is found responsible, the board will make a recommendation to the provost or designee as to the sanctions to be imposed.

Final Adjudication

The Administrative Judicial Board, in its deliberations, shall consider only relevant evidence presented at the hearing. The final adjudication shall be sent to the provost or designee for approval. It shall then be sent in letter form to the accused student and shall set forth:

- a. Names of the parties
- b. Date of the hearing
- c. Offenses involved
- d. Finding of fact
- e. Recommended sanction
- f. Approval and signature of the provost or designee

Where a sanction has been imposed, a record of the adjudication shall be maintained in the office of the provost or designee. A record of a judicial sanction may be properly introduced at a subsequent disciplinary hearing if it is determined that a student has committed another offense.

COLLEGE POLICIES AND ADDITIONAL INFORMATION

Absentee Policy for Student-Athletes

Each student-athlete must present a Notice of Class Absence Due to Competition form to the appropriate faculty member at the beginning of each semester or sports season. Student-athletes representing SUNYIT in intercollegiate sports competition may be excused at the discretion of the instructor from required course activities due to participation in scheduled contests or due to travel related to a scheduled contest. The student-athletes are responsible for all material and announcements covered during their absence and should be fully aware that they are students first and athletes second while enrolled at SUNYIT.

Academic Research Involving Human Subjects (IRB)

Before any research project involving human subjects can be initiated, a review must be conducted by a committee of faculty members (the Institutional Review Board, IRB) appointed to ensure that safe protocols and confidential procedures are followed. A broad range of experimental and survey research methods fall under the auspices of the IRB. Forms may be obtained from the IRB Coordinator, Kunsela B234.

Behavioral Assessment Committee (BAC)

The Behavioral Assessment Committee is an ad hoc group that meets periodically to discuss/develop action plans for students of concern. Faculty, staff, and students are encouraged to identify students at risk so that they can be assisted before their behavior reaches a level of imminent danger – threat to their own safety, or safety of others. Staff contacts are: Marybeth Lyons, Student Affairs, ext. 7505; Jo Ruffrage, Health and Wellness/Counseling Center, ext. 7172; John Borner, Campus Life, ext. 7530; Jennifer Adams, Residential Life, ext. 7810.

Cancellation of Classes Due to Inclement Weather or Other Emergency

SUNYIT has a 24-hour hotline to inform students, faculty and staff when severe winter weather prompts the cancellation of all classes. On-campus, you can call the “Snowline” by dialing ext. 7669 (“SNOW”). Off-campus, Snowline can be reached by calling 315-792-7385. Snowline cards are available at various locations on campus.

In the event of severe weather, Snowline will announce only the cancellation of ALL classes. The cancellation of all classes will also be posted online, at sunyit.edu, and will be broadcast on radio and television stations in the Utica-Rome, Syracuse, and Albany areas. Individual class cancellations are always available at sunyit.edu/apps/canceled_classes.

Class Attendance

Although SUNYIT has no formal attendance policy common to all courses, students are expected to attend class regularly. It is the responsibility of the student to notify the instructor if a class will be missed. Generally, a prolonged absence from class is permitted only for an emergency, such as an illness or a death in the immediate family. Students are responsible for any class assignments missed because of absence, regardless of cause. Faculty members are encouraged to provide specific information about attendance requirements in the course syllabus.

College Credit Card Marketing Policy

Whereas, pursuant to Article 129-a of the Education Law, any college chartered by the New York State Board of Regents or incorporated by special act of the New York State Legislature shall establish an official college credit card marketing policy; and whereas, such official college credit card marketing policy shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except as provided in said policy; and whereas, Article 129-a requires that the penalties for individuals violating such official credit card marketing policy be clearly set forth therein;

Now, therefore, let it be known that SUNYIT has adopted the following official college credit card marketing policy on March 3, 2008.

1. **Prohibition.** The advertising, marketing or merchandising of credit cards to students on the campus of SUNYIT is strictly prohibited, except as provided in paragraph 3.
2. **Penalty.** Any individual visitor, licensee, or invitee on said campus found violating this policy shall be banned from the campus for a period of two (2) years and any credit card issuer represented by said visitor, licensee, or invitee shall be banned from the campus for a period of one (1) year. Any student, faculty, or other staff found violating this policy shall receive a warning and be prohibited from any and all future credit card marketing on the campus.
3. **Restrictions.** The following restrictions shall be imposed on any individual wishing to advertise, market, or merchandise credit cards, hereinafter referred to as “vendor,” on the campus of SUNYIT:
 - A. The vendor shall register with the provost or designee and receive express written authorization to be on campus property for the purpose of advertising, marketing, or merchandising of credit cards.
 - B. On subsequent visits, vendor must register with the provost or designee at least three (3) business days prior to the day of vending, to receive proper authorization to vend.

- C. A credit card vendor is allowed to solicit only for one type of card.
- D. There shall be no inducement or gifts provided to the student in exchange for completing a credit card application.
- E. Vendors may only offer an application to an individual once.
- F. The vendor shall be restricted to locations and hours determined at the time of the request.
- G. Vendors must show proper ID and authorization to vend upon request by University officials. Failure to do so will result in the vendor being asked to leave and possibly barred from the campus.
- H. Vendors must be notified that they may not misrepresent credit card policies or ask or suggest that students put wrongful information on credit card applications.
- I. Vendors may be prohibited at campus option from collecting credit card applications.
- J. Credit card policies must be clearly displayed at the site of vending and copies of the credit card policies must be handed out to all individuals who accept (or complete) an application (these policies must include, but are not limited to interest rates, teaser rates, and annual fees).
- K. Vendors must clearly post at the site of vending and distribute handouts on the dangers and consequences of consumer debt to all individuals who have taken (or completed) an application. This posting shall occur only on the day the marketer is on the campus and is limited to the immediate vicinity where the marketer has permission to operate.
- L. The vendor shall provide to each student applying for a credit card, a pamphlet with information about good credit management practices, including how to access any information or services provided by the New York State Consumer Protection Board.

Confidentiality of Student Records

Student Rights Under Federal Law

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

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
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.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by SUNYIT to comply with the requirements of FERPA.
5. The right to obtain a copy of SUNYIT's student records policy. The student records policy is published each year in the student handbook.

Definitions

For the purposes of this policy, the following definitions of terms are applicable:

Student: any person who attends or has attended SUNYIT.
Education records: any record (in handwriting, print, tapes, film, computer, or other medium) maintained by SUNYIT or its agent which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records created and maintained by SUNYIT's University Police department for law enforcement purposes;
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
4. Records made or maintained by a physician, nurse practitioner, registered nurse, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment;
5. Alumni records which contain information about a student after he or she is no longer in attendance at SUNYIT and which do not relate to the person as a student.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate SUNYIT staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The records custodian or an appropriate SUNYIT staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Limitation on Right of Access

SUNYIT reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents;
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975;
3. Records connected with an application to attend SUNYIT or a component unit of SUNYIT if that application was denied;
4. Those records which are excluded from the FERPA definition of education records;
5. Student transcripts received from other institutions.

Refusal to Provide Copies

SUNYIT reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of the SUNYIT campus;
2. The student has an unpaid financial obligation to SUNYIT;
3. There is an unresolved disciplinary action against the student;
4. The education record requested is an exam, quiz, or set of standardized test questions.

Fees for Copies of Records

The fee for copies will be \$1.00 per page.

Types, Locations, and Custodians of Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, establishes federal guidelines for the maintenance and access of student records. Questions about access to student records should be directed to the registrar's office. Student educational records at SUNYIT are located in the following offices:

Type: Admissions/Cumulative Academic Records
(current and former students)
Location: Registrar's office
Kunsela Hall, Room A208-A210
Custodian: Registrar

Type: Financial Aid Records
Location: Financial Aid office
Kunsela Hall, Room A208-A210
Custodian: Director, Financial Aid

Type: Financial Records
Location: Bursar's office
Kunsela Hall, Room A208-A210
Custodian: Bursar

Type: International Student Records
Location: International Student Services office
Student Center, Suite S105
Custodian: Director, International Student Services

Type: Disabled Student Records
Location: Disability Services office
Kunsela Hall, Suite B101
Custodian: Disability Services Coordinator

Type: Disciplinary Records
Location: Associate Provost for Student Affairs office
Kunsela Hall, Suite B246
Custodian: Associate Provost for Student Affairs

Disclosure of Education Records

SUNYIT will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by SUNYIT in an administrative, supervisory, academic or research, or support staff position, including health, medical staff, or student resident advisor;
- A person who is a member of the SUNY Board of Trustees or SUNYIT's College Council;
- A person employed by or under contract to SUNY or SUNYIT to perform a special task, such as the attorney or auditor;
- A person who is employed by SUNYIT's University Police department;
- A person who is employed by SUNY System Administration staff;
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement;
- Performing a task related to a student's education;
- Performing a task related to the discipline of a student;
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid;
- Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and New York state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of SUNY or SUNYIT.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a court order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by SUNYIT.
12. The results of any disciplinary proceeding conducted by SUNYIT against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Requests for Disclosure

SUNYIT will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Directory Information

A student may prevent the release of directory information by contacting the public affairs office, phone 315-792-7113; fax 315-792-7407, before the first Friday of each semester. A request for an information hold is valid for one semester and must be resubmitted each subsequent semester. Student directory information will not be released for commercial use.

SUNYIT designates the following items as directory information: student name, parent's name, address, telephone number, date and place of birth, major field of study, class schedule/roster, full- or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, and photograph. SUNYIT may disclose any of those items without prior written consent, unless the public affairs office is notified

in writing to the contrary before the first Friday of each semester.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the registrar to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. SUNYIT may comply with the request or it may decide not to comply. If it decides not to comply, SUNYIT will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, SUNYIT will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by the provost (or designee). The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be advised by one or more individuals, including an attorney. Advisors are limited to speaking only to the student during the hearing.
5. SUNYIT will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If SUNYIT decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If SUNYIT decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If SUNYIT discloses the contested portion of the record, it will also disclose the statement.

Medical Review Policy

A medical review proceeding can be initiated for a student by directing information to the provost or designee for an initial judgment of whether the process should be invoked. If information indicates that a student's continued

presence on campus constitutes a serious threat to the health or safety of individuals of the campus community or a serious disruption of the normal conduct of SUNYIT functions, the provost or designee will give written notice to the student requiring that the student cooperate in an appropriate medical or psychological evaluation as determined by the provost or designee. This notification will advise that the student has the right to present medical documentation secured independently and to be accompanied by a support person (friend, relative, faculty member, medical/mental health staff person). Failure to appear for a medical evaluation may result in an involuntary medical dismissal without further process. Official notification of the involuntary medical dismissal will be sent from the president of SUNYIT. Interim suspension may be invoked by the provost or designee while proceedings for medical review are in progress.

Following the medical evaluation, the provost or designee will receive a report and recommendations from the appropriate staff persons. Some examples of possible outcomes include referrals to medical or mental health agencies, changes in the campus residence, and involuntary medical dismissal. Should involuntary medical dismissal be recommended, and should the provost or designee concur, the recommendation will be forwarded to the president for notice to the student, to be sent within forty-eight (48) hours of the medical evaluation. Involuntary medical dismissal is normally for at least one (1) semester. Following that period, a student may apply to the provost or designee for readmission, presenting, in writing, evidence of treatment for the condition originally identified. If the evidence is appropriate, the provost or designee will arrange for a new evaluation and, depending on the outcome of that evaluation, may recommend to the president continuation of involuntary medical dismissal or readmission.

Notification of Student Fatality or Serious Injury

Members of the SUNYIT community are encouraged to notify the associate provost for student affairs office if word is received about a student death or serious injury. SUNYIT has established a protocol to offer assistance to the student or his/her family.

Student Academic Grievance Procedures

This document describes the process by which grievances or expressions of concern by students – against members of the faculty or administration – are to be considered and resolved. Department chairs/program coordinators shall serve as a resource for questions or concerns about the process.

A student who believes that he/she has been subject to inappropriate, capricious, or arbitrary treatment by a

member of the faculty or administration, shall follow these steps:

- 1) First, schedule a meeting with the faculty or administration member to discuss concerns. Every attempt should be made to resolve the potential grievance at this level.
- 2) If the student believes that the issue has not been resolved, the student should then schedule an appointment with the department chair/coordinator or administrative supervisor who will attempt to facilitate an informal resolution.
- 3) If this fails, the student may submit a letter of appeal to the department chair/coordinator (or administrative supervisor), which must be sent no later than two weeks after the completion of step 2 and within four weeks of the time the dispute originated.

Upon receipt of a letter of appeal, the department chair/coordinator (or administrative supervisor) shall consult with both the student and the faculty or administration member and formulate a written letter of appeal recommendation. The recommendation shall be completed and issued to the student and faculty or administration member within four weeks of receipt of the letter of appeal.

If the student feels that further deliberation is necessary, he/she may submit a letter of appeal to the provost. The provost shall review the recommendations of the department (or administrative supervisor) to ensure diligence of consideration and deliberation. Within four weeks, the provost will either affirm the recommendations of the department (or administrative supervisor), or the provost may choose to make other recommendations. The provost shall communicate the results of his/her review to the appropriate parties. In matters of grade dispute, recommendations of a department chair or program coordinator (or administrative supervisor) and the provost are advisory only and are not binding on an instructor.

SUNYIT'S Communication with Parents/Guardians

SUNYIT is guided by the principle that students' involvement in their own education enhances their learning and development. In keeping with this principle SUNYIT considers its primary relationship to be with its students. This position is consistent with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA), which guarantees the privacy of educational records. All rights accorded under this law transfer to the student, regardless of age at the time of enrollment at a post-secondary educational institution. When SUNYIT determines that circumstances merit contacting a parent or guardian or feel that a situation cannot be rectified without contacting a parent or guardian, SUNYIT may do so subject to law and policy.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/DISCRIMINATION

Affirmative Action/Equal Opportunity Policy

Pursuant to University policy, the University is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to human resources (315-792-7191) or to the student affairs office (315-792-7505). Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. [646-428-3800](tel:646-428-3800); e-mail OCR.NewYork@ed.gov.

An Equal Employment and Educational Opportunity Institution

SUNYIT, in compliance with federal law (Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973), does not discriminate on the basis of race, color, national origin, handicap, sex, religion, sexual orientation, gender identity, or age in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. The policies of the Board of Trustees of the State University of New York also require that personal preferences of individuals which are unrelated to job or academic performance, such as sexual orientation, shall provide no basis for judgment of such individuals.

Discrimination Complaint/Grievance Procedures

Students alleging sexual harassment or discrimination brought about by the action of an employee of SUNYIT may use the SUNY Discrimination Complaint Procedure. In most cases, the deadline for filing a complaint against an employee of SUNYIT is within 90 calendar days of the alleged discriminatory act. A student who files a complaint with SUNYIT is also entitled to file a complaint with external regulatory agencies.

The associate vice president for human resources and special projects is the designated coordinator in SUNYIT's continuing compliance with relevant federal and state laws and regulations with respect to non-discrimination issues and allegations of sexual harassment brought against an employee of SUNYIT. The associate vice president for human resources and special projects also serves as SUNYIT's Title IX coordinator and affirmative action officer. The human resources office may be consulted during regular business hours on the ground floor of Kunsela Hall (A011) or by calling 315-792-7191.

Student complaints alleging sexual harassment by another student should be directed to the judicial officer, located in the campus life office, for adjudication via the student judicial system.

Sexual Harassment

SUNYIT is committed to maintaining a learning and working environment which is free of inappropriate and unwelcome sexual conduct and communication, especially when the behavior creates a hostile or intimidating learning environment for a student. Employees and agents of SUNYIT are prohibited by policy from engaging in any behavior which could be defined as sexual harassment.

Policy Statement on Sexual Harassment

SUNYIT is committed to maintaining a learning and working environment which is free of inappropriate and unwelcome sexual conduct and communication, especially when the behavior creates a hostile or intimidating academic or working environment. Employees and agents of SUNYIT are prohibited by policy from engaging in any behavior which could be defined as sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission is made an explicit or implicit term or condition of a student's academic progress or an individual's employment; 2) submission or rejection is used as the basis for academic decisions affecting an individual; or 3) such conduct substantially interferes with a student's or employee's work performance or creates an intimidating, hostile, or offensive academic or working environment.

The information in this student handbook is current as of August 1, 2014. SUNYIT reserves the right to cancel any program described herein and to change any rules governing curriculum, administration, tuition, fees, admissions, regulations affecting students, dates, and program content. Should a mid-year revision occur, students will be notified when the update is available online.

Each registered student at SUNYIT is expected to have knowledge of the information contained in this handbook and in other SUNYIT publications. Consult the current undergraduate and graduate catalogs for complete information on SUNYIT's academic policies and programs.

EMERGENCY SERVICES

All Campus Emergencies

University Police Department, Kunsela Hall

On campus 7111

Off campus..... 792-7111

On-Campus Emergencies

Health & Wellness Center,

Oriskany Hall 792-7172

Maynard Fire/EMT 911

Off-Campus Emergencies

(from off-campus telephones only)

Utica City Fire Department..... 911

Utica City Police 911

New York State Police 911

Kunkel Ambulance..... 911

Personal Crisis Services

Campus Counseling Center 792-7172

MCAT (Mobile Crisis Assessment Team) 732-6228
(Suicide and mental health crisis)

YWCA Domestic & Sexual

Violence Services 797-7740

Herkimer County

Domestic Violence Hotline 866-4120

Herkimer County

Rape Crisis Hotline - 24 hrs 866-4120

Campus Lost and Found 792-7222