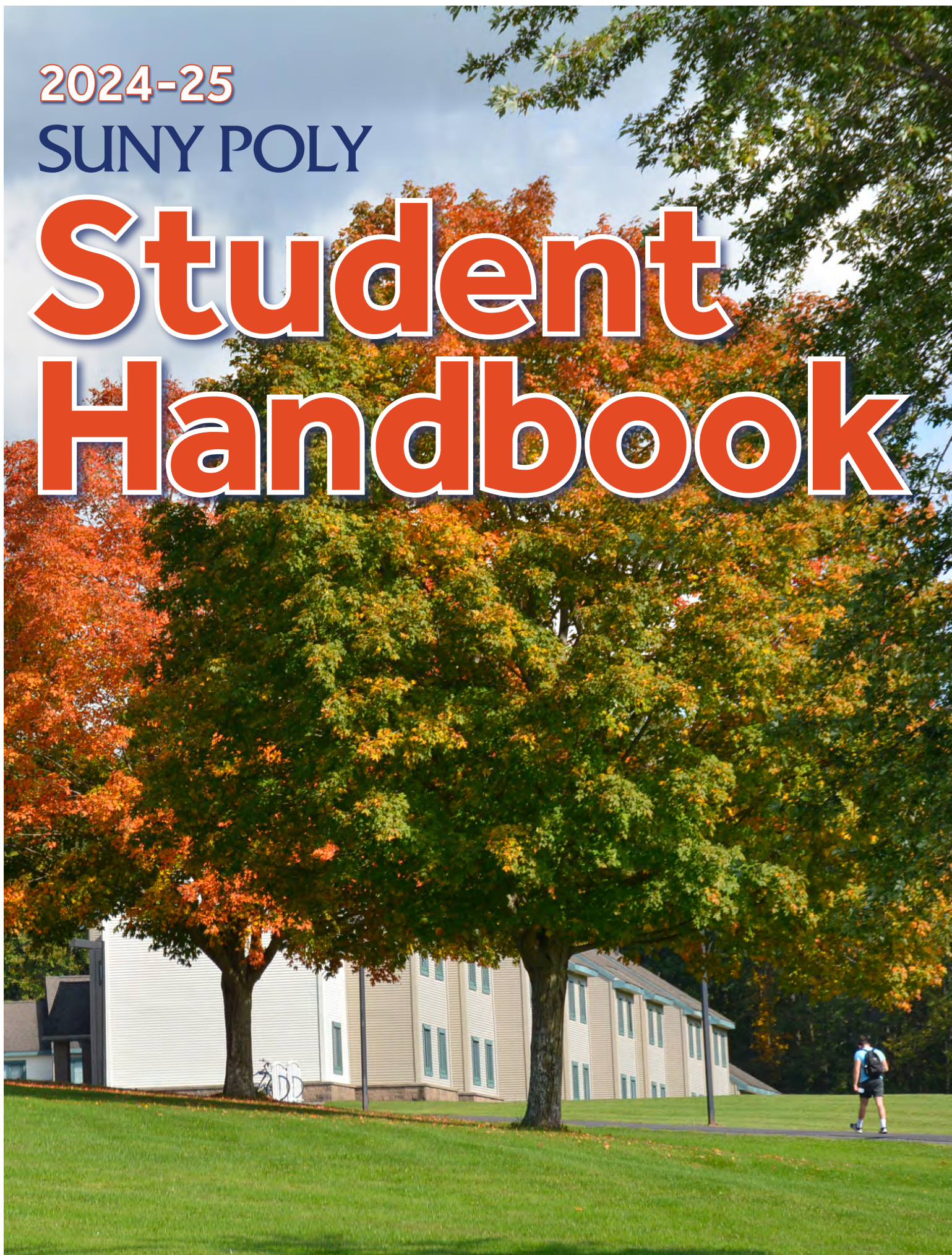


2024-25

SUNY POLY

# Student Handbook



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## Welcome to SUNY Poly

Welcome!

The SUNY Poly student handbook is a centralized source of campus resources to assist you in your college experience. It includes general information about the campus and specific information concerning institutional policies and procedures.

As a registered student at SUNY Poly, you are expected to be aware of the information contained in this handbook. Your responsibility for adhering to the policies and procedures in the handbook is not waived due to a failure to read them, so please spend some time familiarizing yourself with the content. Equally important is your understanding of all of the support services offered to you at SUNY Poly, and the rights, privileges and expectations you have as student.

The information in this student handbook is current as of August 22, 2024. SUNY Poly reserves the right to cancel any program described herein and to change any policies or procedures governing curriculum, administration, tuition, fees, admission, regulations affecting students, dates, and program content. As information is added and/or updated we will post it to our website, sunypoly.edu, and any substantive change to a policy will be sent to all students in writing.

Please consult the current undergraduate and graduate catalogs for complete information on SUNY Poly's academic policies and programs.

Best wishes for the year ahead. Please do not hesitate to reach out any office or department noted within, or contact me if you need continued assistance with anything noted in our student handbook.

Jennifer R. B. Adams, Vice President for Student Affairs and Dean of Students

Kunsela Hall A221 (315) 792-7505

## Student Services

### Admissions (Undergraduate)

**Kunsela Hall, Room A108, (315) 792-7500**

[admissions@sunypoly.edu](mailto:admissions@sunypoly.edu)

As the gateway to the college, the Office of Undergraduate Admissions is the first point of contact for prospective students interested in SUNY Poly.

The Admissions Office assists prospective students and their families in learning as much as possible about SUNY Poly, such as providing general information about our undergraduate programs, application process, and our admissions requirements. While on campus, our visitors will receive a campus and residential tour provided by a student ambassador.

In addition to the campus tour, the Admissions Office hosts a number of in-person and virtual events 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 SUNY Poly. Each year, Admissions recruits energetic students for the student ambassador

program. If you have interest in becoming a student ambassador and are excited to share your college experience with others, we encourage you to contact the Admissions department to learn more!

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## **Accelerating Completion through Engagement (ACE)**

**Cayan Library, Room L115, (315) 792-7254**

[ace@sunypoly.edu](mailto:ace@sunypoly.edu)

The goal of the Accelerating Completion through Engagement (ACE) program is to help students overcome financial barriers while maintaining the academic momentum to complete their bachelor's degree within four years. The integrated supports and engagement activities serve to create a connected community of participants, enhancing a sense of belonging.

Benefits of being an ACE participant include:

- Over \$1000/year in financial assistance for tuition support, textbooks, and travel
- Personalized, comprehensive support and advising by dedicated ACE Advisors
- Academic support assistance
- Career counseling and development
- Enrichment programming
- Priority registration
- Opportunities for winter and summer courses

To remain eligible in the ACE program, students must commit to the following:

- Enroll in a minimum of 15 credits per semester to earn at least 30 credits per academic year
- Commit to graduating in four years
- Apply & remain eligible for Pell, TAP and/or Excelsior
- Attend up to two advisement sessions per month
- Agree to participate in ACE enrichment programming and activities
- Enroll in approved courses
- Discuss all status changes, course changes, or academic performance concerns with an ACE Advisor in a timely manner
- Seek tutoring from the Learning Center if recommended by an ACE Advisor
- Fulfill any career related requirements assigned by a career counselor

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## **Auxiliary Services**

**Kunsela Hall, Room B112, (315) 792-7341**

[ca@sunypoly.edu](mailto:ca@sunypoly.edu)

### **Campus Store – Wildcat Den**

(315) 792-7257

wildcatden@sunypoly.edu

The Wildcat Den is operated by the SUNY Polytechnic Auxiliary Services Corporation and is located on the first floor of Kunsela Hall and online at [www.sunypolywildcatden.com](http://www.sunypolywildcatden.com). The Den is your one-stop-shop for all of your school spirit items, academic supplies, and personal needs.

Store hours are Monday through Friday, 8:30 am to 4:30 pm, during the academic year. In the summer months, the Den is open Monday through Thursday, 8:00 am to 4:00 pm and 8:00 am to 12:00 pm on Fridays. The Den is closed on Saturday and Sunday. Check for pop up events and extended hours on the SUNY Poly website under Auxiliary Services, [www.sunypoly.edu/aux-services](http://www.sunypoly.edu/aux-services).

### **Textbooks - TextbookX**

The Auxiliary Services Corporation contracts with Vital Source that is powered by TextbookX.

TextbookX simplifies the textbook process for students while providing a variety of physical and digital textbook formats. All courses, required materials, and pricing options are displayed in a personalized, easy-to-use page when you log in with SITNet ID and password. Textbooks can be shipped to the student's home or to the Wildcat Den. Digital course material is emailed. TextbookX also offers a wide selection of academic supplies along with their own line of SUNY Poly apparel and gifts.

Textbook buybacks are completed through the TextbookX website. Students are able to sell their used or unwanted textbooks for sale on the marketplace.

Please visit the help page at <https://sunypoly.textbookx.com/help> or reach out to TextbookX customer service at 855-955-0398 with any questions.

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### **Bursar / Student Accounts Office**

**Student Services Center, Kunsela Hall, Suite A208-A210, (315) 792-7412**

[bursar@sunypoly.edu](mailto:bursar@sunypoly.edu)

The Bursar's Office, located on the second floor of Kunsela Hall, is the focal point for the billing and collection of student account balances and the distribution of refunds of tuition or excess financial aid. 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, financial holds, and refunds. Refunds of excess financial aid or tuition are made available as they are received in accordance with state and federal regulations.

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### **Bus Service**

Bus service is provided by Centro Bus Service and passes are available for students to purchase. Current schedules and passes can be obtained at the Centro Bus Hub located at 15 Elizabeth St in Downtown Utica or on the Centro web page [https://www.centro.org/service\\_schedules/service-area-oneida-county](https://www.centro.org/service_schedules/service-area-oneida-county).

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### **Career Services**

**Kunsela Hall, Room B101, (315) 792-7165**

[careerservices@sunypoly.edu](mailto:careerservices@sunypoly.edu)

Career Services is your one stop for professional development and career readiness. Career Services provides a variety of services to students to guide toward next steps beyond life at SUNY Poly. The office is more than just a resource for juniors and seniors. The office will work with students from the moment they first begin their studies at SUNY Poly as well as after they leave. The office offers students help with developing a robust set of skills and experiences employers seek to prepare for internships, community service, employment and further education.

The office hosts events throughout the year such as Career Fair and Industry Spotlight to help students develop career readiness and expand your network. Students can attend workshops on resume building, creating an effective cover letter, interview preparation and networking, to name a few. Employers visit campus throughout the year to recruit SUNY Poly students.

Resources such as Handshake and BigInterview are available for students and alumni to help with career readiness and job and internship searches.

Visit the website, <https://sunypoly.edu/career-services> to discover all Career Services has to offer or stop by the office to meet the staff.

Follow on Instagram - sunypolycareerservices and Facebook - <https://www.facebook.com/sunypolycareerservices>.

## **Collegiate Science and Technology Entry Program (CSTEP)**

**Kunsela Hall, Room B101, (315) 792-7151**

[CSTEP@sunypoly.edu](mailto:CSTEP@sunypoly.edu)

SUNY Poly is one of more than 40 New York State colleges offering student services through its CSTEP, (Collegiate Science and Technology Entry) program.

Funded through a grant from the New York State Education Department, CSTEP works to increase the number of historically underrepresented as well as economically disadvantaged students who are or may be thinking of pursuing a degree in engineering, mathematics, science, technology, and health related fields of study.

CSTEP offers students a wide range of support such as:

- Research/internship opportunities - geared toward providing hands-on experience and exposure to the professions and fields of students' interests.
- Professional development, networking, and skill-building seminars -- Scholars receive regular career and academic guidance
- Opportunities to attend workshops/conferences
- Tutoring services available through peer and faculty tutors
- Opportunities for presentation of student research/capstone projects - CSTEP provides stipends for student researchers
- Financial assistance with graduate test preparation (such as GRE, GMAT, MCAT)
- Access to the CSTEP book loan library and Laptop Loaners

Student requirements for admittance and continuation:

- Must be enrolled full-time
- Maintain an academic standing of at least a 2.25 GPA
- Be a United States citizen and/or permanent resident
- A New York State resident for at least 12 months
- Be majoring in an eligible STEM (Science Technology Engineering and Mathematics) major; health related, or other majors leading to professional licensure in NYS Licensed Professions
- African American, Latino/Hispanic American, Alaskan native, Native American, or demonstrate economic disadvantage (all ethnicities) based on New York State eligibility income criteria
- Commit to attending CSTEP programs/events throughout the academic year

## **Commencement**

Commencement ceremonies are held in May in the Wildcat Field House. All candidates for degrees are required to wear academic regalia, available from the campus store. Students planning to graduate are required to complete a graduation application in order to reserve their cap and gown and to contact the Registrar's Office. More information about commencement is available at [www.sunypoly.edu/commencement](http://www.sunypoly.edu/commencement).

## **Commencement Regalia & Adornments**

At SUNY Poly and many other campuses, it is traditional to decorate commencement regalia with specific adornments signifying that a specific honor or recognition has been achieved. Exceptional academic achievement and/or contribution to the advancement of the institution may be rewarded with appropriate decoration for commencement regalia, and must be submitted for prior approval.

The most current adornment policy and process for applying for approved commencement adornment can be found here; [www.sunypoly.edu/adornment-policy.html](http://www.sunypoly.edu/adornment-policy.html)

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## **Educational Opportunity Program (EOP)**

**Cayan Library, Room L146, (315) 792-7199**

The Educational Opportunity Program provides access, academic support and financial aid to qualified students who show promise for succeeding in college but who may not have otherwise been offered admission. At SUNY Poly, support services include tutoring, personal counseling, career planning, and financial support. EOP students must meet specific academic and economic criteria in order to be admitted into the program. First-year EOP students are required to participate in a summer program designed to reinforce student success.

Due to the size of SUNY Poly's EOP program, transfer admission into EOP is limited, and preference is given to transfer candidates previously enrolled in EOP, HEOP, SEEK or the College Discovery Program.

EOP students are required to meet with program staff on a regular basis. Mandatory group meetings occur each semester. EOP students interested in pursuing an advanced degree may be eligible for graduate opportunity program (GOP) funding. Please email [prestm@sunypoly.edu](mailto:prestm@sunypoly.edu) for more information.

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## **Financial Aid**

**Student Services Center, Kunsela Hall, Suite A208-A210**

**(315) 792-7210; fax: (315) 792-7220**

[finaid@sunypoly.edu](mailto:finaid@sunypoly.edu)



Approximately 71% of students who apply receive some form of financial aid at SUNY Polytechnic Institute. All students are encouraged to apply for assistance. Aid comes in a variety of forms, including grants, loans, and federal work-study. 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.

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## **Graduate Admissions**

**Kunsela Hall, Room A217, (315) 792-7347**

[graduate@sunypoly.edu](mailto:graduate@sunypoly.edu)

The Graduate Admissions Office provides students with information on SUNY Poly graduate programs, admission requirements, and the application process. Interviews (in-person, phone, or virtual) for prospective graduate students are available by appointment. A limited number of GMAT fee waivers (valued at \$250 each) are available for SUNY Poly undergrads with demonstrated financial need. Contact the Graduate Admissions Office for more information.

SUNY Poly offers a variety of options for graduate study including:

Master of Science (MS) degree programs in computer science, data science & analytics\*, family nurse practitioner\*; Certificates for Advanced Study (CAS) in computational mathematical modeling, and family nurse practitioner\* (\*Offered hybrid on the Utica campus, with several courses available online)

Online:

Master of Science (MS) degree programs in advanced technology, accounting, health informatics, information design & technology, network & computer security, nursing education; Master of Business Administration (MBA) degree program in technology management with concentrations in accounting and finance, business management, health



informatics, human resources management, and marketing management; Certificates for Advanced Study (CAS) in data analysis, forensic accounting & valuation, psychiatric mental health nurse practitioner (PMHNP), and nursing education; (DNP) Doctor of Nursing Practice with a specialization in psychiatric mental health nurse practitioner (PMHNP)

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## **Institutional Advancement**

**Kunsela Hall, Room B234, (315) 792-7273**

**Alumni Association:** [alumni@sunypoly.edu](mailto:alumni@sunypoly.edu)

**Foundation:** [foundation@sunypoly.edu](mailto:foundation@sunypoly.edu)

Institutional Advancement works to foster a sense of community among all members of the SUNY Poly family: past, present, and future. Within the Office of Institutional Advancement is the Alumni Association, which offers volunteer and financial support from current students and alumni, making numerous contributions to SUNY Poly, including sponsoring events and enhancing our campus. The Alumni Association engages with SUNY Poly alumni through a variety of communications, including a bi-annual magazine called The Bridge Magazine, and outreach, through various regional alumni events. The Alumni Ambassador Program is comprised of alumni who volunteer their time to speak with current students and spread the word about SUNY Poly at various admission events. The Office of Institutional Advancement is also the home to the SUNY Poly Foundation, which provides valuable scholarship support to benefit students.

To learn more about the SUNY Poly Alumni Association, please visit <https://sunypoly.edu/alumni.html>. To learn more about the SUNY Poly Foundation, please visit <https://sunypoly.edu/foundation.html>

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## **International Admissions**

**Kunsela Hall, Room A217, (315) 792-7219 DSO**

**[international@sunypoly.edu](mailto:international@sunypoly.edu)**

International Admissions assists prospective international students from all over the world with services relevant to the admission process at both the undergraduate and graduate level. The international admissions office assists students in navigating the admission process to include the application process, academic background review, and eligibility for admission and merit scholarships. The international admissions office is responsible for issuing the initial I20 form.

For more information, please visit [International Admissions](#).

## **International Student Services**

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**Student Center, SC110, (315) 792-7524**

**[iss@sunypoly.edu](mailto:iss@sunypoly.edu)**

The International Student Services (ISS) office serves all SUNY Poly international students with immigration advising and adjustment to SUNY Poly and life in the U.S. The ISS is the primary point of contact for current international students seeking information about immigration regulations, requirements, and benefits such as employment authorization. ISS supports students' cultural adjustment, engagement on campus, and development within the SUNY Poly community.

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## **Mail and Packages – Residential Students**

Resident student mailboxes are located in the residence halls. Students pick up larger packages in the package room in Kunsela Hall Print Shop. Students will receive an email notification when they receive a package and the hours available to pick up the package. Students and families should note that package delivery date will NOT be the same date that the vendor indicates the package is delivered to campus. Upon arrival to campus, the package will be inventoried, sent to the package room, sorted and notifications will be sent for pick up. Please allow several business days beyond the original shipper's deliver date for packages to arrive. Major carriers are all notified that they are unable

to drop packages at resident student buildings and all packages are routed to central receiving. Central receiving does not accept packages on weekends. Keep these parameters in mind when ordering medications or perishables.

To send campus mail, first-class mail or a package to a resident student, send it to their campus address using the following format;

**(students name)**  
**SUNY Polytechnic**  
**755 Residential Drive**  
**Box #**  
**Utica NY, 13502**

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**Multicultural Affairs & The Multicultural Student Center**  
**Cayan Library, Room L146, (315) 792-7199**

Multicultural Affairs serves to remind each student, faculty, and staff member that SUNY Poly is a multicultural campus that celebrates what everyone has to contribute. The Multicultural Center provides a safe space for education and celebration of the many diverse cultures that make up the SUNY Poly community. The center provides a welcoming, supportive, and inclusive environment for all students, staff, faculty, and community partners. The Multicultural Center will highlight multicultural awareness and appreciation.

Melissa Prest – Assistant Dean of Students [prestm@sunypoly.edu](mailto:prestm@sunypoly.edu)

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**Peter J. Cayan Library**  
**(315) 792-7245**  
[library@sunypoly.edu](mailto:library@sunypoly.edu)

Cayan Library offers support for in-person and online study, research, and teaching. Offering study rooms, conference rooms, individual study tables, carrels, and desks, the library is a great place for individuals and groups to work. There are more than 50 computers with a variety of basic and course-specific software on the first floor and in the computer classroom on the second floor. Black and white printing, copying, and scanning are available when the library is open. The Cayan Library is also home to a variety of essential offices and services including the IT Helpdesk, Student Accessibility Services (including testing accommodations), Multicultural Affairs and EOP, Learning Center, Writing and Communications Center, and Academic Student Success, and ACE.

The Library provides access to a wide range of research resources, including over 75 online research collections and databases through the Search Everything discovery system on the library's home page. Librarians work diligently to provide the best access to hundreds of thousands of ebooks, print books, scholarly journals, and other research and learning materials. In addition to the materials accessible on campus, the Cayan Library provides fast and effective Interlibrary Loans so that SUNY Poly students, faculty, and staff have access to research materials from around the world. In response to student demand, the library has recently added tabletop games, films, and leisure reading, including graphic novels and manga.

To support student learning, the library strives to acquire new textbooks each semester. While electronic books are preferred, some physical textbooks are held at the library service desk for in-library use, scanning, or copying. To see the list of available textbooks, check out the library homepage under News or Reserves.

Librarians provide a variety of professional services, including assistance with assignments, research, and citations, which are offered in person during daytime hours and 24/7 via online chat. Librarians are also available by appointment for more in-depth research and citation help via Poly's tutor scheduler, TracCloud. For further details and to see the variety of services and platforms available from the Cayan Library, visit [sunypoly.edu/library](http://sunypoly.edu/library).

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### **Poly Pantry**

**Kunsela Hall, Wildcat Den, B112**

[studentaffairs@sunypoly.edu](mailto:studentaffairs@sunypoly.edu)

Poly Pantry Is an on-campus resource that is available for any enrolled SUNY Poly student who may be experiencing food insecurity or just needs a helping hand. The pantry offers food and personal items in a sitgma free environment. The pantry is located inside the Wildcat Den in Kunsela Hall. Items vary and are while supplies last. Some of the items that the pantry tries to keep stocked are canned goods, pastas, cereal, peanut butter, snacks, and hygiene items. Hours vary each semester and can be found by visiting [here](#).Registrar

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### **Student Services Center, Kunsela Hall, Suite A208-A210, (315) 792-7262**

[registrar@sunypoly.edu](mailto:registrar@sunypoly.edu)

The Registrar's Office, located in the Student Services Center, is responsible for maintaining student academic records and 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 readmission after dismissal. The Registrar's Office is the certifying official for Veterans' Education Benefits.

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### **Veterans' Services**

**Student Services Center, Kunsela Hall, Suite A208-A210, (315) 792-7263**

The veteran certifying official, located in the registrar's office, provides educational benefits assistance and certification of benefits for military veterans, military dependents, reservists, and active duty military personnel.

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### **Voter Registration**

**Center for Student Involvement, Student Center, Room SC105**

SUNY Poly encourages all eligible students to register to vote and to become involved in the American democratic process. Each year, voter registration information forms are available to all SUNY Poly 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 Center for Student Involvement, (315) 792-7530, or the New York State Voter Registration Hotline: 1-800-FORVOTE.

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### **Getting Help**

**Wellness Center: Health & Counseling Services**

**Location: Oriskany Hall Suite B**

**315-792-7172, Fax: 315-792-7371**

[wellnesscenter@sunypoly.edu](mailto:wellnesscenter@sunypoly.edu)

**Wildcat Wellness Student Health Portal: [myhealth.sunypoly.edu](http://myhealth.sunypoly.edu)**

SUNY Poly values the health and well-being of all students as well as the campus community. The Wellness Center features medical, mental health and wellness promotion services that support and enhance the educational experience for SUNY Poly students.

The Wellness Center is currently (temporarily) located in Oriskany Hall, Suite B while the Campus Center is being renovated. Office hours during the academic semesters are Monday through Friday 8:30 am to 4:30 pm. There are no clinical or counseling services offered during the summer months.

The Wellness Center operations are supported by the student health service fee which provides registered students comprehensive and confidential health and counseling support on campus and through tele-health options as appropriate. Appointments are preferred and can be made by calling 315-792-7172. Walk-ins are welcome and will be accommodated accordingly.

The Wellness Center is staffed by licensed and experienced medical and mental health professionals. All SUNY Poly students pay a mandatory health service fee that covers services at the Wellness Center. Most services at the center are provided at no cost and no insurance billing occurs from the center. Health care and counseling services are provided to students regardless of their private medical insurance coverage.

### **Medical Services:**

Sick, injury and preventative care is provided by licensed medical professionals in a confidential environment. Appointments are recommended; however, walk-ins will be scheduled accordingly.

- Medical evaluation, treatment & follow-up care
- GYN examinations, birth control, STD testing, etc.
- Laboratory services: On campus – rapid strep, mono, HIV, etc., Off-campus – nationally recognized laboratory pick-up service of specimens for testing
- Medications – prescription & over the counter
- Medical Equipment/Supplies– crutches, wheelchair, bandages, slings, etc.
- Self-Care Station - Band-Aids, cough drops, lip balm, tissues, hot/cold packs, etc.
- Referrals – to private practitioners, community agencies, etc.

### **Counseling Services:**

Mental health counseling services provide an important function in the mission of the Wellness Center as it can assist students with overcoming life challenges, enhancing academic success, promoting positive changes in behavior, providing unconditional support, developing healthy coping strategies, and improving overall mental well-being. Counseling Services are confidential and provided by licensed mental health counselors.

Tele-psychiatry services are also offered through SUNY Upstate Medical University Department of Psychiatry. The SUNY-STPN program provides remote assessment, treatment planning, short-term psychotherapy and initial medication management. All referrals for tele-psychiatric services are coordinated through the on-campus mental health counselors.

- Short-term individual counseling is provided for psychological and emotional concerns such as adjustment, depression, stress, anxiety, relationship problems, family problems, low self-esteem, gender and or sexual identity
- Crisis services for students in need of immediate assistance during business hours
- Tele-counseling upon request for students residing in New York State
- Group counseling offered upon request
- Counselors serve as consultants to students, Faculty and Staff who have questions about mental health issues/general mental health questions and to provide advise/resources
- Counselors are trained in Question, Persuade, Refer (QPR) Suicide Prevention and Mental Health First Aid (MHFA). These trainings are available to the Poly community for professional development and to increase knowledge on mental health and suicide prevention

### **Wellness Promotion Services:**

Wellness Promotion services provides educational resources and initiatives to students and the campus community on how to reduce high-risk behaviors and promote healthy lifestyle choices. Wellness Promotion focuses on continuing education, prevention-based initiatives and opportunities for behavior modification to improve personal

health and place value on creating an environment that promotes and supports well-being for the entire campus community.

Services provided include:

- Health and wellness educational literature and resources
- Alcohol and other drug prevention and education
- Health coaching with necessary referrals (sleep, stress management, nutrition, sexual health, etc.)
- Prevention focused programs such as flu vaccination clinics and a Wellness Fair
- Smoking cessation assistance
- Health/fitness classes and stress management initiatives such as therapeutic massage services and therapy dogs

## **Wellness Center Student Health Requirements and Insurance Information**

### **Health Requirements to Attend SUNY Poly:**

*All students are required to provide the following health documents to the Wellness Center before August 1 for fall admission and January 1 for spring.*

**Immunizations – Mandatory for all students registered for six (6) or more credits and all residential students. Non-compliant students will be de-registered pursuant to the directives of the law.** *Students who are in 100% online classes and who will not be present on campus, compliance is not required. Student athletes and nursing students have additional health requirements. Please refer to those respective departments for details.*

**Measles, Mumps and Rubella (MMR)** – NYS Health Law § 2165 requires all students provide documentation of immunity to MMR. Persons born prior to 1/1/57 are exempt from the MMR requirement.

- **Measles Documentation Required:** Two dates of immunization no more than 4 days prior to the first birthday or date and results of positive measles titer or physician diagnosis of disease.
- **Mumps Documentation Required:** Date of immunization no more than 4 days prior to the first birthday or date and results of positive mumps titer or physician diagnosis of disease.
- **Rubella Documentation Required:** Date of immunization no more than 4 days prior to the first birthday or date and results of positive rubella titer.

**Meningococcal Meningitis** – NYS Health Law § 2167 requires students to provide the following documentation:

- Proof of meningococcal immunization(s) given within the past 5 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). The Meningococcal Information Response Form is available on the SUNY Poly Wellness Center website and the Wildcat Wellness Student Health Portal at [myhealth.sunypoly.edu](http://myhealth.sunypoly.edu)

### **Health History and Physical Examination**

All students taking 12 or more credits must provide a physical examination (with complete review of systems) completed and signed or stamped within the last 2 years by either a physician, nurse practitioner or physician's assistant. A physical exam is required for all part-time students that utilize services at the Wellness Center and all residential students regardless of credit hours. Any student under 18 must have the second page of the Health History and Physical form signed by a parent or legal guardian to provide authorization for medical care at the Wellness Center.

### **Medical Insurance**

**Domestic Students** – SUNY Poly does not offer a University plan for domestic students but strongly encourages that all students have adequate health insurance coverage. For students needing assistance with obtaining health insurance please go to the NYS Official Plan Marketplace to shop for, compare and enroll in a health insurance plan. For more information on the NY State Health Plan Marketplace: <https://nystateofhealth.ny.gov/>

If you need additional assistance, Health Insurance Navigators are an excellent resource.

<https://info.nystateofhealth.ny.gov/NavigatorDirectory>

### **International Students – International Student Medical Insurance Policy**

The State University of New York requires that all international students (on F1 or J1 Visas) entering the country for study or research, or any US student studying abroad in a SUNY sponsored program purchase the International Student Health Insurance policy. Medical insurance information is provided upon admission and students are automatically enrolled and billed.

F-1 students who are hired as research or graduate assistants by New York State or the Research Foundation may opt to purchase the state's employee health insurance policy in lieu of the required SUNY International Student Health Insurance policy. Eligible students will be contacted by Human Resources to discuss their options once they are hired by the University.

### **Enrollment & Billing Questions**

Contact the Bursar's Office: [bursar@sunypoly.edu](mailto:bursar@sunypoly.edu) | [315-792-7214](tel:315-792-7214)

### **NYS Employee Health Plan Enrollment**

Contact the Office of Human Resources: [HR@sunypoly.edu](mailto:HR@sunypoly.edu) | [315-792-7191](tel:315-792-7191)

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## **Care Team and Care Team Case Management**

Care is a SUNY Polytechnic Resource Team that promotes and seeks to maintain safety and health by identifying and assisting struggling students by connecting them to services, some of which may include mental health care and/or safety intervention. As the campus threat assessment and intervention team, Care also addresses challenging, disruptive, or harmful behavior and situations by providing interventions that are aimed at community safety and student success.

The Care Team does not possess punitive authority at SUNY Poly. While the Care Team can make referrals to Community Standards, generally Care Team interventions are not part of conduct and are intended to avoid conduct charges and prevent long term academic implications for students.

The Care Team membership, Care Team Processes and an overview of Care Team Assessment Tools are available at [www.sunpoly.edu/care](http://www.sunpoly.edu/care).

The Care Team prioritizes privacy and discretion and maintains communication only with appropriate offices and individuals. Examples of concerns that the Care Team often supports and assists in resolving include but are not limited to:

- Depression
- Concerning academic performance, particularly when in conjunction with other personal concerns
- Disordered eating
- Cutting
- Serious injury or illness
- Death of a student
- A missing student
- Immediate danger/harm
- Sexual assault
- Worrisome or unusual behavior
- Disruption in classroom or residence hall
- Threats, stalking, intimidation
- Hate crimes

There are often many outward signs that a student is in distress. Reporting unusual or odd behavior that causes you concern may just be one more piece of a larger puzzle that the Care Team needs.

The Care Case Management Team is a sub-group of the Care Team. It includes SUNY Poly professionals, including Care Case Managers and staff members from Wellness, Accessibility Services and Student Affairs who collaborate to provide coordinated support to students who require broad and ongoing support for college success, but are not at a level of crisis that would be supported weekly by the Care Team. The goals of Case Management include timely support, improved academic and social outcomes for the student and to minimize redundancy or conflicting advisement and/or coaching.

There are a number of ways to refer students to the Care Team:

- 1) PREFERRED Submit a referral at [www.sunypoly.edu/Care](http://www.sunypoly.edu/Care)
- 2) Call 315-792-7505. The Chair and a Case Manager are accessible at this number.
- 3) Send an email to [careteam@sunypoly.edu](mailto:careteam@sunypoly.edu).

Students who are asked to meet with a member of the Care Team to discuss a concern, incident or situation are expected to do so, as the Care Team is often an early intervention to reach resolution and advance student success. A Care Team meeting request that is ignored or refused by a student can be referred to Community Standards as a conduct matter if there is a significant health or safety concern the student does not choose to attempt to address via Care Team support.

The Care Team does NOT handle emergencies or imminent threats. If there is present danger or an immediate crisis please contact University Police IMMEDIATELY at 315-792-7111.

## Student Accessibility Services Office

**Peter J. Cayan Library, L112, (315) 792-7170**

[sas@sunypoly.edu](mailto:sas@sunypoly.edu)

SUNY Polytechnic Institute welcomes individuals with disabilities. SUNY Poly values diversity and provides an inclusive learning community through the Office of Student Accessibility Services. Accessibility Services ensures students with disabilities have equal access to the complete college experience (i.e., equal access to all programs, services, and activities offered by the University). Students with a permanent or temporary disability are encouraged to contact the Office of Accessibility Services to discuss the resources and services available to accommodate their individual needs.



Disclosure of a disability, providing documentation supportive of the diagnosed condition, and disseminating their own accommodation plan is the student's responsibility. Although disability paperwork is processed through the Student Accessibility Services office and the exact nature of one's disability is kept confidential, a student's registration with the office may be shared with other personnel on campus only if it is required for them to complete their scope of work. Many students find disclosure useful in pursuit of their academic, social and/or personal goals and may also grant permission to the Office of Student Accessibility Services to discuss the nature of their disability with others in pursuit of these goals.

Students seeking accommodations and services must register through the Office of Accessibility Services. Depending on the nature of their condition, students are asked to provide sufficient and complete documentation from their medical provider, psychologist, former academic institution, and/or other appropriate professionals. Documentation must clearly identify the individual's disability, how said disability impacts the academic environment provided by SUNY Polytechnic Institute, and recommendations for appropriate and reasonable accommodations. Once the documentation has been reviewed by the Office of Accessibility Services, an appointment will be scheduled to discuss the request for accommodations. Accommodations are not retroactive, so timely requests are encouraged. Reasonable and appropriate accommodations are determined on a case-by-case basis upon review of relevant documentation, the interactive process with the individual student, and with consideration of the courses in which the student is enrolled.

Please keep in mind that each student's situation is unique, and documentation requirements may vary by situation. No student should delay registering with our office out of concern for not having appropriate paperwork.

The Office of Accessibility Services offers disability-specific accommodations, academic counseling, and advocacy services relevant to the needs of individuals with disabilities. The Office of Accessibility Services also serves as a National Voter Registration site. For further information regarding the services offered to students with disabilities, please contact the office via email at [sas@sunypoly.edu](mailto:sas@sunypoly.edu) or by telephone at (315) 792-7170. Students have the right to appeal decisions regarding accommodations and auxiliary aids if they believe the request for accommodations are not fulfilled in a way that is satisfactory to the student with a disability. Please consult the office website for information about grievance process.

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## **Faculty Advisor**

Every student is assigned a faculty advisor. Faculty advisors will help students plan their program of coursework and help them find answers to questions about personal academic goals, requirements, and regulations. Each student should share responsibility in the advising process by taking the initiative to seek advisement and to develop 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 SUNY Poly.
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 advance registration.
7. Discuss class requirements and grades with the advisor. Schedule a meeting to obtain 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.

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## **Office of the Chief Diversity Officer**

### **Diversity, Equity & Inclusion**

#### **Kunsela Hall B233, (315) 792-7338**

The Office of the Diversity, Equity, Inclusion and Belonging collaborates with the campus community to promote a welcoming and supportive climate; one valuing differences and inclusion for all students, faculty, and staff. The Vice President for Diversity, Equity, Inclusion and Belonging serves as SUNY Poly's Chief Diversity Officer and leads the development and implementation of co-curricular offerings in the areas of diversity, equity, and inclusion. The Office of DEIB aims to provide leadership in the cooperative creation and delivery of institution-wide diversity, equity, and cultural competency training programs.

The Vice President for DEIB also has oversight of Title IX and Bias Incident Reporting and Response Policy, included in this handbook. (see pages 87 and 106 )

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## **Legal Services**

### **Student Center, Room S218, (315) 792-7135**

The SUNY Poly Student Government at Utica has arranged for a local attorney to meet with students by appointment



to discuss legal concerns. Legal advice is provided to students free of charge. Students may contact the Student Government at Utica office to schedule an appointment with the attorney.

## **The Learning Center, Academic Student Success & Advising Center**

**Cayan Library, 315-792-7310, (315) 792-7312**

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 mastering course material, as well as professional tutors with advanced degrees in their fields. Tutors are available in writing, mathematics, physics, statistics, computer science, and other subject areas depending on need and the availability of qualified tutors. Visit [www.sunypoly.edu/learningcenter](http://www.sunypoly.edu/learningcenter) to see a list of courses with tutoring available and to sign up for an appointment.

The Director of Student Academic Success and Advising can assist with questions pertaining to degree audits, class scheduling, selecting or switching a major, advisor information, time management, GPA calculating, grade tracking, and study skills.

<https://sunypoly.edu/academic-success.html>

## **Campus Life**

### **Athletics & Recreation**

**Wildcat Field House, Room F220, (315) 792-7520 or (315) 792-7525**

[wildcats@sunypoly.edu](mailto:wildcats@sunypoly.edu)

SUNY Poly student-athletes participate in the National Collegiate Athletic Association's (NCAA) Division III Conference and compete in the E8 (Empire 8). Men's Volleyball competes in the New England Volleyball Conference. 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, softball, men's and women's volleyball and mixed golf. The intercollegiate coaching staff invites you to try out for a team, or to take part in the Wildcat athletics program by cheering on fellow students at all home games.



A large number of exercise opportunities, recreation and intramural sports programs are available for SUNY Poly 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.

One-credit physical activity courses are available through the College of Arts & Sciences. 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 information, feel free to stop by the Athletics Office or fitness center in the field house, call (315) 792-7520, or visit the athletics website, [wildcats.sunypoly.edu](http://wildcats.sunypoly.edu).

### **Athletic Facilities**

The athletic facilities are available for all SUNY Poly registered students. Students must have a current and valid student ID, which is non-transferable, for access to athletic facilities. Please refer to the SUNY Poly 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 Athletics Office in the Wildcat Field House.

## Camping and Use of Tents on Campus

### Purpose

To set forth the State University of New York (SUNY) Campus policy on camping and the use of tents/canopies on campus.

### Scope

SUNY Polytechnic Institute (SUNY Poly) is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment to effectively carry out its educational mission. SUNY Poly is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which prohibit the use of university property or buildings for purposes unrelated to the regular programs and activities of the University.

### Definitions

#### *Camping:*

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on University property other than living quarters in residence halls and living quarters in apartments, or other University-managed housing—this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to SUNY Poly policies;
- Sleeping overnight in or under any parked vehicle; or
- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the appropriate office (e.g., Environmental Health and Safety, Residential Life, Facilities). See [EHS-029 Appendix I – Grill and Cooking Equipment Guidance](#) for additional information related to cooking equipment on campus.

*Campus or Campuses* is any University owned, leased, licensed or operated space, facility, property, grounds or building.

*Canopy* is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

*Permit* is a written document prepared by the Code Enforcement Official issued to applicants (e.g., campus personnel) to allow the set up and use of a tent or canopy for a specified amount of time. Permits may be revoked if permit conditions are not followed.

*Tailgating* – informal gathering from the back of a parked vehicle, typically in the parking lot of a sports stadium or event venue.

*Tent*- any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner.

*Third Party or Parties* is any person, organization, group or entity not affiliated with the University including, but not limited to, the general public, contractors, vendors, guests and visitors to the University, those using University facilities or property under a University revocable permit, and volunteers not enrolled as such on University systems. *University* is the SUNY Polytechnic Institute.

## Policy

- A. Camping is prohibited on University Campuses.
- B. Exceptions
  1. Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:
    - a. Camping as a recreationally defined, limited resident student program can be permitted with the advance written approval via the Residential Life program proposal and approval process. Residential programs, including camping, must be sponsored, and approved by professional staff in the Office of Residential Life.
    - b. As approved as part of a revocable permit for Campus use pursuant to SUNY Policy No. 5603 (Use of Facilities by Non-Commercial Organizations).
    - c. Tailgating and tailgate parties are excluded from this policy.
    - d. In extraordinary circumstances, such as times of natural disaster, when approved in writing in advance by the President of the University or their designee.
- C. Enforcement and Compliance
  1. SUNY Poly Office of Student Affairs and/or University Police Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law.
  2. Students may be referred for discipline for alleged violation of this Policy.
- D. This Policy shall be effective immediately upon approval.

### Additional Procedure for Tents and Canopies Larger Than 400 Square Feet

The Environmental Health and Safety and Facilities departments coordinate the approvals of tents, canopies, temporary structures, and other membrane structures. Guidance for the construction and placement of these structures can be found in the [EHS-300 Tents, Canopies, Temporary Structures and Other Membrane Structure Guidance](#) document. Applicants must complete and submit the **EHS-300 F1 - Application for use of Tents, Canopies, Membrane Structures** ([PDF](#)) ([WORD](#)).

These documents are available to members of the SUNY Poly community via SITNET login. Others may request copies by contacting the EHS Office at [PolyEHS@sunypoly.edu](mailto:PolyEHS@sunypoly.edu).

#### A. Related Documents

##### Regulations:

- 8 NYCRR Part 535
- Fire Code of New York State, 2020

##### SUNY Policies:

- 3653 – Rules for the Maintenance of Public Order
- 5607 – Commercial Use Policy
- 5603 – Use of Facilities by Non-Commercial Organizations

## Center for Student Involvement (CSI)

### Student Center, Room SC105, (315) 792-7530

The Center for Student Involvement (CSI) assists students with getting involved and exploring interests outside the classroom and on campus. CSI works directly with the Student Government, student clubs and organizations. The process and requirements for starting and maintaining a student-run club can be explored in CSI. The CSI team also hosts campus-wide events such as new student orientation programs, Wildcat Weekend (Fall Family Weekend), opening week events each semester, Student



Recognition Gala, Carnival Day, and Apocalypse Week.

SUNY Poly Engage is an online social media platform hosted by SUNY Poly that promotes and describes events on campus, highlights on-campus clubs and organizations, and explains how to contact a club or organization officer.

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### **Student Association**

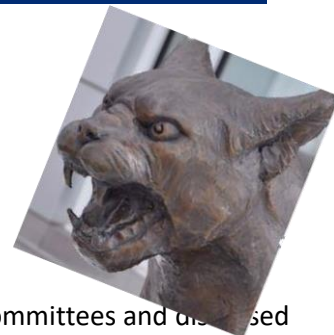
The SUNY Poly Student Association (SUNY Poly SA) is the elected student government organization for the student body (undergraduate and graduate). SUNY Poly SA aims to provide students a choice of extracurricular activities to make life outside of class more enjoyable both educationally and socially. Student clubs and organizations 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. Academic honor societies are also an important component of campus life at SUNY Poly.

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### **Student Government**

#### **Student Center, Room S220, (315) 792-7135**

The Student Government at Utica (SGU) financially supports over 35+ student-run clubs, a student-run literary publication, a campus cable television station, radio station, Esports, the Wildcat Events Board, and other student organizations. Additionally, the SGU supports major campus programming and special events. Throughout the year, a number of campus wide special events are held which involve not only students but their families and alumni as well. SGU serves as the liaison between the student body and administration and campus partners alike. Throughout each term, any noted concerns are addressed through multiple committees and discussed with the responsible parties of those areas. Collaborative projects and initiatives have been promoted and completed by the different stakeholders.



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### **Student Health Advisory Committee (SHAC)**

SUNY Poly's Student Health Advisory Committee, (SHAC) plays an integral part in contributing to and enhancing the services provided by the Student Wellness Center: (Health & Counseling Services) and overall campus wellness. Members of SHAC are actively involved in reviewing and providing guidance for use of the Student Health Fee and have recommended programs, services and initiatives that best meet the needs of the student body. Committee members include students, faculty and staff. If you are interested in becoming a member, contact the Wellness Center at [wellnesscenter@sunypoly.edu](mailto:wellnesscenter@sunypoly.edu) for more information.

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### **Campus Posting Policy**

It is the policy of the State University of New York (SUNY) to ensure that recognized student organizations, university programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including but not limited to; flyers, posters, campus monitors and social media platforms.

#### **Rationale**

SUNY reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

#### **Applicability of the Policy**

This policy sets forth the requirements for all student organizations, university programs, departments, and units recognized by SUNY Poly that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally

requires permission of that group. Residence Hall posting policy can be found within the Residential Life Policies and Procedures of the Student Handbook under both Displays and Sales and Solicitation.

For entities and individuals who wish to use SUNY Poly facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, rules governing content are the same as those referenced for the campus community.

### **Procedures**

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. Promotions for events not sponsored by SUNY Poly must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by SUNY Poly. However, non-college sponsored advertising can only be placed on public bulletin boards currently located next to the Student Involvement Office in the Student Center and the vertical round bulletin board near the Admission Office.

### **Printed Poster and Flyer Procedures**

1. All event flyers must be a maximum 8 ½ in. x 11 in. and posters a maximum of 11 in. x 17 in. or 12 in. x 18 in. Each event is limited to 30 flyers/posters.
2. Student flyers and posters must be approved by the Center for Student Involvement prior to posting and must clearly show stamped approval on each posting. Postings without approval will be removed immediately. Faculty/Staff are not required to gain approval, however, they are expected to follow the guidelines within this policy.
3. Paper flyers and posters are only allowed on designated bulletin boards. Any postings found on doors, windows, painted walls, etc., will be removed immediately.
4. Special use bulletin boards on campus are to be used only by those designated to use those boards. These may include, but are not limited to: academic departments, campus offices, and employee unions.
5. Non-SUNY Poly sponsored flyers and posters may only be placed on designated bulletin boards located at the Student Center next to Student Involvement and on the vertical round bulletin board near admission.

### **Table Tent Procedures**

Any notices on tables must be in approved “table tent” or napkin dispenser “insert” form. Table tents should be free-standing, easily moveable/replaceable for cleaning purposes. Table tent and insert approval will be limited to 75 for the campus. All student event table tents and inserts require approval by the Center for Student Involvement.

### **Removal of Posted Materials, Banners and Table Tents**

Posting materials are expected to be removed the day following the event. Removal of postings is the responsibility of the sponsoring group. All postings will need to visibly display an expiration date.

### **Electronic Monitors**

Members of the campus community may request to post announcements on the campus-wide monitor system through the Marketing and Communications Office.

### **Submission Guidelines:**

- **Eligible Submitters:** Faculty, staff, and students.
- **Display Times:** Announcements will be shown on monitors in administrative, academic, and residential buildings during these hours:
  - 11:00 AM - 2:00 PM
  - 4:00 PM - 12:00 AM

- **Event Types:**
  - Student club events/announcements
  - Faculty/staff events, workshops, and seminars
  - Academic and administrative announcements/events
  -

**Graphic Requirements:**

- Submit a graphic for display (JPG, PNG, or PDF formats).
- Horizontal orientation is preferred; vertical graphics will be centered and appear smaller.
- Use existing promotional materials if possible.
- 

**Submission Deadlines:**

- Requests can be submitted anytime.
- For timely events, submit at least two weeks in advance to ensure adequate promotion.
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**Contact Information:**

- Faculty/Staff: [communications@sunypoly.edu](mailto:communications@sunypoly.edu)
- Students/Student Clubs: [csi@sunypoly.edu](mailto:csi@sunypoly.edu)

**Prohibited Posting Activities**

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the SUNY Poly student code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

Banners and large signs that advertise events and that exceed 11 in. x 17 in. or 12 in. x 18 in may not be hung in buildings.

No signs advertising events will be allowed on campus roadways, except for directional signs. Outside building banners must be approved in advance by Office of Marketing and Communications.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

**Contacts**

Questions related to the daily operational interpretation of this policy should be directed to the Office of the Vice President for Student Affairs Kunsela Hall A221; [studentaffairs@sunypoly.edu](mailto:studentaffairs@sunypoly.edu); (315)792-7505 or the Office of Marketing and Communications, Kunsela Hall B206; (315) 792-7236 [communications@sunypoly.edu](mailto:communications@sunypoly.edu)

**Related Documents / Policies**

Residential Life Policies and Procedures – see Displays and Sales and Solicitation

**Sales & Solicitation Policy**

This policy is intended as a resource for groups who wish to solicit on the



SUNY Poly 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 SUNY Poly college community acting as individuals or agents for such business groups. Solicitation is not permitted in the residence halls in any form.

On-campus groups and 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 Student Involvement. For more information on the Sales and Solicitation Policy and fundraising on campus, please contact the office of university conferences and events at (315) 792-7273 or [corporate\\_events@sunypoly.edu](mailto:corporate_events@sunypoly.edu).

## Student Center

***The Student Center may be used during published hours. Events outside of regular service hours must receive special, advanced approval. Common areas, lounges, and student organization offices may be used only during regular Student Center hours.***

1. 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.
2. Student Center furnishings may not be removed from their assigned areas of the building without consent from the Vice President for Student Affairs or his/her designee.
3. Bicycles are not permitted in the Student Center. Students are encouraged to lock bicycles to the bicycle racks located outside the lower entrances.
4. Student Center visitors are required to wear shirts and shoes in any area of the Student Center.
5. Pets are not permitted in any part of the Student Center, except for animals that aid persons with disabilities.
6. 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. Students can make reservations in SUNY Poly Engage.
7. 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

8. The game room is available when the building is open. Pool table equipment is available through the Student Government office, Student Center, Room S218, Monday-Friday 10 am – 3 pm.



## Food Service

### Campus Center, Room 115C, 315-792-7224



Auxiliary Services contracts with Wildcat Hospitality, managed by Aramark Collegiate Hospitality. Wildcat Hospitality is proud to offer a dining program complete with signature brands and menu selections featuring a wide variety of fresh, local food designed to satisfy everyone's appetite with food choices. Your needs and tastes are always evolving, and the team at Wildcat Hospitality pays close attention to trends and feedback in order to deliver the best meal plan options possible. The dining program is included as part of a residential student's room and board.

All resident students are required to be on a resident dining plan. Incoming first year students are only eligible to enroll in the Unlimited Meal Plan, all other students have their choice of the three residential meal plans offered. The Dining License is in effect for the entire academic year when classes are in session. Auxiliary Services administers the meal plans on behalf of SUNY Polytechnic. Changes to the selected dining plan are accepted until 4:00 p.m. of the first Friday of classes each semester. After this date, mid-semester dining plan changes are not accepted. Meal plan changes can be completed by Auxiliary Services.

All resident students are required to be on a residential dining plan. Incoming first year students are only eligible to enroll in the Unlimited All Access Plan, all other students have their choice of the three residential dining plans offered. Dining plan changes are allowed up to the Friday of the first week of classes for all upper-class students. Dining plan changes can be made through the Housing Director Software. Please contact Auxiliary Services, (315) 792-7341, if you have any questions.

If you need to change your dining plan due to medical restrictions, please contact the director of the Wellness Center, (315) 792-7172.

### Welcome to Wildcat Hospitality

Wildcat Hospitality, managed by Aramark Collegiate Hospitality, is proud to offer a dining program complete with signature brands and menu selections featuring a wide variety of fresh, local food designed to satisfy everyone's appetite with food choices. Your needs and tastes are always evolving, and the team at Wildcat Hospitality pays close attention to trends and feedback to deliver the best meal plan options possible. The dining program is included as part of a residential student's room and board. Whether you are a student athlete who needs extra meals or a commuter who needs a few, the team at Wildcat Hospitality is here for you!

Further information about dining services is available at the [Wildcat Hospitality website](#). Questions about dining services, including dietary restrictions, should be directed to the Wildcat Hospitality General Manager and/or Executive Chef.

### Wildcat Hospitality Meal Plan 101

A meal plan through Wildcat Hospitality ensures you enjoy delicious full meals, coffee breaks, and even late-night snacks throughout your college experience. Our dining program consists of many different locations and concepts throughout campus:

- The Dish – Our all-you-care-to-enjoy dining facility located in the Campus Center.
- The Student Center – Our one stop shop for endless variety!
  - FoodLab – This dining location rotates through restaurant concepts during the semester, offering everything from BBQ to ramen bowls.
  - Wildcat Grill – Students can choose from their favorite grill favorites, including limited time offers throughout the semester.



- Limon & Chile – Our version of burritos, bowls, and more where students can customize their orders to their liking.
- 400 Acre Cafe – Pizza and pasta options are available with other limited time offers throughout the semester.
- Utica Coffee – Enjoy a taste of one of the best coffees in the New York area right here on the SUNY Poly campus.
- Hilltop Market – A 24/7 convenience store for students located right in Hilltop!

See all our menus and hours of operations [here!](#)

### **Meal Swipes**

A meal swipe is used for entrance to the Dish, our all-you-care-to-eat dining facility. Depending on the meal plan a student has selected, they will receive a select amount of meals per week or per semester.

### **Dining Dollars**

Depending on the meal plan a student has selected, they will receive a select amount of declining balance dollars (Dining Dollars). Dining dollars are preloaded to your student account at the beginning of the semester and act as “preloaded gift card” that can be used at any dining location on campus. Run out of dining dollars? Dining dollars can be refilled anytime throughout the semester by visiting [wildcathospitality.campusdish.com](http://wildcathospitality.campusdish.com). Dining dollars roll over from the fall to the spring semester but expire at the end of the academic year and are non-transferable.

### **Meal Exchange**

Meal exchange is the ability to use meal swipes at select retail locations on campus. One meal swipe can be exchanged for a listed combo available at the select retail locations. The number of meal exchanges available per week depends on the meal plan a student purchases.

### **GET Mobile**

GET is a place where students (and parents) can manage their campus card accounts. Students have 24/7 availability to monitor their meal swipes, declining balance dollars, and Wildcat Dollars by visiting [GET - Login - SUNY Polytechnic Institute Utica \(cbord.com\)](http://GET - Login - SUNY Polytechnic Institute Utica (cbord.com)) or by downloading the GET mobile app. Students or their designees (parents, grandparents, aunts, uncles or friends) can also add funds to their Wildcat Dollar account by visiting [GET - Login - SUNY Polytechnic Institute Utica \(cbord.com\)](http://GET - Login - SUNY Polytechnic Institute Utica (cbord.com)).

### **Commuter Meal Plans**

Students living off-campus and commuting can purchase meal plans as well. Wildcat Hospitality has designed plans to fit your needs, whether you are on campus only 1 day a week or 4-5 days a week.

- Block 75 Plan – 75 meal swipes and \$200 dining dollars
- Block 50 Plan – 50 meal swipes and \$175 dining dollars
- Block 25 Plan – 25 meal swipes and \$150 dining dollars

The full amount of meal swipes and dining dollars are loaded to your account at the start of the semester (or when purchased), and students use them as needed. If you run out during or meal swipes during the semester, you can always purchase a plan again. Commuter students can also purchase residential meal plans if it better fits their needs! Excess financial aid can be used to pay for a commuter meal plan and can be purchased through the Auxiliary Services office. Dining dollars included in commuter meal plans may NOT be used for vending, the campus store, or off-campus vendors. Dining dollars roll over from the fall to the spring semester but expire at the end of the academic year and are non-transferable.

For more information about commuter meal plans, please see [here](#).

## **Communicating with Dining Services**

Our website – [www.wildcathospitality.campusdish.com](http://www.wildcathospitality.campusdish.com)

Guest feedback is immensely important to us. We have several means for you to communicate with us your suggestions or concerns:

- Student Government Dining Committee – Open to anyone, the dining committee meets bi-weekly during the semester. Wildcat Hospitality’s General Manager participates in the committee meetings, and it is our primary means of responding to your needs. Watch for announcements of the first meeting early in the semester!
- Voice of the Consumer – Throughout the year we offer a digital feedback platform ([see here](#)) where students can leave feedback, comments, and suggestions specific to each dining location on campus. Let us know any of the great experiences you have had on campus!
- In Person – A dining services manager or supervisor is on duty at all meal periods. Never hesitate to approach us during any immediate concerns.

## **Student Employment Opportunity**

Wildcat Hospitality welcomes students to apply for various positions in catering, operations, marketing, and more! The student manager and intern programs are opportunities to learn about college dining services and opportunities with Aramark upon graduation. Applications can be submitted online at <https://aramark.com/careers>

## **Dining Hall Policies**

Students may eat as much as they want, but please refrain from taking food out of the Dish dining facility. We also ask for your cooperation in leaving equipment such as utensils, plates, and glasses at the dish return in the dining facility.

Please do not bring any large purses or bags into the dining facility. 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 facility at all times.

## **Sick Trays & Bag Meals for Residential 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 and wellness 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. Box meals are provided for class conflicts only. Please bring your class schedule to the dining service office at the beginning of the semester to arrange for a box meal. A copy of the box meal policy is available at the dining services office, Campus Center, Room 115C.

## **Withdrawals, Terminations, and Refund of Board Plan**

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 or enters 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.

## **Residential Policies & Procedures**

**SUNY Polytechnic Residential Life & Housing Central Office**

Hilltop (315) 792-7810

[reslife@sunypoly.edu](mailto:reslife@sunypoly.edu)

The mission of Residential Life and Housing at SUNY Polytechnic is to promote a residential experience that advances each resident's personal growth and development and inspires lifelong community engagement. The staff members in the Office of Residential Life and Housing are guided by principles that support a safe, healthy and well-maintained living and learning environment.

The residential program is fully staffed with a professional team, nationally recruited and selected through a search process. These professionals have a combination of professional degrees and experience in higher education student life. Our student residential life staff members are selected through a rigorous process and are attentive in supporting residents. The residential life and housing staff members work with the residents to develop programs, activities, and services that enhance the high quality of campus life at SUNY Polytechnic Institute.

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 institution's alcohol and drug policy. Resident students and their guests are required to abide by the following policies and procedures.

### **Abandonment of Personal Property**

The Department of Residential Life & Housing, Facilities, and/or University Police, without liability, have the right to dispose of any personal property left on the campus premises five (5) calendar days after the end of the housing contract, termination of the housing contract, or after the end of the last day of the semester. Personal property left in or on the grounds of the residence halls after the end of the contract term or termination of the contract may result in a removal charge of \$100.00 per item. Personal property left at other campus locations after the end of any semester may result in a \$100.00 per item removal charge. Bicycles left on residential complexes including indoor or outdoor bike racks, affixed to trees, left in bike storage or abandoned on the grounds, without express written permission from the Director of College Housing, are subject to this policy.

### **Alcohol Policy**

Resident students who are 21 years of age or older 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 by students over the age of 21 in the private living areas of the residence suites in Mohawk and Adirondack complexes. In Oriskany and Hilltop residence halls, residents 21 years of age and over may possess/consume alcoholic beverages only in their own residence hall bedrooms. Residents 21 years of age and over may possess/consume beverages in private rooms, 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 the private suites of Adirondack and Mohawk.

Compliance with all requests of University Officials for proof of legal drinking age is required. If there is reasonable suspicion to believe that alcohol may be in bottles, cups or other containers, University staff reserve the right to approach students and request to inspect the drink, as well as hold students accountable for violations under the provisions of this policy.

**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. Responding police officers 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 drinking pong, including pong with non-alcoholic beverages, is prohibited.

**Guest and Visitor Alcohol Policy:** Non-resident and visitors of SUNY Polytechnic residential students are not permitted to bring alcohol to the SUNY Polytechnic campus, regardless of the age of the guest.

### Hosting Violations (Alcohol)

Resident students are responsible for ensuring that the amount of alcohol in their room/suite is in compliance with quantity limits (see Quantity Limits) and that the ages of any guests or visitors who consume alcohol in their room or suite are over the age of 21. Resident Students who violate this policy may be subjected to more elevated or extended sanctions under the Student Code of Personal Conduct. (see also Hosting)

**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 Hilltop, Adirondack and Mohawk complexes. The Assistant Vice President for Student Affairs/Dean of Students 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 one of the following amounts of four kinds of alcoholic beverages:

- no more than one 12-pack of beer (16 ounce maximum); or
- no more than one 12-pack of wine coolers (16 ounce maximum); or
- no more than one liter of distilled alcohol; or
- no more than one liter of wine.

**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 SUNY Polytechnic 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.

### Appliances

Permissible appliances vary by residence. A list of appliances that are permitted, as well as those that are prohibited, are available at <https://sunypoly.edu/student-life/housing-dining/residential-life-housing/utica-residential-life/what-should-i-bring.html>. Below is also a list of prohibited appliances:

Air Conditioners

Air Fryers  
Coffee Makers with Open Heating Elements  
Crockpots/Instant Pots  
Grilling Machines  
Hot Plates  
Microwaves\*\*  
Personal Blenders Larger than 24 Oz  
Rice Cookers  
Sandwich Press/Heaters  
Space Heaters  
Toaster Ovens  
Non-UL/ETL Approved Appliances  
3D Printers

\*\*One microwave is permitted per suite to be kept in the common area only of ADK/MHK

The list of prohibited items above is for reference only and is not intended to list every possible item that is prohibited in the residence halls. If something is not listed please contact [reslife@sunypoly.edu](mailto:reslife@sunypoly.edu) for clarification.

Refrigerators and microwaves that are permitted under residential policy must be plugged directly into wall outlets. These appliances can never be plugged into power strips or extension cords of any kind, even if they are grounded.

### **Bicycles/Motor Vehicles/Snowmobiles/E-Bikes**

The storage of bicycles and motor vehicles in student rooms, suites, or means of egress (exits) is prohibited. These should be stored in designated areas. Motor vehicles, including motorcycles and snowmobiles, may not be driven on sidewalks. Snowmobiles are permitted and may be parked in parking lots and driven directly to designated snowmobile trails only. Snowmobiles in Utica must be registered with University Police and parked in a legal parking space when not in use. Non-university-owned ATVs are not permitted on university grounds.

### **Cancellation of Housing & Dining – Withdraw or Mid-Semester or Mid-Year License Termination**

Additional financial charges may be applicable if the license termination process is not followed by a student and approved by the Director of College Housing. There are actions that need to happen both prior to withdrawal and at the time of withdrawal/termination.

Before withdrawing from SUNY Polytechnic, a student must at the earliest possible date request termination of their housing and dining license by notifying the Office of Residential Life and Housing using the Housing and Dining License Cancellation Request in The Housing Director, Housing and Dining Self Service. Failure to request and receive approval to terminate the license in the prescribed manner will result in full charges or additional charges for room rental, dining services, moving and storage.

Upon withdrawal from SUNY Poly, a student must officially check out of housing and dining by:

- removing all belongings and cleaning the assigned room;
- contacting a Residential Life staff member to complete the checkout process;
- signing the Room Condition Report; and
- turning in all residence hall keys to the Office of Residential Life and Housing.

Refund eligibility date (if applicable) will not begin until the resident completes all of the above. Please see the license for refund terms and eligibility.

Notice to the Registrar of course withdrawal does not constitute notice of housing and dining license request for termination. Residents withdrawing from SUNY Polytechnic must vacate the residence halls and remove all personal

belongings from its premises by midnight (12:00 a.m.) of the date on which the withdrawal becomes effective. Student Financial Services will mail any check resulting from an eligible refund, if applicable, to a withdrawing resident's permanent mailing address on file, if requested.

Permission to terminate this license in the absence of withdrawal from SUNY Polytechnic courses is requested by submitting a Housing and Dining License Cancellation Request with the required documentation should be submitted at least 30 days prior to the proposed date of termination. The Housing and Dining License Cancellation Request is also used to request mid-year release from the Housing and Dining License. The Director of College Housing or designee will approve or forward the request to the License Exemption Committee for further review. The License Exemption Committee may consult with or refer the Request for License Cancellation to The Wellness Center or Accessibility Services or Title IX, if the request for cancellation pertains to a medical need or ADA/Title IX Accommodation. The only other considerations for release from the license is given to documented extreme individual circumstances that are beyond the control of the student and which did not exist or could not have been known at the time the license was signed by the student. Please note that remote coursework is not a valid reason for the termination of the license.

Students registering and occupying a room for two (2) weeks or less who officially withdraw from the institution and are approved for termination of housing and dining as outlined above, will receive a pro-rated refund for room and dining based on the number of days since the official residence hall opening date. Any student who occupies a room after the Saturday following the second full week of classes is responsible for the entire semester's dining and room charges. Exceptions may be made when a student withdraws to enter active military service or due to extenuating circumstances beyond his or her control. Exceptions to the refund policy will be reviewed and approved by the License Exemption and Cancellation Committee.

Students who are disciplined and suspended, expelled or otherwise removed from campus housing are not eligible for a housing refund regardless of when the action/discipline occurs.

Students may continue to receive a billing statement and late fees following withdraw from courses and the residence hall if fees are still posting to the account. Students are still required to pay any fees not refunded pursuant to the Housing and Dining license.

### **Cannabis**

Though New York law has recently changed regarding cannabis, the use, possession, or sale of marijuana remains strictly prohibited on the SUNY Poly campus. No person is permitted to be in possession of any type of cannabis or derivatives and all are prohibited from being in possession of drug paraphernalia in campus buildings, including residence halls. Students who are in violation of this policy will be documented and referred to Community Standards. Sanctions for those found responsible for violations of cannabis and related policies range from probation to expulsion. For more information, review violation #11 in the Student Code of Conduct.

### **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 institutional policies in maintaining these facilities. Tampering or damage of the facilities is not permitted and includes the windows, screens, and provided furniture. 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.

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## **Computer Network Access**

The SUNY Polytechnic data network is a state-of-the-art high speed infrastructure that supports a broad range of academic, administrative and student computing requirements. SUNY Polytechnic 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 <https://sunypoly.edu/its/policies.html>. 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.

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## **Condition of Suites & Rooms**

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.)

Students may not act to repair any damage to SUNY Polytechnic property by attempting to make a repair themselves, allowing a friend or family member to make the repair or by contracting a third party to make the repair.

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## **Consolidations**

Any student who resides alone in a double or triple room will be required to consolidate into a double or triple room with at least one additional roommate, if the single occupancy of a double or triple occurs within the first four weeks of the fall or spring semester.

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## **Damages**

Students are financially responsible for damage beyond normal wear to: (a) the room; (b) public areas of the residence hall; and (c) SUNY Polytechnic-provided furnishings. Damages also include failure to clean and care for provided amenities including but not limited to suite/room bathrooms, carpets, upholstery, etc. Pre-announced inspections are made during the academic year for the purpose of checking on the cleanliness, safety, and use of SUNY Polytechnic property. Appropriate charges will be assessed based on conditions found at the time of checkout with residential life staff, as well as during facility staff inspections after residence halls are closed for the semester. If damage occurs in public areas, either the individual, if known, or the group in the immediate living area will be charged. When reasonable to assess and repair, damages that occur during the academic year will be billed and repaired at the time of occurrence. Students with outstanding damage bills will have their records placed on hold and be unable to register or change classes until bills are paid in full.

Students will be provided written notice of damage charges and will be granted 10 days to submit an appeal. Students who do not complete both the check-in and check-out room condition reports will be ineligible for the appeals process.

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## **Decorations**

Fire regulations prohibit the blocking of free entry to and from the suite and bedrooms. 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. Wall decorations must be non-combustible and may not cover more than 10% of exposed wall surfaces. This allows for the equivalent of one standard poster in a single bedroom. The room and or suite door decorations should be limited to cover the entire door. Natural boughs and trees are prohibited. Students are required to adhere to safe practices when displaying electrically illuminated lights or decorations. (See “Displays” for additional information.) Electrically powered string-style lights are permitted as long as they are NRTL-approved (e.g. UL Listed) and are not affixed to the walls, ceiling or furniture with adhesive. String lights cannot be used as extension cords to power other equipment and cannot be daisy-chained (linked one to another). LED string lights should be used instead of incandescent lights.

LED strip lights and other lights that affix to the walls or ceiling via adhesive are prohibited in all residential facilities. Students are discouraged from using adhesive hooks and other “Command Strip-type” products, as those products may damage the walls upon removal. Students are charged for a full wall or full room patch and paint if they choose to use these products and damage occurs upon removal by the student or by facilities staff. Small pins and thin nails are preferable to unintentional damage caused by the removal of “Command Strips.”

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### **Delivery to Residences - Non-SUNY Poly Food Vendors**

Residential students are permitted to purchase food deliveries from outside services. Students must direct delivery staff to meet them at the front door of their residence to receive food and groceries. Outside vendors may not enter the building to deliver food for students.

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### **Dining**

All resident students are required to participate in one of the full residential dining plans offered by campus-provided dining services. All new incoming first-year students are required to be on the Unlimited Meal plan for the duration of their first year on campus. The Dining License is in effect for the entire academic year when classes are in session. Auxiliary Services administers the meal plans on behalf of SUNY Polytechnic. Changes to the selected dining plan are accepted until 4:00 p.m. the first Friday of classes each semester. After this date, mid-semester dining plan changes are not accepted. Meal plan changes are administered by Auxiliary Services.

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### **Disability and Accessibility/Medical Request for Adjustments**

SUNY Polytechnic 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 adjustments, please contact the Student Accessibility Services Office in Cayan Library, at 315-792-7170. Any information regarding your disability will remain confidential unless you sign a release for the Director of Student Accessibility Services to collaborate with housing staff on the best possible adjustments to your housing and dining experience.

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### **Displays**

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

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### **Disruptive Behavior/Endangerment**

Disruptive behavior, including physical abuse, assault, harassment, threats and excessive noise which may include loud playing stereos or musical equipment. (See also Quiet and Courtesy Hours), and unruly behavior is



prohibited. Behaviors that compromise the peace, safety, and/or health of other residents or compromise the educational mission of SUNY Polytechnic are prohibited. (See also Student Code of Personal Conduct.)

Residential students who act to create or contribute to unsafe or hostile environments may be required by Director of Community Standards to participate in review or assessments as recommended by the Care Team. (See Care Team.) A referral may also be made to the Title IX Coordinator, if appropriate.

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## **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 SUNY Polytechnic 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.)

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## **Emergency Contact**

Residential students are required to enter an emergency contact person in the Banner student database. A parent or legal guardian is most often the ideal contact, especially if the student is in a condition to require medical intervention that includes insurance coverage. If a SUNY Poly student is transported from the campus to a hospital, emergency room, or medical facility via ambulance, the emergency contact is notified by the Assistant Vice President for Student Affairs/Dean of Students). The Assistant vice President for Student Affairs/Dean of Students may also, upon consultation with the Vice President for Student Affairs, contact the emergency contact and/or parent or legal guardian if reliable information indicates the student is in an emergency situation and at imminent risk of harm. If the student does not provide an emergency contact and is significantly harmed or at imminent risk of harm, the Assistant Vice President for Student Affairs/Dean of Students, in consultation with the Vice President for Student Affairs, may choose to default to a parent or legal guardian as denoted in the BANNER student database, as the emergency contact.

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## **Emergency Notifications**

All students are urged to participate in all University Police services offered that provide Emergency Alerts. (RAVE Notification, NY Alert or other program as notified by University Police.) Residential students must provide an emergency contact within BANNER. If an emergency contact is not provided by the student and the Vice President for Student Affairs or designee determines an emergency notification is warranted, the Vice President for Student Affairs may choose to notify a parent or legal guardian as identified for the student in Banner.

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## **Exemptions from the Residency Requirement**

All students with the admission classification of first-year student and who are not qualified for an exemption are required to live on campus for their first two (2) years at SUNY Polytechnic. Students who transfer to SUNY Polytechnic with a first-year student or second-year status must reside on campus until the conclusion of their second year as an enrolled full-time student. Exemptions from the residency requirement may be granted for extenuating circumstances, which may include: residency with parent/parents or legal guardian at a permanent home address within thirty (30) miles from campus (residence must have been the permanent home of the parent or legal guardian for a minimum six months prior to enrollment; student has dependents; the student is legally married; student has verification of prior military experience; student is twenty-one years of age prior to August 1, 2024; or other special circumstances. Students may apply for an exemption by submitting the Residency Requirement Exemption Application.

The exemption request process is initiated with the completion of the Request for Release from License Application in The Housing Director, Housing and Dining Self Service. The Director of Housing will review requests and will approve it or will forward the request to the License Exemption Committee for additional review. The Director and/or Exemption Committee may consult with or defer the Request for License Exemption/Termination to the

Wellness Center or Accessibility Services if the request for license exemption or termination pertains to a medical need or ADA Adjustment. Failure to: (1) pay the balance of a student account; (2) officially check in to the room; or (3) use the housing accommodations provided does not release a student from the obligations created by signing/accepting the terms of the Housing and Dining License.

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## **Facilities & Services**

Facilities and services provided by SUNY Polytechnic include:

Bedroom furniture: bed, desk chair, window blinds, mattress, dresser, desk, closet, lamp/light, wireless LAN connection, wall-to-wall carpeting.

Living room furniture in suites and common spaces may include a coffee table, couch, chair, window blinds, lamp/light, and wall-to-wall carpeting (except in hallways of Mohawk and Adirondack suites).

Safety and security: 24/7 on-call staffing for crisis and emergencies, smoke and heat detectors, sprinklers, closed circuit security cameras covering quad and parking areas at the Utica site, locks on all doors, proximity card access to buildings.

Other conveniences: residential parking (permit must be purchased and car must be registered), incoming postal mail, utilities, and laundry. Package pick-up service is available in Kunsela Hall and is facilitated by the facilities department. (See Packages)

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## **Fire Safety**

Residents are required to abide by all fire regulations. SUNY Polytechnic is required by state law to conduct a minimum of three fire drills in the residence halls per academic year, with one drill occurring after sunset. When a fire alarm rings all residents must immediately vacate the building. Failing to do so during an alarm will result in disciplinary action. Residential life and housing or college staff may enter resident student suites and rooms to verify compliance. Tampering with fire equipment including but not limited to activation of fire alarm system due to prohibited activity, covering detectors, hanging items from sprinkler heads, painting or placing stickers on fire system components, removing any fire safety equipment, unnecessary use of fire extinguisher, and/or non-compliance with fire regulations may result in disciplinary and/or civil action. Open flame, including the use of candles, potpourri burners, and incense is prohibited. Gas or propane grills or compressed gas containers, charcoal, internal combustion engines, or tires may not be operated or stored in the residence halls or suites. Flammable materials (e.g. spray paints, solvents) shall not be stored in residence halls or suites.

Each semester fire safety inspections are completed by residential life and housing staff in conjunction with the environmental health and safety officer. The State Fire Marshall leads these inspections. Students are given at least 24 hours' notice before inspections. Financial penalties from the State Fire Marshall for violations caused by students will be charged to the student(s) account(s).

As outlined in the Student Code of Conduct, 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, inappropriate/ or unauthorized activation of the fire alarm system or failure to evacuate SUNY Poly buildings during a fire alarm are prohibited. Residential students who cause a false alarm via any of these actions, including possessing or utilizing an item prohibited in these Residential Policies and Procedures may face conduct changes as well as residential restrictions and/or loss of privileges as imposed by the Director of Residential Life and/or designee.

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## **Fire Equipment (Covered Smoke Detectors)**

Tampering with fire safety equipment, including covering a smoke detector, is considered a very serious violation at SUNY Poly. Students put fellow community members at risk when tampering with a smoke detector or smoking/lighting any substance in any building. If it is determined or observed that a smoke detector has been covered for any period of time, regardless of the reason, charges will be issued by Community Standards. Students found responsible for covering a smoke detector may receive a sanction of Residence Hall Suspension, which can be for one semester up to one full calendar year. Residence Hall Suspension results in immediate dismissal and the student will be restricted from the residence halls. Students who receive Residence Hall Suspension will be responsible for all assessed charges for room and board with no refunds. For more information, review violation #14 in the Student Code of Conduct.

## **Guests & Visitors Defined**

All residential facilities have guest and visitation policies and required registration. This policy is intended to protect the rights of all residents in a suite and to support the academic mission of the residence halls. The required registration form can be found in the housing and dining portal and on the residence life website under policies and forms.

SUNY Polytechnic Institute resident students are permitted to have guests and visitors under the following guidelines:

### **Guests**

- a. A “guest” is defined as a currently enrolled SUNY Polytechnic student who is not a resident student of the building he/she is visiting.
- b. SUNY Polytechnic student guests are required to be registered with Residential Life if visiting a residence, and are considered an overnight guest, if they are in residence between the hours of midnight and 9:00am. They must be registered as an overnight guest, for any length of time between these hours, via the Online Residential Guest or Visitor Registration Form.
- c. SUNY Polytechnic student guests who are not a resident must be escorted at all times by a resident of the building they are visiting, regardless of the time of the visit.

### **Visitors**

- a. A “visitor” is defined as an individual who is not a SUNY Polytechnic Institute student who is visiting a current student of SUNY Polytechnic Institute. Formerly enrolled students of SUNY Polytechnic Institute, alumni of SUNY Polytechnic Institute, family members and friends, including students of other colleges and universities are considered non-student “visitors.”
- b. At all times, all visitors must be registered with the Residential Life Office prior to entering a residential complex, through the Online Residential Guest or Visitor Registration Form. The hosting student must have permission from their roommate(s) in order for an overnight guest and/or visitor to stay in the room.
- c. Visitors with vehicles must obtain parking permits from University Police before parking anywhere on campus, including at the residences. Registered visitors and overnight guests are required to park in designated parking located in E, F, and J lots.

### **Guest and Visitor Policies & Expectations**

- a. The consent of roommates must be obtained before guests or visitors are invited to visit any residence. Due to shared space and shared restrooms, all roommates and suitemates retain the right to reject guests and visitors over the opportunity for the other residents to host guests and visitors.
- b. Resident students may not host overnight guests or visitors for more than three consecutive nights or more than six nights in any one calendar month, in total. This total applies to all overnight guests or visitors the student hosts and is not a per guest total. Roommates and suitemates do NOT have the right to allow extension of overnight privileges. Roommate and suitemates who knowingly allow another resident to exceed the guest or visitation policy may also be subject to conduct charges for violations of residential policy.

- c. A resident student may host no more than two guests and/visitors at one time.
- d. Persons who have been suspended or dismissed from SUNY Polytechnic Institute or the residence halls via sanctions issued through the Student Conduct System or who are persona non grata via University Police are not permitted in Hilltop, Oriskany, Adirondack or Mohawk residential facilities at any time without prior permission from the official who issued the persona non grata order or the issuer's designee.
- e. Resident student hosts are responsible for the conduct of their guests and visitors and are advised to make their guests familiar with college policies and must escort guests and visitors AT ALL TIMES. Residents will also be held financially accountable for any damage caused by their guests and visitors. Residents will be charged via the Student Code of Personal Conduct for failure to escort guests and visitors. A resident may be charged with violations of the guest policy if:
  - 1. The resident student provided access to guest or visitor and failed to escort him/her inside the complex
  - 2. It is determined that a host failed to escort a guest or visitor inside the complex
  - 3. It is determined that a resident student knowingly failed to report an unescorted guest or visitor
- f. Guests and visitors under 18 years of age must be accompanied by a legal guardian at all times while in the residence hall. Underage siblings are not permitted to stay overnight or be in residence halls without a parent or legal guardian at any time.
- g. Prospective student visits and overnight visits must be officially scheduled with Admission or the Athletic Department. Required paperwork, including the signature of the parent or legal guardian of the prospective student, must be filed with the Office of Residential Life and Housing 24 hours in advance of a prospective student entering a residence hall with their host. The student host is responsible for confirming that all roommates and/or suitemates approve of use of the room and/or suite as a host site for prospective students and for notifying roommates and/or suitemates of a prospective student overnight visit in advance. No other guests or visitors are permitted overnight when students are hosting a prospective student in the room (ORK, HTP) or suite (ADK/MOH.)
- h. Babysitting/childcare of a minor under the age of 18 for any length of time is not permitted in the residence halls.
- i. For social gatherings, maximum Mohawk and Adirondack suite occupancy has been established at 20 persons, including the assigned suite residents.
- j. Students are responsible for the actions of their guests and visitors and must accompany them at all times, for the duration of the visit. Students are responsible for informing their visitors of SUNY Polytechnic Institute rules and regulations.
- k. No student or their overnight guest or visitor may sleep overnight in public areas, including lounges.
- l. With the exception of family move in assistance, guests and visitors are not permitted during the early arrival period that occurs prior to the first day of classes. Guests and visitors are not permitted during break periods, for those students who are approved to remain in residence. Guests and visitors are not permitted in the residences during the final examination period at the end of each semester.
- m. 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.
- n. The Residential Guest and Visitor Registration Form is available online at [www.sunypoly.edu/reslife](http://www.sunypoly.edu/reslife) under Forms. Student guests must be registered between midnight and 9am, visitors must be registered at all times.
- o. Visitors and overnight guests are required to park in designated parking located in E, F, and J lots.

## Hosting

Resident students who host guests and/or visitors in their room in instances when violations of policy, local, state or federal laws occur may receive both conduct charges and loss of residential privileges. Examples of hosting violations include but are not limited to; alcohol consumed by underage roommates/suitemates/guests/visitors in the resident host's room, regardless of who provided the alcohol, allowing non-student visitors of any age or underage student

guests to bring alcohol into the residence and/or room, student guests age 21 or over exceeding the quantity limits, the presence and/or use of illegal drugs in the room regardless of who provided them, the tampering of fire equipment in the room, including covering the smoke detectors.

In addition to student conduct proceedings, resident students who host guests or visitors who violate any SUNY Poly policies, local, state or federal laws may lose residential privileges including but not limited to; the ability to host future guests and visitors, the ability to stay in residence over breaks and the ability to be a late stay or early arrival regardless of purpose (including athletic practice or competition, individual travel limitations, employment, research or any other business) loss of room selection priority for the following year and/or immediate or deferred reassignment to another residential locations. Loss of residential privileges are at the discretion of the Director of Residential Life and may be assessed immediately and in addition to or in conjunction with conduct sanctions.

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## **Housing License & Agreement**

All students living on campus are required to sign a SUNY Polytechnic 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. (Also see Exemptions from the Housing License). First year students and second year students, including transfer students, are required to live on campus unless commuter approval or special off-campus exemption is requested and approved prior to the start of the academic year.

The housing license can be found here: [2024-2025 SUNY Polytechnic Housing and Dining License](#)

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## **Keys/SUNY Poly Cards**

As the SUNY Poly card serves as a key for entry, resident students are required to carry their SUNY Poly card at all times

SUNY Poly cards (proximity cards used to access residences) are provided for residents as a matter of convenience and security. The unauthorized use or reproduction of a key/SUNY Poly card for any college room or facility is prohibited. Allowing another person to use keys or SUNY Poly cards for building or room access for any reason is misuse and is prohibited. Lost keys/SUNY Poly cards must be reported immediately so that room and building access, meal, and Wildcat Point services are immediately revoked from the card. (See SUNY Poly Card, Lost Stolen or Damaged SUNY Poly Cards, Student Handbook page 40-41 )

The loss of a residence room key will result in the re-keying of the individual room all other rooms in the suite and all affected mailboxes. The resident is responsible for associated charges of \$150.00 per lost key. (See also, Security Policy).

Residential Life staff are minimally available to provide lock-out services, and University Police will not provide access to buildings or rooms when keys are not carried. Students must carry their SUNY Poly Card and keys at all times they will require access to their buildings and rooms. (See also Lockouts - Room, Suite, or Building).

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## **Kitchens**

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

1. Stove top or deep frying is prohibited.
2. Students are not permitted to add any cooking or baking appliances to the kitchens, including counter appliances.

3. Cooking and baking processes must be actively supervised at all times. Users may not leave microwaves, stovetops or ovens unattended for any amount of time.
4. Use only microwave safe cookware, utensils and containers in the microwave. Metal cannot be used in microwaves.
5. If an exhaust fan system is in place/available, turn it on to begin before cooking to maintain air movement out of the room.
6. Follow instructions related to adding water, timer setting, power settings, cover removal or use, stirring, etc.
7. For microwave ovens, set the timer according to instructions. Immediately stop cooking and unplug the microwave if smoke or fire occurs.
8. When preparing microwave popcorn, do not rely on the popcorn setting for the time indicated on the bag, as all microwaves vary. Turn off the microwave as popcorn popping slows down.
9. If the food does catch fire or start to smoke – turn burners off, or cancel the cook process and shut off the unit immediately (unplug the microwave if safe to do so)
10. If fire alarm activates, shut down the food preparation and leave the room according to the fire evacuation procedures for the building.
11. If a fire starts inside the building, follow fire evacuation procedures
  - i. Stop all activities immediately
  - ii. Assess that all persons can evacuate the area
  - iii. Follow EXIT signs to the nearest safe exit
  - iv. Use the stairs
  - v. Move away from the building
  - vi. Do not re-enter the building without an “all clear”

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## **Laundry**

Laundry facilities are available in each residential complex. Laundry facilities do not require coins or cards, as the service is included in the residential room rate. Laundry facilities are accessible 24 hours a day and are for resident students only. Residents who provide access to and use of laundry services to non-residents will be charged with theft of services and any other applicable charges.

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## **Lockouts (Room, Suite or Building)**

Lockouts caused by student loss of a key or keycard or failure to carry a key or keycard when exiting a space are not considered an emergency. A student who is locked out of their room can only be re-admitted to the room by Residential Life staff members. University Police Officers and Facilities staff members will not key into any student’s room for the purpose of resolving a lockout. One professional staff member serves on-call and depending upon their availability, it may take up to 3 hours for the on-call staff member to respond to a lockout.

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## **Lofting & Bunking of Beds**

Residence hall beds may not be lofted or bunked. Students are permitted to raise their beds utilizing bed risers manufactured for this purpose as part of the bed frame. Additional bed risers are not permitted to raise the beds any higher than the highest level permitted by the bed frame.

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## **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 and within 25 feet of all entrances or windows); perfume, air freshening spray, or 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.

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## **Occupancy (Maximum Occupancy per Fire Code)**

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

- Each residence hall suite in Mohawk and Adirondack to be 20 persons (including those who are the resident students and including bedrooms and the bathroom). Suite residents are responsible for ensuring that this maximum occupancy is not exceeded. No resident is eligible to host more than 2 guests at any one time. (See Guest and Visitor Policies and Expectations)
- Each single bedroom in Adirondack, Mohawk and Oriskany complexes to be five persons.
- Each single bedroom with bathroom in Hilltop Hall to be five persons.
- Each double/triple bedroom in Adirondack, Mohawk and Oriskany complexes to be nine persons.
- Each double/triple bedroom with bathroom in Hilltop Hall complexes to be nine persons.

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## **Packages**

Residential students may have packages delivered to them at SUNY Polytechnic. Package receiving services are provided by the facilities department. Student packages are available for student pick up in Kunsela Hall during posted hours. Package room hours are consolidated during holiday breaks. Students must account for delays that will occur beyond the shipping method utilized by the shipping company. Facilities receives packages during business hours only, Monday through Friday, when the institution is open. Packages are delivered to Kunsela Hall after being received at Central Receiving and then are sorted by staff for student pickup, resulting in a delivery that will take longer than would be expected at a residential home address. Students will receive an email notification when packages are available for pick up.

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## **Personal Property/Personal Belongings**

SUNY Polytechnic does not accept liability for residents' personal property. The institution shall not be liable to residents or guests for damage to personal property caused by water, theft, rain, fire, steam, sewer, pipes, plumbing, refrigerators, laundry machines or dryers. Resident students are advised to seek insurance for personal belongings. Liability for risk, injury and/or damage to personal property are expressly assumed by the student.

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## **Pest Control**

Residents experiencing infestation problems with any pest must immediately report the problem to their residence hall Assistant Director/Residence Director. All students must comply with the requirements of the pest control program as they are communicated to them in response. Residents may not refuse to follow a pest treatment program and must properly prepare for any University official or pest control officer acting to inspect or manage a pest report. Residents may not remove any pest control device placed by the institution or by a company contracted by the institution. Note that bug and insect pesticide cannot be applied to a residential space if a specimen of the pest is not available.

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## **Pets**

Except for non-carnivorous freshwater 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 service animals for disabled persons and approved emotional support animals are not classified as "pets" under this policy. Please consult the Director of Student Accessibility Services for questions regarding emotional support or service animals in residence in accordance with the Fair Housing Act and approved via review under the Americans with Disabilities Act (ADA).

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## **Prohibited Items**

Students are prohibited from possessing the following items in residence halls: space heaters or other unvented heating units, air conditioners (vented or unvented) incense, firearms or other weapons (or weapon components), immersion heaters, open fires, cooking appliances, air fryers, instant pots, electric kettles, hot pots, pressure cookers, air conditioners, hot plates, explosives, dartboards, extra furniture including desk chairs and personal mattresses (unless specifically approved), ceiling fans, water beds, hot tubs, subwoofers, air horns, baby/toddler/inflatable pools, outside television antennas of any type or halogen torchiere lamps. Holiday lights/string lights/mini string lights must be NRTL-approved (e.g. UL, ETL, CSA listed), are prohibited for use as extension cords and cannot be hung on the ceiling, in or around doorways or across windows or walkways. Adhesive LED string lights encased in plastic or other materials are prohibited.

Extension cords are prohibited. Only NRTL-approved (e.g. UL, ETL, CSA listed) electrical, polarized, grounded power strips with over-current protection (reset switch) are acceptable. Daisy chaining power strips together is prohibited. Connecting extension cords, power strips, and outlet adaptors connected in any manner is considered daisy chaining. The maximum amperage of such devices may not exceed 15 amps.

Oriskany residents and Hilltop residents are not permitted to have microwaves in their rooms. They are provided in kitchens and kitchenettes.

Residents in Hilltop Hall and Oriskany may have one television per bedroom, not to exceed 42". Keurig coffee pots are not permitted in bedrooms in Oriskany or Hilltop and are provided in suite kitchens for resident use. Adirondack and Mohawk residents may have one Keurig unit per suite.

Televisions and computer monitors in general must not be excessive in size or quantity and must be appropriate for the furniture they are placed on without the need of anchoring or mounting to the walls or furniture.

### **3D Printers**

3D Printing services are provided in the CGAM Additive Manufacturing Lab in Donovan Hall (G160). 3D printers or other devices or activities that may release harmful contaminants are prohibited in the residence halls.

### **Machine Tools, Power Tools**

Use of power tools, machine tools, heat guns or other activities involving powered equipment is prohibited in residence halls. Use of these tools may be prohibited on the outdoor grounds surrounding the halls or in hall parking lots if the Chief of University Police or Director of Environmental Health and Safety deems their use to be a risk to people and property, including vehicles. Students who wish to use machine or power tools on the residential grounds or in parking lots should seek prior approval for their use and application.

All prohibited materials, devices, objects, and animals will be confiscated by staff or University Police. SUNY Polytechnic is under no obligation to return confiscated items to students who bring them into the residence halls. Appropriate action will be taken in response to the discovery of prohibited items under applicable laws and/or College rules and regulations. The list of prohibited items may be updated at any time by the Office of Residential Life and Housing upon written notice.

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### **Quiet Hours/Courtesy Hours**

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

Students who reside in the SUNY Poly residence halls agree to conform to standards of considerate behavior. Respect for the privacy of others and compliance with an environment conducive to study and community living are expected. At all times each resident is expected to be courteous of others by monitoring noise levels so others are not disturbed and by responding immediately and respectfully to requests to be quieter. Other students should not



have to ask any one student to lower noise levels on a continuous basis, and ongoing failure to comply with the requests of neighbors and staff to keep noise within private rooms is not acceptable.

Students are under a continuous, 24 hours a day, 7 days a week obligation to be considerate of other students. Disruptive behavior, including noise that extends beyond the resident's individual bedroom, is prohibited. This includes noise from a stereo, speakers placed in a window or any other noise disruptive to students in other rooms. The right of any student to sleep and study always supersedes the desire of other students to create loud noise or entertain guests or visitors. No suite, floor or building is permitted to eliminate the courtesy hours or shorten the quiet hours.

### **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 and cannot be changed. Each resident is expected to initially confront any noise problem that is of concern and to call upon the staff if assistance is needed.

### **Recreation & Weightlifting Equipment**

Students are prohibited from playing sports or rough-housing in the halls as this is not conducive to the indoor learning environment and may cause damage inside the building. Prohibited recreation indoors includes, but are not limited to, tossing, bouncing, or kicking a ball or Frisbee, roller blading, biking, using a scooter, hoverboard, or skateboard, using nerf guns, water guns or water balloons.

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.

Adirondack and Mohawk Hall outdoor spaces have charcoal grills available for residential use. Assigned residents of the complex may utilize the grills. Storage of charcoal and/or lighter fluid within the residence hall is prohibited.

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

### **Reporting 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 SUNY Polytechnic-owned housing. Spackling, painting, and any other repairs are prohibited. Repairs and other facility needs/requests are submitted by the student through THD, the housing portal.

### **Right of Inspection/Health & Safety Inspections**

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

The Vice President for Student Affairs/Dean of Students may determine that a room safety or welfare check of a student is warranted if sufficient, reliable information indicates a student may be in danger or is suspected missing and is also not responding to requests at the door for entry to the room. No staff member may enter a student's room for a safety check without permission from the Vice President/Dean of Students or the Chief of University Police. All safety/welfare checks will be conducted by at least two people, which will include a combination of Residential Life staff, a member of the Care Team and/or a University Police Officer.

University staff and University Police may enter a student's room at any time, without notice, if they have sufficient information to believe there is an imminent threat to life safety occurring in the room.

At the close of the residence halls and during breaks, the residential life and housing and facilities staff will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc. Each semester the residential life and housing staff will conduct health and safety inspections at all residences. 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 confiscation of prohibited items (See also Prohibited Items). 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.

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### **Sales & Solicitation**

Solicitation and/or sales by residents or outside agents are not permitted in the residence halls. This includes advertising of candidates in residence – candidates have designated locations for their PR postings. This includes circulation of petitions for legislation, SGU action items or candidate petitions for office. The posting of any advertisement or non-college related material must be authorized by the Center for Student Involvement in accordance with the Campus Posting Policy and then approved by the Assistant Director/Residence Director. When approved, Resident Advisor staff will post signs in approved locations. For more information, please refer to the Campus Posting Policy.

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### **Screens & 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, speakers, banners, flyers, and other equipment, is prohibited.

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### **Security**

SUNY Polytechnic has provided each residence with various security systems which are designed to enhance the safety of the residents. However, security and safety is a shared responsibility between SUNY Polytechnic and students residing in the residential facilities. 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 when they are not present or are sleeping. Residents are strongly advised to insure all of their personal property against loss, damage, and/or theft by appropriate individual or family insurance coverage.

Residents and their guests will be subject to conduct referral if they attempt to bypass the residential security systems in any of the following manners;

- A. Entering or leaving a residence hall via a window or unauthorized door.
- B. Entering a secured area behind someone (also known as “tailgating”) in order to obtain access to an area not authorized
- C. Allowing any person without access, and who is not a guest for whom the student is responsible, to enter an area.
- D. Using another student’s key or ID card.
- E. Allowing any other person to use their key or ID card, including to utilize laundry facilities.
- F. Tampering, by any means or method, with door locks, door mechanisms or door closure to prevent their closure or lock.
- G. Unlocking, propping or leaving unsecured any residence hall bedroom door, in any complex, when there is no assigned resident present inside the room.
- H. Unlocking, propping or leaving unsecured any residence hall suite door in Mohawk or Adirondack when there is no assigned resident present inside the suite.
- I. Suite doors in Oriskany and Hilltop can never be rendered unlocked, propped or unsecured for any reason at any time.
- J. Unlocking, propping, rendering or leaving unsecured any exterior/perimeter residence hall door, in any complex.

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### **Snow Removal**

In order to keep parking lots open to traffic, emergency snow removal procedures are enacted in the Utica site 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 student conduct charges.

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### **Summer Occupancy**

This license is in effect for students who request and are approved for housing for the summer session of 2025. Summer housing is offered only to students on campus for an approved academic purpose, and the student must be a full-time resident student in the proceeding spring and following fall semester. 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. In addition, 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, including during the summer months. Students may prepare light snacks within rooms and suites, and utilize assigned complex kitchens for cooking. All resident students not approved for a break stay must vacate the residence halls by 3:00 p.m. on the last day of finals.

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### **The Housing Director & Housing Dining Self-Service**

The SUNY Poly Residential Life Office uses “The Housing Director,” also known as “THD” a software program developed by Adirondack Solutions, to administer housing and dining. “Housing and Dining Self-Service” is the online platform that provides resident students with access to housing applications, housing forms including work orders and guest registration and other services related to housing and dining. Housing and Dining Self-Service is accessed via Banner.

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### **Tobacco Free/E-Cigarette/Non-Smoking Policy (Residential Facilities)**

The purpose of the non-smoking policy is to limit exposure of the SUNY Polytechnic 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, e-cigarettes, cigars, hookah or water-pipe devices, pipes, smokeless products, clove cigarettes, bidis, kreteks, electronic cigarettes, cannabis, smokeless tobacco (chew) and snuff.

Smoking and the use of e-cigarettes can activate fire alarm systems in all dormitories (or other campus buildings) and is prohibited. These devices produce enough vapor to activate smoke alarms. Activation of smoke alarms results in the evacuation of the building. Multiple false alarm evacuations may cause people to respond slowly or not at all when a real fire emergency is occurring. In addition, University Police and the Maynard Fire Department respond to these alarms whenever they occur. These firefighters put their lives on the line when they respond and are here to protect our community.

Significant and increasing disciplinary action will result from the activation of fire alarm systems due to prohibited smoking and e-cigarettes.

Cleaning and maintaining e-cigarettes indoors can also trigger the fire alarm. PLEASE DO NOT perform maintenance on your e-cigarettes indoors.

- Absolutely no tobacco products or smoking of any product or drug will be permitted inside any residence hall room, suite or building (including entry canopy).
- Smoking of any product or drug 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, restitution to the fire department for response services as well as conduct charges may apply to students who choose to violate the tobacco policy.
- Hookah's and similar devices hold ashes that are a fire risk even when not lit. These items are prohibited from the residence halls.
- 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 in a timely manner. 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. Residents should review notices outlining the program. Trash cannot be placed in hallways, stairways, lobbies or outside for any length of time.

## **Winter Break Occupancy**

Residence halls will remain open during the fall and spring semesters. Residence halls are officially closed during the winter break between fall and spring semesters. Residents housed during break periods must be on the campus for an academic purpose that has been approved by the Director of College Housing. Residents approved for winter break stay must pay an additional pro-rated charge determined by SUNY Polytechnic, payable in advance. Specific accommodations for the winter break are limited and break housing may not be offered in the resident's regularly assigned room. Break stays, including early arrivals for spring 2024, may include policies that are specific to the time period prior to opening and which restrict privileges, particularly in the absence of staff or when staff are in training.

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## Wireless Equipment

Tampering with or removing any wireless device or equipment is strictly prohibited.

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## Calendar of Residence Hall Occupancy

Calendars of Occupancy and Calendars for Wildcat Hospitality/Dining Services are available [here](#).

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

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## University Police

### Kunsela Hall, Room B126 (Utica), (315) 792-7222

University Police provide patrol, investigative, and emergency services to the campus. 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 either call the number above or use outdoor emergency call boxes (marked with blue lights) 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 assists on safety-related issues with 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 complaint, 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.

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## 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). 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 SUNY Poly website, [sunypoly.edu/university\\_police/safety](http://sunypoly.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 SUNY Polytechnic Institute 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 [ope.ed.gov/security](http://ope.ed.gov/security).

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## Emergency Call Boxes

Emergency call boxes are strategically located throughout SUNY Poly for use by the public to be able to contact University Police for emergencies, as well as general assistance. Emergency call boxes have blue lights for identification at night and in inclement weather.

The campus also utilizes red emergency telephones inside each of the campus buildings, providing additional means in which to contact University Police for services or emergencies. The University Police website provides a complete listing of the locations of these important communication devices.

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## RAVE-ALERT Emergency Notification System

Students, faculty and staff are encouraged to sign up for RAVE-Alert, a university-wide emergency notification system. At

SUNY Poly, those who sign up will receive important information via email, text and voice messages in the event an emergency situation arises on campus. RAVE-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 RAVE-Alert, students, faculty and staff can click on the following link, <https://sunypoly.edu/university-police/emergency-information.html>

### **Parking Regulations & Vehicle Registration**

All vehicles parked on campus must display a current parking decal and be registered with the University Police department. SUNY Poly 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**

SUNY Poly's University Police department, Residential Life and Housing office, and Facilities department 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.

### **SUNY Poly Card**

SUNY Poly card should be kept in its **original condition**, and treated with care. The card is equipped with both a prox chip and magnetic strip. If a hole is punched in or the card is defaced (using stickers, marker, etc.), a replacement cost of \$25.00 will be charged for a new id card.

The SUNY Poly Card also features a prepaid spending account, Wildcat Dollars, offering you a safe and convenient way to make cashless purchases. In addition, financial aid recipients may now authorize up to \$700 of excess financial aid to be added to their Wildcat Dollars account. The SUNY Poly Card is welcome as a form of payment at our campus store (as well as our online bookstore for course materials), Student Center food court, Hilltop Market , and all vending machines on campus. It's also good at participating off-campus vendors in the Utica area and Grubhub. Visit <https://get.cbord.com/sunypoly> for a complete list of participating locations.

The Wildcat Dollars account enables 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://get.cbord.com/sunypoly> 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 Auxiliary Services 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. If the Wildcat Dollars was paid for with cash, check or credit card, a partial or full refund of any unused balance can be requested by submitting a written request to the Auxiliary Service Office in Kunsela Hall, Room B112 ([ca@sunypoly.edu](mailto:ca@sunypoly.edu)). The written request must include your name, Campus Card ID (U#) number, home address and balance to be refunded. If submitted via email, the request must be sent from your SUNY Poly email address.

## **1. General Policy Statement**

It is the policy of the State University of New York (SUNY) to issue identification cards to students at its campuses. SUNY Poly requires all students to carry a valid SUNY Poly identification card, and to present or surrender the card to authorized Campus officials upon request as specified in this policy, in order to help ensure the safety of students and the entire campus community.

## **2. Specific Policy and Procedure Requirements**

### **A. Presentation or Surrender of Card Upon Request; Confirmation of Student Identity**

The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized University official, including but not limited to residence hall staff, University Police, Student Affairs staff, and students, contractors, or other staff authorized by the University to supervise campus events, activities, and residence halls.

Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a University official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.

Students may be referred for discipline for alleged violation of this Policy.

### **B. Main Purposes and Uses of The SUNY Poly Card**

Students are issued an official campus identification card, the "SUNY Poly Card" with their photograph and student identification number. This card is required to access essential services and facilities on campus including the residence halls and dining facilities, library, fitness center, and more. The card is used to access the dining plan and features a prepaid spending account. The card is also used as a way to identify students and establish their identity, as described in this policy, in circumstances involving possible student conduct code or policy violations, that implicate the health or safety of the student or other individuals or involve the maintenance of public order.

### **C. SUNY Poly Card Terms and Conditions**

SUNY Poly Card users agree to the following terms and conditions when they are issued and receive a SUNY Poly Card:

1. The SUNY Poly Card is the campus identification card and is the property of SUNY Poly. Use of the card to fraudulently identify any individual, other than the issued cardholder, is prohibited.
2. Fraudulent use of the SUNY Poly Card to gain unauthorized campus access or to illegally obtain goods and services is prohibited. Student card holders are subject to policies, procedures and charges for misuse of the SUNY Poly Card as outlined in the Student Code of Conduct and in the Residential Policies and Procedures.
3. The SUNY Poly Card is not transferable to any other person.

4. The SUNY Poly Card holders are responsible for reporting a lost, stolen or damaged card immediately via <https://get.cbord.com/sunypoly>. If unable to access and submit the form, contact University Police immediately by visiting the department in Kunsela or calling 315-792-7111.
5. The SUNY Poly Card should be treated with care. Stickers, creases, worn vending stripes or punched holes will render the card inoperable. The SUNY Poly Card should not be left in direct sunlight or near any heat source or magnetic field.

#### **D. Lost, Stolen or Damaged SUNY Poly Cards**

Students must immediately report lost or stolen cards via <https://get.cbord.com/sunypoly>. This will inactivate the card so no one else can use it. If a card was stolen, also file a SUNY Poly Card Report with University Police, Kunsela Hall B126 or call (315) 792-7222, 24 hours a day, 7 days a week.

#### **E. SUNY Poly Card Replacement Process: Card Replacement for Resident Students and Commuter Students During Business Hours:**

When a card is lost during business hours, Monday through Friday 8:30am to 4:30pm, go to Auxiliary Services, located in the Wildcat Den (Campus Store) in Kunsela Hall. A lost or stolen card will be replaced at that time. A replacement card will be issued - the replacement card fee is \$25. When the new card is issued, the student will need to go to University Police, Kunsela Hall, to have it re-activated for key/card access for residence halls, labs and other locations.

#### **F. SUNY Poly Card Replacement Process: Card Replacement for Resident Students After Business Hours/Weekends**

After hours, resident students may obtain a temporary card that will be activated for the purpose of residence hall access until noon on the next business day. University Police, Kunsela Hall, will issue the temporary card. The temporary card must then be permanently replaced by noon the next business day. The Wildcat Den opens at 8:30am, Monday through Friday. For a permanent card, go to Auxiliary Services, located in the Wildcat Den (Campus Store) in Kunsela Hall. The temporary card will be replaced at that time. A replacement card will be issued - the replacement card fee is \$25.

When the new card is issued, the student will need to go to University Police, Kunsela Hall, to have it re-activated as key/card access. If the student is granted a temporary card and the temporary card is not surrendered at the time a new permanent card is created, there will be an additional \$25 charge. Waiver of the \$25 replacement fee may be granted by the Chief of University Police for extenuating circumstances

**Auxiliary Services, and the University are not liable for any charges or other damages incurred if an ID is lost and used by another.**

### **Information Technology Services (ITS)**

**Helpdesk (Utica): (315) 792-7440, [Helpdesk@sunypoly.edu](mailto:Helpdesk@sunypoly.edu)**

SUNY Polytechnic Institute 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 Peter J. Cayan Library.

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## Computer Lab Usage

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

SUNY Poly has a number of computer labs for general student use and specialized applications. For more detailed information, visit <https://sunypoly.edu/its/labs.html>.

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## Methods of Communication

SUNY Poly's primary methods for student communications are through SUNY Poly email and the SUNY Poly website.

Every student receives a SUNY Poly email address that is used for college communications. Your SUNY Poly email 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 SUNY Poly email regularly and to use it for all college-related email communications.

The ITS website, [sunypoly.edu/its](http://sunypoly.edu/its), 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@sunypoly.edu](mailto:helpdesk@sunypoly.edu). Students are encouraged to become familiar with the SUNY Poly website, especially Student Announcements, Cancelled Classes, Current Students, Directories, and the Events Calendar.

The community mailer 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 SUNY Poly homepage.

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## Contact Information in Banner

Students must keep their contact information up-to-date in Banner including emergency contacts, address, phone numbers and email addresses. Follow these instructions to update Banner information.

1. Go to <https://banner.sunypoly.edu> and click Enter Secure Area.
2. Enter your SITNet ID or University Number (U#) as the login and your current password
  - If you do not know your password, click on the Forgot Pin button.
  - Answer the security question that was created when the account was activated.
  - Click the Submit Answer button. You can also contact the HelpDesk for assistance.
3. Enter a new PIN per the Password Policy at <https://sunypoly.edu/its/policies/password-policy.html>
4. Click the Reset PIN button after re-entering the new PIN.

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## Computer Policies

SUNY Poly maintains several policies outlining the acceptable use of computer systems, services and network resources. These include, but are not limited to, the following policies: Appropriate Use of Information Technology, Personnel Security Policy, ResNet and Email. They are located on the ITS website at <https://www.sunypoly.edu/its/policies.html>.

Additional policies regarding SUNY Poly resources can be found in the Student Code of 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 compromising SUNY Poly's entire network and attached systems. As such, all SUNY Poly users (including students, faculty, staff, guests, contractors and vendors with access to SUNY Poly systems) are responsible for taking the appropriate steps (outlined below) to select and secure their passwords.

### **2.0 Purpose**

The purpose of this policy is to establish a standard for the 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 who are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SUNY Poly facility, has access to the SUNY Poly network, or stores any non-public SUNY Poly information.

### **4.0 Password Aging Requirement**

- All system-level passwords must be changed every six months
- All user-level passwords (e.g. email, 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 the two previous password 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 "SUNY Poly" 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 (el).
  - Bracketing the above with "#" or "!" or something 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 SUNY Poly 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 email 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 use the same password for SUNY Poly accounts as for other non-SUNY Poly access (e.g., personal ISP account, personal email accounts, etc.)
- Don't use the "Remember Password" feature of applications (e.g., Outlook)
- Don't write passwords down and store them
- Don't save passwords in a file on ANY computer system (including any mobile devices) without encryption
- If an account or password is suspected to have been compromised, report the incident to the SUNY Poly Helpdesk at [helpdesk@sunypoly.edu](mailto:helpdesk@sunypoly.edu) or phone (315) 792-7440 and change all passwords immediately

## 6.0 Enforcement

- Any user found to have violated this policy will be required to change passwords immediately
- Accounts will be locked for those that require a password change
- Users will be notified in December and reminded in January that passwords must be changed. Accounts will be locked on January 31 if the password has not been 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

## Laboratory Behavior

Each laboratory has its own functions and tools. No one should be in a laboratory if they do not have approved access and training for that laboratory. Always dress appropriately, and wear safety equipment as required (these requirements are explained in the Environmental Health & Safety and/or Departmental training sessions). Students should listen to directions from the laboratory staff as these staff members have more experience than new students.

Safety is the number one priority in laboratories. It is your responsibility to clean up after yourself. All glassware should be washed and all chemicals labeled and waste properly disposed of as described in the Chemical Hygiene Plan and safety training. This is extremely important for safety but also shows respect for those who use the laboratory.

Lastly, violations of laboratory safety rules, such as allowing untrained people into the laboratory, releasing or discussing confidential laboratory work with unauthorized individuals, abuse of equipment or damage to tools and equipment, or creating dangerous or hazardous situations will be dealt with through the SUNY Poly student conduct process.

## Bias Crimes Prevention

### Hate Crimes & the Law

It is a SUNY Poly University Police (UP) mandate to protect all members of the SUNY Poly 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 assists 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 SUNY Poly 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 crimes or bias incidents can avail themselves of counseling and support services from the campus as follows: Counseling Center, Campus Center, Suite 217, (315) 792-7172.

For information on SUNY Poly security procedures, see [sunypoly.edu/university\\_police/security\\_policies](http://sunypoly.edu/university_police/security_policies), 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.

### **Child Sexual Abuse Reporting Policy**

Any employee, or student of, or volunteer for SUNY Poly who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on SUNY Poly property or while off campus during official SUNY Poly business or SUNY Poly sponsored events shall have an affirmative obligation to report such conduct to the University Police Department immediately. University Police is located in Kunsela Hall B126 or call (315) 792-7111. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the University Police Department shall promptly notify the Vice President of Human Resources, Vice President for External Relations and College President along with the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees.

In addition, to aid in the prevention of crimes against children on property of SUNY Poly and/or during official SUNY Poly business at events sponsored by SUNY Poly, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use SUNY Poly facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10, and "child" is defined as an individual under the age of 17.

### **Academic Integrity Policy**

SUNY Poly is committed to academic excellence in a climate of honesty, respect and trust. The mutually respectful exchange of honest ideas is foundational to the intellectual vigor of the SUNY Poly community. Across all of the University's various settings, faculty and students are encouraged to engage in intellectual pursuits for the betterment of all those involved. The University seeks to maintain and enhance its educational environment through the development, promotion, and enforcement of standards for academic integrity.

## **Faculty & Students' Responsibilities**

### **Faculty**

Faculty are responsible for being aware of the SUNY Polytechnic Institute Academic Integrity Policy and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

- Providing a clear and complete syllabus which describes course expectations, guidelines, and standards of performance, as well as those of the university that concern academic integrity.
- Holding students responsible for knowing these expectations and guidelines.
- Fostering an environment where academic integrity is expected and respected.
- Detecting and properly handling breaches of academic integrity.
- Fostering a classroom environment in which all students are treated with courtesy and respect.
- Creating assessments that are effective evaluations of student mastery of course content.
- Evaluating student work based on its academic merit.
- Giving students timely and honest feedback.
- Being available to discuss appropriate academic matters.

### **Students**

Students are responsible for being aware of the SUNY Polytechnic Institute Academic Integrity Policy and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Following the SUNY Polytechnic Institute Academic Integrity Policy.
- Following the instructor's rules and processes related to academic integrity as directed in the course syllabus and related course documents.
- Asking the instructor for clarification if the standards of academic performance are not clear.
- Asking the instructor for clarification if the syllabus, assignments, or grading policies seem unclear.
- Helping to foster a campus environment where academic integrity is expected and respected.
- Treating each other with courtesy and respect and helping to foster a classroom environment in which all students are treated with courtesy and respect.

## **Article I. Definitions**

For the purpose of this policy **shall** means an absolute requirement.

## **Article II. Standards of Academic Integrity**

The student's first obligation is to pursue academic objectives conscientiously and honestly. The student is required to conform to all regulations of the State University of New York and SUNY Polytechnic Institute, 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 work produced independently. A student who attempts to obtain credit for work, words, or ideas that are not their own is dishonest. Misrepresentations of facts, significant omissions, or falsifications in any academic work are also violations of this code. Infringement of this code entails penalties ranging from reprimand to dismissal from SUNY Polytechnic Institute. Dishonesty undermines the integrity of academic standards. Misunderstanding the code

is not an acceptable excuse for academic misconduct.

### **Article III - Summary of Academic Integrity Policy**

A student's name or other unique identifier on any course exercises (e.g., essay, 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, citations, references and footnotes acknowledging use of printed sources or 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 as the product of collaboration. Where collaboration is authorized, instructors may require that students clearly indicate which parts of the assignment were performed independently and which parts collaboratively.

Work from a prior course may be used in a subsequent term when the explicit consent of the current instructor has been secured. Work may be used concurrently in more than one course with the explicit consent of all instructors involved. Prior work in this manner must be explicitly acknowledged. As a general rule, it is expected that the totality of products incorporating such work in multiple courses will be sufficiently different.

### **Article IV - Prohibited Behavior**

**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 person's words without quotation marks, citations, references, 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, quizzes, computer programs, works of art, photography, video, and 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., paper, oral presentation, research project, or take home/on-line 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 instructor concerning any collaborative academic effort.

**3. Dishonesty in Examinations (In-Class, Take-Home, or On-Line):** 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 the use of mechanical marking devices or procedures to achieve false scores on machine graded examinations. Specific policies 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 material 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 work or ideas.

**5. Falsification of Data:** The student may not falsify data or distort supporting documentation for coursework or any other academic activity.

**6. Copyright Violations:** Copyrighted material is the property of the copyright holder and may only be used with

appropriate authorization. The student must observe copyright laws governing practices of using printed materials, duplicating computer software, photo duplicating copyrighted materials, and reproducing video and audio cassettes and other audio-visual materials. The Student Code of Conduct prohibits theft or unauthorized use of another's property and requires adherence to federal and state laws.

**7. 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 similar 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 this 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 Conduct.

## **Article V. Adjudication of Charges**

### **1. Faculty member action:**

The faculty member must make a judgement of whether the student's action is an error of learning, an error of judgement, or an action of willful intention. In the event of errors of learning or judgement, the faculty member must follow the guidelines for the assignments or course, wherein the corrective actions and/or pedagogical responses must be stated for such errors. In the event of the latter two, 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 course grade. The faculty member will communicate the nature of the intended penalty to the student. Notification shall be by means currently specified for official University written communications at the time of adoption of this policy. The faculty member shall then make a written record of the incident, including the evidence, the assessed penalty and whether *the reason why* the incident is believed to be an error in judgment worthy of *penalty* or willful misconduct. This record shall be reported to the Provost by means currently specified for official University written communications (e-mail at the time of adoption of this policy email to provost@sunypoly.edu) within two calendar weeks of discovery of the alleged offense and after notification has been made to the student.

### **2. Administrative Action:**

If there is an allegation of academic misconduct not related to a specific course the Provost shall designate an officer at the lowest practical level of the organizational structure to resolve the issue. That individual shall review the case following the same procedure described in Article IV, Section 1, assuming the role of the faculty member.

### **3. Procedure**

#### **a. Initial review**

An initial administrative review shall be conducted to ascertain whether a more severe penalty than proposed by the faculty member is warranted in light of the student's Academic Integrity history; for repeat violations a more severe penalty may be appropriate.

An initial administrative review applies to alleged offenses reported by faculty under Article IV, Section 1 of this policy; it does not apply to offenses reported under Article IV, Section 2. Within one calendar week of notification by a faculty member, the Provost shall designate the head of the academic unit responsible for supervision of the course in which the offense occurred to conduct an initial administrative review. The Provost will provide the unit head with the substance of the faculty member's report, a summary of the evidence presented by the faculty member, and a summary of the student's Academic Integrity history. Within one calendar week of such designation, the unit head will review the case and make a recommendation to the Provost with respect to the penalty. The Provost will transmit this recommendation to the faculty member.

The faculty member may consider, but is not obligated to follow this recommendation. The faculty member shall communicate this decision to both the student and to the Provost within one calendar week of receipt of the recommendation.

**b. Appeal of Misconduct - Action by the Academic Integrity Board**

A hearing by the Academic Integrity Board is triggered by either:

1. *An appeal of the final action of the faculty member.* This appeal must be filed with the Provost within two calendar weeks of the final action by the faculty member under Article IV, Section 3 (a). The finding of misconduct is subject to appeal; disagreement with the penalty less than suspension or dismissal is not subject to appeal.

or

2. Any case in which the proposed penalty is suspension or dismissal.

Once an appeal is triggered the Provost shall convene a meeting of the Academic Integrity Board, notifying the faculty member and the student in the manner currently specified for official University written communications within one calendar week of the trigger. The notification shall outline the procedure. The hearing shall be scheduled within two calendar weeks thereafter. The student may elect to have an advocate present; the student may not have legal counsel present.

At the hearing the faculty member shall summarize the case and present the evidence. The student may respond and present evidence. The proceeding is not a trial, but a forum for both the faculty member and the student to present their understanding of the situation. In cases not involving a proposed penalty of suspension or dismissal the charge to the Board is solely to determine whether the student did commit the infraction as charged; the Board is not empowered to review or comment upon the appropriateness of the penalty. In cases where the proposed penalty is suspension or dismissal the charge to the Board is to determine whether the student did commit the infraction as charged and to recommend a penalty.

The Board shall submit a written summary of the findings to the Provost within one calendar week whereupon the Provost will send copies to the student and to the faculty member. The report shall include the number of Board members supporting the report, the number opposed, and the number of abstentions; it shall not identify how individual Board members voted. Minority reports may be produced and included as part of the Board report. Upon receipt of the Board report and consideration thereof, the faculty member may impose

the penalty other than suspension or dismissal. While the faculty member is not bound by the recommendation of the Board, there is strong encouragement to follow its recommendation.

If, at the conclusion of the two week appeal period, no appeal is filed and the case does not involve suspension or dismissal the faculty member may impose the penalty as determined as a final action.

**c. Composition of the Academic Integrity Board**

The panel of faculty eligible to serve on the Academic Integrity Board shall consist of all FT academic staff members. The panel of students eligible to serve on the Academic Integrity Board shall consist of twelve students designated by the student government.

As cases are referred to the Academic Integrity Board the Provost shall select five faculty and two students from the respective panels who are available and willing to serve. The Provost shall not select any panel member directly or indirectly related to the case. The persons so selected shall select one of their members to act as chair and be responsible for writing the Board's report.

**d. Suspension or Dismissal**

Where the proposed penalty is suspension or dismissal, the Provost forwards all materials (the initial report,



the evidence, the student's Academic Integrity history, and the report of the Academic Integrity Board) to the President for a final determination and action.

**e. Time Lines**

The Provost may extend the time lines at any step of the process upon showing of good cause, with such extensions reported to all parties prior to the original deadline for that step.

**f. Withdrawal Prohibited**

Once a charge has been filed against a student, withdrawal from the course is precluded; the student may not escape or evade a penalty by withdrawing from the course.

**g. Credit by Exam Prohibited**

A student who has received penalty for an Academic Integrity violation is not permitted to obtain credit or an improved grade for that course through the use of credit by examination (an "EX" course grade). This prohibition does not prevent a student from getting credit through external means such as an appropriate grade on a CLEP exam, or transfer credit (subject to the transfer credit policy) for taking an equivalent course elsewhere.

**4. 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 a grade appeal is the student's belief that a grade or grade penalty has been assigned on a capricious basis. A capricious grade is one based on a standard other than 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.

**5. Access to Records**

Due to the extremely sensitive and personal nature of the records in academic integrity cases, it is of the utmost importance that confidentiality be strictly observed. Records associated with academic integrity cases are housed in the Provost's office in physical or electronic format. Access is restricted to the Provost, the administrative assistant (or similar position) providing direct support to the maintenance of the Provost's office, the person designated by the Provost to conduct the initial review under Section 3a of this policy, the Academic Conduct Board, university counsel, the student involved, the faculty member submitting the complaint and such others as may be required by university policy, state or federal law, or by court order. In those cases involving suspension or dismissal, access is extended to the President and to the administrative assistant (or similar position) providing direct support to the maintenance of the President's office. Persons accorded access to records may not grant access to others outside the scope of this policy.

**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 hereunder.
- 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.
  - h. 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.
- c. 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.

## **College Policies & Additional Information**

### **Absentee Policy for Student Athletes**

During the season, the student athlete may occasionally have to miss classes for scheduled athletic events. In these instances, the student athlete is responsible for notifying the faculty member/instructor of their intention to miss class, arrange procedures for reviewing notes from the class, arrange for turning in required work prior to departure or upon return (as agreed upon by the student athlete and faculty member/instructor, and for fulfilling any other class requirements. An absence due to a scheduled athletic contest does **not** mean the student athlete is excused from completing the work.

It is required that the student athlete submit the Notice of Class Absence sheet to each faculty member/instructor, the first week of classes. This will give the student athlete the opportunity to discuss their schedule with the faculty member/instructor and make any changes that are necessary.

### **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 are available on [IRB website](#).

### **Cancellation of Classes Due to Inclement Weather or Other Emergencies**

The cancellation of all classes will also be posted online, at [www.sunypoly.edu](http://www.sunypoly.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 [www.sunypoly.edu/apps/canceled\\_classes](http://www.sunypoly.edu/apps/canceled_classes)

### **Chosen Name Policy**

SUNY Poly is committed to creating a welcoming, diverse, and inclusive campus community for all students, staff, and faculty. SUNY Poly supports that the use of a chosen name will have a positive impact on a student or employee's experience on campus. This policy is intended to align with the SUNY System's guidance and for the purpose of encouraging an environment for personal expression within community standards.

### **Who does the policy apply to?**

This policy applies to undergraduate and graduate students registered at SUNY Polytechnic Institute, whose primary relationship to SUNY Poly is in their role as an enrolled or non-matriculated student in an Associate, Bachelor, Masters, Doctoral, post Bachelor Certificate or Professional level program. This policy also sets forth the process by which SUNY Poly staff and faculty may request a chosen name.

### **What is a chosen name?**

For the purpose of this policy, a chosen name is the **first name** that a person chooses to use in place of their legal name. Last names may not be changed.

### **What is a legal name?**

A legal name is a person's name as recorded on official legal records, such as a birth certificate, social security card, or government issued documents.

If your legal name has changed, please complete SUNY Poly's Change of Name Form and submit it to the Registrar's Office.

[Registrar: Forms | SUNY Polytechnic Institute](#)

registrar@sunypoly.edu

### **How can I initiate a chosen name request?**

To initiate a chosen name request, please complete the Chosen Name Form found at the link below or you can submit a request form in person or via email. Student requests will be submitted to Kathie Artigiani, SUNY Poly's Title IX Coordinator and Employee requests will be submitted to Lindsey Steppello, Human Resources.

[Chosen Name Request Form | SUNY Polytechnic Institute](#)

Student Requests can be sent to: [artigik@sunypoly.edu](mailto:artigik@sunypoly.edu)

Employee Requests can be sent to: [steppel@sunypoly.edu](mailto:steppel@sunypoly.edu)

### **Where will my chosen name be displayed?**

The chosen name will be used for internal communication and certain external communications. This policy identifies the following applications that will display the chosen name:

- Banner
- Class Rosters
- Brightspace
- SUNY Poly Directory
- SUNY Poly Email Display Address
- SUNY Poly ID Card
- Degree Works
- The Housing and Dining Portal
- Engage
- Athletic Rosters
- Electronic Medical Record



### **Where will my chosen name NOT be displayed?**

Some SUNY Poly offices or departments are required to use legal names or utilize third party information systems that prevent the use of chosen names. The below list is not considered exhaustive. Please direct specific questions or concerns to the individual departments.

At this time, a chosen name will not appear in the following records and/or systems:

- Transcripts
- Financial Aid
- Federal Requests for Information
- National Student Clearinghouse
- Academic Certifications
- Diplomas
- University Police

Please note that the chosen name may not be used when the above departments need to correspond with your legal guardian(s) or when information is sent to your permanent address.

### **How will the chosen name appear on my SUNY Poly ID?**

After your chosen name request has been submitted and processed, you may request a new SUNY Poly ID card by visiting the Auxiliary Services Office located in the Wildcat Den. The fee is \$25.00 for a replacement ID card. The chosen name will be displayed on the front of the SUNY Poly issued identification card for students and employees. The legal name will appear on the back of the SUNY Poly identification card. You may not alter the visibility of your legal name on your ID card, such as crossing it out or covering it up.

You are not required to get a new SUNY Poly ID card when you request a chosen name.

### **How frequently can I change my chosen name?**

Chosen name request forms will be reviewed 3 times a calendar year. Forms need to be received by January 1, May 1 or August 1. Approved requests will be updated in all the above-listed areas within two weeks of the deadlines.

### **May I change my chosen name to any name of my choosing?**

A chosen name request is subject to SUNY Poly review and approval. SUNY Poly reserves the right to deny or remove a chosen name request that it determines is being made to misrepresent or avoid legal obligation, or in any other manner that violates SUNY Poly, SUNY, local, state, or federal policy, law rules or regulations. Violations of such policies, laws, rules, or regulations shall be addressed through established procedures.

All requests will be reviewed for approval or denial by the SUNY Poly Chosen Name Committee.

If a request for a chosen name is denied, a student or employee may submit an appeal of this decision to Chief of Staff, Wayne Westervelt. The appeal decision shall be considered final.

## **Class Attendance**

Although SUNY Poly 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.

Please note that reasonable modifications of attendance policies may be available, when required and appropriate, to students registered through the Office of Accessibility Services or the Title IX Office.

## 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 SUNY Poly 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 SUNY Poly 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 SUNY Poly:
  - A. The vendor shall register with the office of university conferences and events 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 office of university conferences and events 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 and offer an application to an individual once.
  - D. There shall be no inducement or gifts provided to the student in exchange for completing a credit card application.
  - E. The vendor shall be restricted to locations and hours determined at the time of the request; vendors will not be allowed on campus without completion of the Credit Card Marketing Policy which must be submitted to the Office of University Conferences and events at least (3) three business days prior to the date of event.
  - F. 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 be barred from the campus.
  - G. 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.
  - H. Vendors may be prohibited at campus option from collecting credit card applications.
  - I. 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).
  - J. 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.
  - K. 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 SUNY Polytechnic Institute ("SUNY Poly") to comply with the requirements of FERPA.
5. The right to obtain a copy of SUNY Poly'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 SUNY Poly.

*Education records*: any record (in handwriting, print, tapes, film, computer, or other medium) maintained by SUNY Poly 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 SUNY Poly'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 SUNY Poly 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 SUNY Poly 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 SUNY Poly 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**

SUNY Poly 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 SUNY Poly or a component unit of SUNY Poly 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**

SUNY Poly 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 has an unpaid financial obligation to SUNY Poly;
2. There is an unresolved disciplinary action against the student;
3. 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 SUNY Poly 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 Admissions/Student Services Office  
Kunsela Hall, Room A235

Custodian: PDSO

Type: Records for Individuals with Disabilities

Location: Office of Student Accessibility Services

Peter J. Cayan Library, Room L145

Custodian: Director of Student Accessibility Services

Type: Disciplinary Records

Location: Center for Student Involvement Office Student Center, Room SC105

Custodian: Director of Community Standards

### **Disclosure of Education Records**

SUNY Poly 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 SUNY Poly 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 SUNY Poly's College Council;
- A person employed by or under contract to SUNY or SUNY Poly to perform a special task, such as the attorney or auditor;
- A person who is employed by SUNY Poly'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, 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 SUNY Poly.
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 SUNY Poly.
12. The results of any disciplinary proceeding conducted by SUNY Poly against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

**Record of Requests for Disclosure**

SUNY Poly 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 Registrar's Office at [registrar@sunypoly.edu](mailto:registrar@sunypoly.edu). Students who choose to restrict access to their Directory Information should be aware that doing so may result in some unintended negative consequences. For example, organizations such as potential employers, scholarship agencies, members of the press, loan agencies, educational organizations and others will not be given access to the student's directory information, and will not be able to contact the student. Opting out of directory information classification may mean that you will miss valuable employment, educational, cultural and other

opportunities. SUNY Poly does not release student directory information for commercial use.

SUNY Poly designates the following items as directory information: student name, parents' name(s), address, telephone number, date and place of birth, major field of study, 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, email address, and photograph. SUNY Poly may disclose any of those items without prior written consent, unless the registrar's 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. Upon request, SUNY Poly will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
3. The hearing will be conducted by the Vice President for Student Affairs (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.
4. SUNY Poly 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.
5. SUNY Poly may comply with the request or it may decide not to comply:
  - a. If SUNY Poly 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.
  - b. If SUNY Poly decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the decision and 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.
  - c. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If SUNY Poly discloses the contested portion of the record, it will also disclose the statement.

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## **Freedom of Expression & Assembly Student Policy & Procedures**

### **PURPOSE**

The State University of New York (SUNY) respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY values the free expression of ideas and supports individuals' right to assemble.

SUNY Polytechnic Institute promulgates this policy to provide meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our campus community or disrupt the regular operations of the campus.

### **SCOPE**

This content-neutral policy is applicable to all SUNY Poly students.

## POLICY

SUNY Poly students are guaranteed the rights of free inquiry and expression. Subject to applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon designated public areas of campus grounds and buildings.

SUNY Poly designates the following as public areas for the purpose of peaceful and orderly assemblies:

1. Green/grass area located between Technology Drive and Seymour Road at the campus entrance off of NY State Route 12 South.
2. Green/grass area located between the Wildcat Field House and the Student Center.

SUNY Poly will not interfere with orderly assemblies in designated public areas of grounds and buildings unless participants engage in any of the following:

1. Conduct that prevents the orderly administration of college classes, lectures, meetings, interviews, ceremonies, and other campus events or University operations;
2. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
3. Engage in conduct that could foreseeably cause injury or damage to persons or property;
4. Operation of audio amplification equipment in a manner that conflicts with normal College operations or that is deemed injurious to health and safety, or that is in violation of Town of Marcy ordinances;
5. Constructing or erecting structures, whether or not they are anchored, inclusive of screens and/or objects requiring penetration in concrete or grass, or camp on College grounds without authorization from the Center for Student Involvement and the Facilities Department and indoor and outdoor encampment is generally prohibited ([see campus policies on tents/camping]);
6. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
7. Assemblies lasting more than one day, duration not to exceed 12 hours in a one-day period, and assemblies between the hours of 10:00PM and 8:00AM are prohibited;
8. Activities that violate the provisions of SUNY Policy 3653, Rules for the Maintenance of Public Order; and
9. Activities that violate the provisions of any other applicable campus policy, including but not limited to: the SUNY Poly Posting Policy, policies and procedures as indicated in the Student Handbook (

In addition, the following activities are strictly prohibited:

1. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other college area that is not authorized, without permission;
2. Occupation of a building after it is normally closed and

### 3. Obstruction of any roadways running through or adjoining the University's campus grounds.

All individuals participating in protests and demonstrations are required to provide a form of University issued or government issued identification upon request from a University official.

SUNY Poly takes compliance with this policy very seriously. Students should expect that violations of this policy will result in disciplinary action under the College's Student Code of Conduct, up to and including interim suspension, suspension, and expulsion.

#### PROCEDURES

SUNY Poly respects and supports students' efforts to exercise their rights to free speech and assembly. SUNY Poly has designated the Center for Student Involvement, the Office of Conferencing and Events and the Facilities Department to provide the appropriate support for the successful implementation of these events. Following College procedure will ensure a safe and effective assembly activity. The College will make every effort to respond affirmatively to all requests to engage in assembly activity. However, content-neutral consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the noninterference with authorized College business, activities, or events.

Services: To help ensure the safety of participants and the protection of the rights of all members of the campus community, the College can provide services to registered student organizations/student requests such as location, safety, crowd control, sound equipment (unless prohibited in certain areas as per Campus rules), site preparation/cleanup, and/or other such facilities or services it deems necessary ("Services").

#### Request for Services

1. For assemblies where the need for Services is reasonably foreseeable, event organizers shall, within 5 business days prior to the planned event, submit a written Request for Services, as follows:

A. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.

B. The request should be submitted to The Center for Student Involvement, Student Center, [csi@sunypoly.edu](mailto:csi@sunypoly.edu)

C. A professional staff member from The Center for Student Involvement will promptly respond to the request for Services after receipt of the written request but no later than three (3) business days prior to the proposed date of the planned event.

D. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.

E. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A Student Affairs professional staff member will inform the sponsor/organizer of these modifications and provide guidance as the assembly activity is planned.

F. In the event that the proposed assembly activity is planned in direct response to a current event, the Center for Student Involvement realizes that it may not be possible to submit a request in advance. In such cases, the event organizer should contact the Center for Student Involvement as soon as possible



in order to promptly coordinate the assembly activity, where reasonably possible.

2. No Services Required: Assemblies requiring no Services, or for which the need for Services is not reasonably foreseeable or necessary as described above, may take place without any prior notification by the sponsors and/or organizers. However, conformity with the specific campus rules noted above is required. Organizers who are unsure of whether their planned assembly requires Services are encouraged to contact the appropriate office designated in sub-paragraph (1)(c) above for guidance. Event organizers who do not request necessary services that were reasonably foreseeable as being needed may be subject to discipline.

## **Voluntary/Medical Withdrawal and Leave of Absence Policy**

Students may withdraw from college or pause their coursework for an extended time for many reasons. During the first two weeks of the semester, a decision to drop a course(es) does not result in a W grade. Please consult the [Academic Calendar](#) for the published last day of the drop/add period. After this date has passed, courses can no longer be dropped, course removals must be requested via the withdrawal form, and the grade issued will be W. The drop/add form can be found here: [drop/add form](#).

Withdrawals are often personal and unexpected. SUNY Poly is committed to making withdrawal and or leave of absence and return as smooth as possible. When a previously withdrawn student is eligible to return, staff will provide all resources necessary to help them re-enroll in a new semester.

Staff in either Academic Student Success or on the Care Team assist students with withdrawal and can help determine which withdrawal and/or leave of absence process is the best fit for individual situations. If a student is considering medical withdrawal, it is ideal to direct inquires to the Care Team, as the Care Team facilitates all medical withdrawals.

Academic Student Success – [advising@sunypoly.edu](mailto:advising@sunypoly.edu) 315-792-7312

Care Team – [careteam@sunypoly.edu](mailto:careteam@sunypoly.edu) 315-792-7515

## **Withdrawal Options and Procedures**

Matriculated students who wish to officially withdraw from one or more courses for which they are currently registered must follow the formal withdrawal procedure by submitting this online form [withdrawal form](#).

### **Essential information that applies to voluntary and medical withdrawals;**

- Repeated absence from class in the absence of a submitted and approved withdrawal form does not constitute notice of intent to withdraw.
- Once approved, a withdrawal will be in effect as of the day of form submission. (Exceptions for extraordinary circumstances resulting from a medical incident are noted in the medical withdrawal section of this document.)
- It is critical for any student withdrawing from a course or multiple courses to understand the implications for their financial aid. Review of financial aid and account balance due is the sole responsibility of the student requesting withdrawal.
- For the purposes of liability and financial aid, the last day of attendance in courses, as provided by the student's faculty members, will supersede the date of withdrawal form submission if last day of attendance occurred sooner. A student may owe additional aid and/or financial awards back to the institution if they

stopped attending class before submitting a withdrawal request. Financial aid and bursar staff can only provide balance or aid due accurately if the student discloses last day of class attendance in conjunction with submission of a withdrawal form.

- If a withdrawal is made without a request for a leave of absence, the withdrawn student who wishes to return in a subsequent semester must go through the readmission application process and pay the associated fee.
- A leave of absence may be requested and approved for a maximum of one year following the end of the semester of withdrawal.
- Residential students will have 48 hours from the date of withdrawal submission to move out and check out from the residence halls.
- All student-initiated requests for withdrawal are reviewed with Community Standards, Residential Life, and the Title IX Officer. Request or approval for withdrawal does not cancel conduct or title IX investigations or open conduct or title IX charges.
- Involuntary Leaves of Absence initiated under the SUNY Policy for Student Involuntary Leaves of Absence may be subject to differing policies and processes.

All academic deadlines are published on the academic calendar for the requested term and are published on the registrar's web page. ([Click here](#) for a link)

### **Voluntary Withdrawals**

Voluntary withdrawals may be requested by undergraduate and graduate students at any time between the published first day of classes and the published academic calendar's last day to withdraw with a W grade. Please consult the academic calendar for the last day to withdraw with a W grade. Students who voluntarily withdraw without being granted a leave of absence (see below for Leave of Absence information) lose their matriculation status. A student who has not received an approved leave of absence or who does not return by the conclusion of the approved leave and desires to return must file a Readmission Application by the deadline indicated on the readmission form and pay the associated readmission fee. If approved for readmission, the student will be readmitted and will be required to follow the admission standards in effect at the time of readmission. They will also be expected to complete the graduation requirements in effect at the time of re-admission into the program. Financial liability associated with voluntary withdrawal corresponds with the published liability calendar and is calculated as of the day of the submitted withdrawal form.

The Drop/Add form located [here](#) is utilized to voluntarily drop one or more courses during the drop/add period (first two weeks of the semester.)

The Voluntary and Medical Withdrawal Form located [here](#) is utilized to request to voluntarily withdraw from some or all registered courses after the drop/add period is concluded.

### **Request for Medical Withdrawal**

A request for approved medical withdrawal may be requested at any time between the last day of the drop/add period and the last day of classes. A medical withdrawal may only be granted as a result of a documented substantial medical diagnosis for a registered student. Affirmation from a medical provider that the student is not able to proceed with or to complete coursework missed with reasonable accommodation, due to the documented medical diagnosis, is also required.

NOTE: If a student pursuing medical withdrawal intends to withdraw REGARDLESS of the outcome of medical withdrawal request, they are strongly encouraged to indicate their request of Voluntary Withdrawal at the time of

form submission. This will result in withdrawal as of the date of submission and will be effective regardless of the outcome of a medical withdrawal approval. In the absence of a Voluntary Withdrawal being submitted in tandem with a Request for Medical Withdrawal, the student is accountable for ongoing course attendance and coursework.

Many unexpected injuries, illnesses and medical diagnoses qualify for accommodations under the Americans with Disabilities Act (ADA.) The ADA guarantees that people with disabilities (including short-term) have the same opportunities as everyone else to participate in their educational program. If temporary accommodations for missed coursework are necessitated while awaiting a medical withdrawal decision, the student is encouraged to seek adjustments from Accessibility Services. Course adjustments initiated by Accessibility Services cannot be applied retroactively and/or if the Request for Medical Withdrawal is denied.

Registered students seeking a medical withdrawal for either a medical or psychological diagnosis must provide written medical documentation from their treating licensed healthcare professional within 15 business days of their request for medical withdrawal. Documentation should be submitted to the Director of Student Wellness Services and must be legible, on original letterhead, and must include:

1. The student's statement explaining in their own words, the reason for a request for medical withdrawal. If the request is for partial medical withdrawal (withdrawing from one or more courses while retaining one or more courses) the student must explain the rationale for course(s) dropped and retention of other course(s) *and*
2. Medical/Psychological diagnosis *and*
3. Date(s) of treatment, including onset and direct impact on continuing education *and*
4. Treatment plan (current and ongoing), including medication, referrals, etc. *and*
5. Date and signature of the licensed healthcare professional *and*
6. If requesting retroactive application of the medical withdrawal (a date that is earlier than the date of the submitted medical withdrawal request form or medical documentation submitted later than 15 business days after the medical withdrawal request) the documentation from a healthcare provider attesting to the student's inability to withdraw and/or provide supportive documentation according to published deadlines for withdrawal.

All medical documentation is confidential and will only be shared with the student's written permission. Medical documentation submitted to support a request for medical withdrawal will be retained in the student's medical file at the Wellness Center. SUNY Poly conducts a thorough review of all requests for a medical withdrawal or re-admission; however, submission of medical documentation does not guarantee approval of a medical withdrawal or a return from medical withdrawal.

Submitted medical documentation will be reviewed by SUNY Poly healthcare professional(s) and a recommendation to either support or deny the medical withdrawal will be provided to the Registrar, the Dean of Students and student via the SUNY Poly e-mail system.

Students approved for medical withdrawal will automatically be granted and placed on a Leave of Absence by the Dean of Students. The leave of absence following medical withdrawal will be effective up to one year (2 semesters) from the semester of medical withdrawal. Return during the leave of absence will require supportive medical documentation for return. If the student does not return within the one year approved leave of absence, the student must apply for re-admission and submit supportive medical documentation for return.

Approval of a medical withdrawal does not result in a change of the liability schedule for tuition and fees. If a student believes that extenuating circumstances should result in a change to the liability schedule for tuition and fees, they must submit an Academic Petition requesting such change. If a student believes that extenuating circumstances should result in a change to the liability schedule for room and board, they should submit an appeal to

the Office of Residential Life.

For readmission to SUNY Poly after a medical withdrawal, the student must provide the Director of Student Wellness Services with supportive medical documentation, as above, from the treating licensed healthcare provider. The documentation will be reviewed by medical and/or counseling professionals in the Wellness Center and a readmission recommendation will be provided to the Registrar, Dean of Students and the student via the SUNY Poly e-mail system.

NOTE: If a student has received an approved partial or full medical withdrawal due to an ongoing medical concern, returns as a registered student and wishes to pursue medical withdrawal again, approval for another partial or full medical withdrawal will require medical documentation affirming that a medical diagnosis has persisted, changed or a new medical diagnosis has been issued.

## **Leave of Absence**

There are times when students need to pause their pursuit of courses for a semester or more. When approved in advance, breaks in enrollment are recognized as leaves of absence (LOA). A leave of absence may occur in the semester following a voluntary withdrawal, a medical withdrawal or following a decision by the student not to register for the next semester after their current semester concludes. The type of leave (voluntary or medical) may affect the process to resume and some access to campus resources, but a leave of absence is always subject to the below. *(Please note that if a student is placed on Involuntary Leave of Absence per the SUNY Involuntary Leave of Absence for Student Policy effective August 1, 2024, all policies and processes described within supersede any campus policies on Leaves of Absence initiated by the student.)*

- New students who are not yet matriculated are not eligible for leave of absence. Non-matriculated students are those who are new to their academic program and who have not yet reached the date when financial liability begins and a grade of W is issued after a withdrawal or drop of a course. The date financial liability begins and grades of W are issued is published prior to the start of each semester in the academic calendar. Non-matriculated students who fully withdraw from SUNY Poly are referred to the staff in Admissions for options to resume their program in a future semester.
- A leave of absence must be approved by the Director of Academic Student Success or approved designees within their department OR the Dean of Students OR approved designees within their department. *Only the Dean of Students or designee can approve leaves of absence that follow a medical withdrawal or an involuntary withdrawal.*
- A leave of absence can be extended for a maximum of one year (2 consecutive semesters.) Requests to extend beyond one year may only be considered via Academic Petition located [here](#).
- A leave of absence is considered a formal break from SUNY Poly. While on leave, students will have access to resources and opportunities that support their return, such as course registration, housing selection and support from the Care Team, Accessibility Services, staff in Student Academic Success and faculty advisement in planning for the semester of return.
- While on leave of absence, access to any campus services that are extended to students paying fees (field house use, student events, student parking, accessing residence halls with student guest privileges, wellness center services, etc.) are not available.
- Students on financial aid should review their aid and awards with Financial Aid before deciding on a leave of absence.

## **Requesting a Leave of Absence**

Students who need to interrupt enrollment at SUNY Poly for up to one year can request a leave of absence by taking

the following steps:

- If pursuing a voluntary or medical withdrawal, seek approval for leave of absence by indicating the LOA request on the Voluntary Withdrawal Form or Request for Medical Withdrawal Form.
- If pursuing leave of absence for the upcoming semester after completing a full semester, indicate interest in pursuing leave of absence on the Exit Survey. Submission of the exit form only DOES NOT result in approval of the leave of absence. A leave of absence request will require a meeting with staff in the Center for Academic Student Success to be approved.
- Prior to applying for leave of absence;
  - o Discuss the implications of interrupting enrollment with your Academic Advisor.
  - o Discuss the implications of interrupting enrollment with Financial Aid.
  - o If applicable, discuss the implications of interrupting enrollment with International Student Services.
  - o If applicable, discuss the implications of interrupting enrollment with Athletics
- If you have questions about the leave of absence process or policies, please request an appointment with either Academic Student Success or Care Team.

Academic Student Success

advising@sunypoly.edu 315-792-7312

Care Team

Careteam@sunypoly.edu 315-792-7515

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## Involuntary Leave of Absence

### Summary

This policy provides parameters surrounding involuntary leaves of absence for students. This policy is intended to update SUNY's procedures to support students and campus safety in alignment with the latest U.S. Department of Education's Office for Civil Rights (OCR) and U.S. Department of Justice (DOJ) standards.

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### Policy

#### I. Campus Obligations

All State-Operated Campuses will be required to adopt this policy and prominently display it on their individual campus websites. All State-Operated Campuses will also be required to ensure that this is displayed with all other leaves on their websites and provide any links to local policies that may be implicated by taking a leave of absence.

The President must designate an appropriate official or a group of appropriate officials who may evaluate situations that arise under this policy. Some examples of appropriate individuals include but are not limited to the Vice President of Student Affairs, Vice President for Student Affairs, and Provost.

## **II. Involuntary Leave of Absence**

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the Vice President for Student Affairs at SUNY Polytechnic Institute that there is a significant risk to the student's health or safety, or the health or safety of others in the campus community, or the student's behavior severely disrupts the college environment, where no reasonable accommodations can adequately reduce that risk or disruption.

Consistent with SUNY's [Nondiscrimination Policy](#), SUNY Poly prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of SUNY's programs and activities.

SUNY Poly offers a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of care that exceeds the care that the institution can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or the health and safety of others in the campus community, or where a student's behavior severely disrupts the college environment and the student does not take a voluntary leave of absence, the Vice President for Student Affairs has the authority to place a student on an involuntary leave of absence, after appropriate procedural due process has occurred according to this policy.

Before placing any student on an involuntary leave of absence, the institution will conduct an individualized assessment, consulting with Accessibility Services Office to determine if there are reasonable accommodations that would permit the student to continue to participate in the college environment without taking a leave of absence.

The Vice President for Student Affairs may be notified about a student who may meet the criteria for an involuntary leave of absence from a variety of sources, including, but not limited to, the student, the student's academic advisor, Residential Life staff, an academic department, or a member of the Care Team. If the Vice President for Student Affairs deems it appropriate, the procedures under this policy can be initiated.

## **III. Process for Placing a Student on an Involuntary Leave of Absence**

1. The Vice President for Student Affairs at the Campus will consult with the Accessibility Services Office prior to making a decision to impose an involuntary leave of absence.
2. The Vice President for Student Affairs will issue a notice to the student in writing that an involuntary leave of absence is under consideration. The written notice will include the reason(s) why the student is being considered for an involuntary leave of absence, contact information for the Accessibility Services Office which can provide information about potential

accommodations, and a copy of this policy. Campuses must provide clear information about their campus-level accessibility services office, including location of office, whom to contact, services provided, information about how to request reasonable accommodations and supports, and any other pertinent information the campus deems necessary. The notice will also provide contact information (including the name and position) for a neutral or impartial advisor outside of the decision-making process under this policy (the “Advisor”), with knowledge of the campus’s involuntary leave of absence process who will serve as a resource to answer any student questions about the process from referral to return to the campus. The Advisor will work with the student throughout the involuntary leave of absence process and any appeals. The Advisor shall be copied on all notices to the student after the student provides consent to have the Advisor as part of their process. In the written notice, the student will be encouraged to respond, and to contact the Advisor before a decision regarding an involuntary leave of absence is made and will be given a specified time period within which to do so. A campus may train one or more employees to serve as an Advisor for when this policy is initiated. If a student utilizes an Advisor as part of this process, the Advisor cannot speak for the student and all administrative procedural rules apply. The student is responsible for self-advocacy and consults with the Advisor.

3. To the extent required by applicable law, the Vice President for Student Affairs must consider potential reasonable accommodations and/or modifications that could eliminate the necessity for an involuntary leave of absence. These may include, without limitation, a voluntary leave of absence and/or academic/housing/dining accommodation(s). The campus must document all such considerations, accommodations, and related decisions.

4. The student may be asked to execute an Exchange of Confidential Information Consent Form providing certain SUNY personnel with temporary authority to obtain information from the student’s health care provider(s) regarding issues relevant and appropriate to the consideration of an involuntary leave of absence when there is a need for the campus to have access to that information as part of the interactive process and individualized assessment. Any direct communication with a student’s medical provider shall be done through the Wellness Center on campus, which will relay that information to the Vice President for Student Affairs for assessing all information regarding a potential involuntary leave of absence. Access to these records, if SUNY Poly staff are given authority to grant access, shall be limited to personnel directly involved in the deliberation and decision-making process under this policy. Campuses shall establish procedures for the secure storage of this confidential health information that is received at any point in the leave and return processes. If a student refuses to execute this document or to respond within the timeframe set by the Vice President for Student Affairs, the Vice President for Student Affairs may proceed with assessment based on the information in the Vice President for Student Affairs’ possession at that time.

5. The Vice President for Student Affairs may also confer, as feasible and when appropriate depending upon the matter, with individuals regarding the need for an involuntary leave of absence. Each case may vary, but conferring individuals can include:

- Representatives from Residence Life;
- Faculty members;
- Academic advisors;
- Department head for programs that lead to professional licensure, as appropriate;
- Representatives from the Campus’s Health Center (with appropriate authorization for any providers who have provided services to the student);

- The student's treatment provider(s) or other health care professionals (with appropriate authorization for any providers who have provided services to the student);
- Representatives from the Campus's Counseling Center or equivalent office (with appropriate authorization for any providers who have provided services to the student);
- Member(s) of the Care Team
- Other individuals who may be appropriate in an individual matter.

6. When evaluating whether an involuntary leave of absence is appropriate, SUNY Poly staff will consider specific criteria, such as:

- Whether current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the campus community;
- Whether a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety, not based on mere speculation, stereotypes, or generalizations; and/or
- Whether a student's behavior severely disrupts the campus environment.

The individualized assessment for each factor, based on reasonable judgment that relies on current medical knowledge to the extent that information is available, or the best available objective evidence, should capture:

- the nature, duration, and severity of the risk or disruption;
- the probability that the risk or disruption will actually occur; and
- whether reasonable modifications of policies, practices, or procedures will appropriately mitigate risk or disruption, thereby eliminating the need for an involuntary leave of absence.

7. The Vice President for Student Affairs will give significant weight to the opinion of the student's treatment provider(s) identified by the student (with appropriate authorization) regarding the student's ability to function academically and safely at the campus with or without reasonable accommodations. If the Vice President for Student Affairs determines that the information provided by the treatment provider(s) is incomplete, requires further explanation or clarification, or is inconsistent with the other information in the student's record, the Vice President for Student Affairs (with appropriate authorization) may contact the treatment provider(s) to obtain additional information. In certain circumstances, the campus may request the student to undergo an additional evaluation by an independent and objective professional designated by the campus, if the Vice President for Student Affairs believes it will facilitate a more informed decision. The campus should appropriately document the reasoning for such a decision, if warranted.

8. Following the Vice President for Student Affairs-consultations and review of the relevant documentation and information available, the Vice President for Student Affairs shall make a decision regarding whether the student should be placed on an involuntary leave of absence, and shall provide written notice of the decision to the student. This written notice of decision



shall include information about the student's right to appeal the decision and information about reasonable accommodations available during the appeal process. The review and notice of decision shall be performed in a reasonable and timely manner.

9. In emergency situations involving an imminent threat of harm to the student or any other member of the campus community, the Vice President for Student Affairs, in the exercise of their reasonable judgment, may require a student to be immediately prohibited from entering the campus or facilities utilized for campus programs or activities while such individualized assessment and review under this policy is taking place. Such students shall receive written notice to this effect as quickly as possible and/or practicable. While this individualized assessment and review is being conducted, every effort shall be made by the Vice President for Student Affairs to reach a decision within seven (7) calendar days, provided that the student responds in a timely manner to requests for information, and if appropriate, evaluation. If there are delays, the campus shall document the reason for such delays in writing.

#### **IV. Decisions on Involuntary Leaves of Absence**

1. ***If an Involuntary Leave of Absence is Imposed:*** The written notice of any decision concerning the student shall set forth the basis for the decision; a timeframe for when the student must leave the campus; the student's right to appeal the decision; and information about reasonable accommodations available during the appeal process. This notice shall also set forth when the student may be eligible to return to the campus and the conditions and/or requirements the student will need to satisfy to be eligible for return. This written notice shall also inform the student of their right to reasonable accommodations in the return process and will provide contact information for the appropriate office at the campus that provides accessibility services for students requiring reasonable accommodations. The length of the student's leave will be determined on an individualized basis. The student's advisor, if applicable, shall be copied on all notices concerning all decisions related to the student if the student so designates and consents.

2. ***If An Involuntary Leave of Absence is Not Imposed:*** The Vice President for Student Affairs may impose conditions and/or requirements under which the student is allowed to remain at the campus using the least restrictive appropriate means possible.

#### **V. Appeals**

1. Within seven (7) calendar days of receiving the written notice of a decision from the Vice President for Student Affairs, the student may submit an appeal of the decision in writing to the Provost for appeals under this policy. The appeal shall be heard by a three (3) person Board of Appeals consisting of the Provost, Vice President for Diversity, Equity, Inclusion and Belonging and Vice President for Administration and Finance. The decisionmaker who imposes an involuntary leave of absence shall not hear appeals or render decisions on appeals. The individuals chosen to oversee appeals cannot have been involved in the original decision-making process. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the decision of the Vice President for Student Affairs. While the appeal is

pending and being heard by the Board of Appeals, the original decision will remain in place. All appeals decisions will be issued within seven (7) calendar days of submission.

2. The criteria for appeal will be limited to the following:

- ***Disproportionate Findings or New Information***: if there is any information not previously considered that would allow the student to remain with a reasonable accommodation or if there is any new information not previously available to the student that may change the outcome of the decision-making process;
- ***Procedural irregularities***: if there were any procedural irregularities that materially affected the outcome of the matter to the detriment of the student who appealed the decision.

3. After reviewing the matter fully, the Board of Appeals will issue a written decision affirming, modifying, or reversing the decision to place the student on an involuntary leave of absence. The Board of Appeals' decision shall be final, and no other appeals or grievance procedures are available at the campus level.

## VI. Implications of an Involuntary Leave of Absence

1. ***Student status***: Students on a leave of absence generally retain their admitted student status during the period of the student's leave based on the SUNY Poly's local enrollment policies; however, they are not registered and therefore, do not have the rights and privileges of registered students. Note: a campus may have a local policy regarding how many consecutive semesters a student may be allowed to be away from the campus without enrolling in coursework. A campus also has discretion to set the minimum period of time that a student may not enroll in coursework, which includes online, arranged classes, and internships.

2. ***Housing***: Consistent with the SUNY Poly policies and procedures, students assigned to a campus residence are subject to the terms and conditions of the Housing License at their campus. Students who leave the campus before the end of a term may be eligible to receive refunds of portions of their housing charges, per SUNY Policy. Campuses shall identify on their website where eligibility criteria are for housing refunds for students in accordance with campus policy.

3. ***Effective date(s) of leave***: A student must leave the campus within the timeframe set forth by the Vice President for Student Affairs or Board of Appeals, as applicable, in the decision to impose an involuntary leave of absence. The leave will remain in effect until:

- The Vice President for Student Affairs has determined after an individualized assessment the parameters of which shall be set forth in the written decision of the Vice President for Student Affairs or the Board of Appeals, as applicable, that the student is able to return to the campus with or without reasonable accommodations, and

- The student has complied with any campus requirements applicable to all students returning from a leave and all conditions mandated by the Vice President for Student Affairs or Board of Appeals, as applicable.

Students are not permitted to return mid-semester if placed on a leave of absence. Campuses shall clearly identify and state deadlines for all requests to return, which will align with the start of each academic term per year. This includes short, sprint, and late start sessions within the semester. This also includes online, arranged classes, and internships.

4. **Notification:** At any time while the student is on leave, the Vice President for Student Affairs may notify a student's parent, guardian, emergency contact, or other individual, consistent with the law, if notification is deemed appropriate under the circumstances.

5. **Association with the campus while on leave:** Unless expressly permitted by the Vice President for Student Affairs in writing, or Board of Appeals, as applicable, students on an involuntary leave of absence are not permitted to be present at the campus and are not permitted to engage in any campus-related activities, including on-campus and/or remote employment opportunities.

6. **Coursework taken while on leave:** Consistent with the campus's policies and procedures, academic credit for work done elsewhere may be allowed toward a campus degree. However, students must consult with the Registrar's Office or other appropriate office that handles leaves of absence and their academic department prior to taking any coursework while on an involuntary leave of absence. Campuses shall designate the office that students should consult when taking coursework at another institution while on leave.

7. **Access to Student Accounts while on leave:** Unless expressly prohibited in writing by the Vice President for Student Affairs, students on leave generally may retain their student ID privileges, which will be explicitly defined per campus policy, including their campus email account.

8. **Tuition and Fees:** Consistent with SUNY's and the campus's local policies and procedures, students who leave the campus before the end of a term may be eligible to receive refunds of portions of their tuition. See the [SUNY Tuition Refunds Policy](#) for a schedule of refunds.

9. **Financial Aid:** Campuses shall provide information on any effect an involuntary leave of absence decision may have on that student's financial aid.

10. **Meal Plan:** Campuses shall provide information on what refunds may be available on meal plans within the context of this policy.

11. **Visa Status:** International students (F-1 and J-1 Visa holders) placed on an involuntary leave of absence must speak with the appropriate person at the campus who works with international students regarding their Visa status and the effect an involuntary leave of absence may have on that status.

## VII. Request for Return

1. In addition to the general requirements all students must meet when returning to the campus after a leave of absence, as well as any conditions imposed by the Vice President for Student Affairs or Board of Appeals, as applicable, for return from an involuntary leave of absence as outlined in the decision, students seeking to return from an involuntary leave of absence imposed for reasons of personal or community health and safety may be required to submit additional documentation related to the factors set forth in Section III.6 as part of an individualized assessment. The Office for Accessibility Services will work with students to provide reasonable accommodations in the return process as appropriate.
2. A student must make a written request to the Vice President for Student Affairs to return to the campus. Generally, a student shall not be allowed to return until one full semester has elapsed or until the leave period in the involuntary leave of absence notification has elapsed, and all conditions and/or requirements have been met.
3. The Vice President for Student Affairs may require the student to provide evidence that the student, with or without reasonable accommodations, has sufficiently addressed the issues that previously established the criteria for imposing an involuntary leave of absence as set forth in Section III.6, above. The Vice President for Student Affairs may also ask, confer with, or seek information from others to assist in making this determination. The information sought may include:
  - At the student's discretion, documentation of efforts by the student to address the issues that led to the leave;
  - Release of academic records to inform treating clinicians (with appropriate authorization);
  - Release of treatment information to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization);
  - Consultation with the Wellness Center and/or counseling center to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization); and/or
  - Consultation with the Office of Accessibility Services.
4. All returning students must meet the essential eligibility requirements and any technical standards of the campus and, if applicable, the relevant school or department, with or without reasonable accommodations. If the Vice President for Student Affairs determines that the student is ready to return to the campus, the student will be notified in writing of the decision, including the reason for the decision, within a reasonable time after the student has submitted a request for return and required documentation per this policy.
5. A student not permitted to return may appeal the decision to the Board of Appeals under this policy, following the procedures in Section V.
6. Based on the campus's enrollment policies, a student may be disenrolled after a certain period of inactivity. All campuses must ensure that this information is clearly articulated on their website.

## **VIII.Scope of the Policy and Relationship to Other College Policies**

A leave of absence is an administrative process; it is not a disciplinary process.

This policy is not intended to be punitive and does not take the place of disciplinary actions that are in response to violations of the campus's Student Code of Conduct, or other policies and directives, nor does it preclude the removal or dismissal of students from the campus or campus-related programs as a result of violations of other campus policies or school or department protocols.

This policy does not limit the campus's ability to place enrollment holds on students for reasons beyond the scope of this policy.

This policy does not relieve a student of any financial obligations to the campus that were incurred prior to the time the involuntary leave of absence was imposed. Campuses are required to notify students if there might be an effect on the student's financial aid, including returning aid, outstanding balances, potential effects on future aid, and any effects on the New York State Tuition Assistance Program (TAP), the Excelsior Scholarship Program, and any other scholarship, if applicable.

Nothing in this policy limits the power of the campus to take administrative action to ensure the safety of the campus community in accordance with all appropriate laws and policies.

Nothing in this policy prevents the campus from engaging in a temporary suspension under its policies if necessary under the circumstances. Any such cases shall be appropriately reviewed per campus policy.

All campuses are required to abide by the Family Educational Rights and Privacy Act (FERPA) and comply with its requirements regarding student privacy.

Nothing in this policy prevents the campus from following the Rules of Maintenance of Public Order, as necessary.

## **IX.Requests for Reasonable Accommodations**

SUNY is committed to providing equal access to all participants in campus processes, including students with disabilities. Students with disabilities should contact the appropriate office at their campus to request accommodations, and campuses shall prominently display this information on their website with this policy.

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### **Definitions**

There are no definitions relevant to this policy.

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### **Other Related Information**

[SUNY Policy Doc. No. 6502, Equal Opportunity: Access, Employment and Fair Treatment in the State University of New York](#)

## Related Procedures

SUNY Procedure Doc. No. 6501, [Discrimination and Sexual Harassment Complaint Procedure](#)

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## Forms

There are no forms relevant to this policy.

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## Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Education Law § 355\(2\)\(h\)](#) (Authority of the SUNY Board of Trustees to regulate the operation and administration of State-operated SUNY campuses).

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Title II of the Americans with Disabilities Act of 1990 \(42 U.S.C. 12131 et. Seq.\)](#)

Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794. [New York State Executive Law Section 291](#).

4. [New York State Executive Law Section 292](#).

5. \_\_\_\_\_

## 6. History

7. \_\_\_\_\_

8. State University of New York Board of Trustees Resolution 2X-XX adopted April XX, 2024.

9. \_\_\_\_\_

## 10. Appendices

11. \_\_\_\_\_

12. There are no appendices relevant to this policy.

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## Notification of Student Fatality or Serious Injury

Members of the SUNY Poly community are encouraged to notify the Vice President for Student Affairs Office if word is received about a student death or serious injury. SUNY Poly has established a protocol to offer assistance to the student or their family.

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## Policy on Drugs & Alcohol

SUNY Poly prohibits the unlawful manufacture, distribution, possession and/or use of controlled substances or alcoholic beverages on its premises, in its buildings, or at SUNY Poly-sponsored events on or off campus. SUNY Poly must also make a good faith effort to maintain a drug-free workplace, offer drug awareness education, assist students and employees seeking treatment or rehabilitation, notify employees and students of its policy, and implement and enforce the policy. Compliance with the provisions of SUNY Poly's drug and alcohol policies is a condition of attendance at SUNY Poly. Violators of these policies are subject to discipline, up to and including expulsion from SUNY Poly and referral to appropriate law enforcement agency and/or discipline, under the judicial procedures specified in the Rules and Regulations for the Maintenance of Public Order and the Student Code of Personal Conduct, and/or corrective action(s) as SUNY Poly deems appropriate, including satisfactory completion of an approved drug or alcohol

rehabilitation program.

The full policy, additional information and campus and external resources are available at: <https://sunypoly.edu/student-life/student-resources/wellness-center/health-promotions/alcohol-and-substance-abuse.html>.

### **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 member 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 dean (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 dean (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, they 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 their 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.

### **Communication with Parents/Guardians**

SUNY Poly is guided by the principle that students' involvement in their own education enhances their learning and development. In keeping with this principle SUNY Poly 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 SUNY Poly determines that circumstances merit contacting a parent or guardian or feel that a situation cannot be rectified without contacting a parent or guardian, SUNY Poly may do so subject to law and policy.

### **Nondiscrimination Notice**

Pursuant to State University of New York policy, SUNY Polytechnic Institute 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, gender expression, 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 College'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 [66] 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:

Michele Kilburn  
VP of Human Resources, Affirmative Action Officer & Ethics Officer  
[kilburn@sunypoly.edu](mailto:kilburn@sunypoly.edu)  
Kunsela Hall, Room A011  
100 Seymour Road  
Utica, NY 13502  
(P) (315) 792-7191

Kathie Artigiani  
Title IX Coordinator  
[artigik@sunypoly.edu](mailto:artigik@sunypoly.edu)  
Kunsela Hall A229  
100 Seymour Road Utica, NY 13502  
(P) (315) 792-7235

Katelyn DiCastro  
Director of Student Accessibility Services  
Student Accessibility Services Office (Inquiries regarding ADA and Section 504)  
Peter J. Cayan Library, L113  
100 Seymour Road Utica, NY 13502  
(P) (315) 792-7170  
[SAS@sunypoly.edu](mailto:SAS@sunypoly.edu)

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; EmailOCR.NewYork@ed.gov.

## **An Equal Employment & Educational Opportunity Institution**

The SUNY Polytechnic Institute is committed to the principles of equal employment opportunity and affirmative action. SUNY Poly proactively reviews its policies and practices to assure that decisions with respect to every dimension of employment are made without regard to age, color of skin, disability, gender expression and identity, genetic predisposition, marital status, national origin, race, ethnicity, religion, sex, sexual orientation, veteran's status, status as a victim of domestic violence, and all other protected groups and classes under federal and state laws and executive orders. We recognize, too, that achieving equal treatment may require proactive measures to offset obstacles and barriers faced by the groups for whom we seek inclusion. We seek to establish the diversity that will provide all of our students with a learning environment to develop leaders and lifelong learners. Our efforts to attract a diverse student



body will be enhanced by attracting diverse staff and administrators. 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 shall provide no basis for judgment of such individuals.

### **Bias Incident Reporting Policy**

It is the responsibility of every student, staff, and faculty within SUNY Polytechnic Institute to help create an environment in which every one of us can thrive without fear of bias. The Bias Incident Response Team (BIRT) responds to reports of bias incidents, creates opportunities for campus wide education to cultivate equity and inclusion, and provides referrals and resources to those affected by bias acts.

#### **What is a bias-related incident?**

A bias incident is an action, behavior or communication, or related series of actions, behaviors or communications, that negatively and unfairly targets an individual or group based on social or personal identities such as, but not limited to, race, color, national origin, ancestry, ethnic characteristics, religion, citizenship, age, sexual orientation, disability, pregnancy, gender identity, genetic characteristics, military status class or any combination.

#### **What are some examples of a bias act?**

Bias incidents can include, but are not limited to, verbal communications (such as slurs, insults, offensive/degrading language, speech featuring use of offensive stereotypes), written or symbolic expression (such as email, social media postings, graffiti, , chalked sidewalk messages, or displays of symbols) , and behaviors or actions (such as exclusion or shunning), violent acts (such as assault or battery, bodily or facial gestures or movements intended to mock or degrade another person) which feature, or are intended to express, bias toward an individual or group based on their actual or perceived identity or membership in a group associated with their race, color, national origin, religion, ancestry, ethnic characteristics, citizenship, age, sexual orientation, disability, pregnancy, gender identity, genetic characteristics, military status class or any combination (i.e. a “protected category”) .

#### **What bias incidents are covered by this policy?**

Bias incidents covered by this policy are those involving the actual or perceived expression or enactment of bias by a SUNY Poly employee or student that negatively affects or could negatively affect another employee or student in the context of their employment, educational, extracurricular residential, or social lives at the college or otherwise negatively affect their ability to participate in any college related program or activity free from the effects of bias.

#### **What is a “hate crime” and is it different from a “bias incident”?**

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator’s bias against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes, in particular, are addressed by the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law 485.05). All hate crimes are included in the definition of bias incident, but not all bias incidents are hate crimes. In order for a bias incident to constitute a hate crime, it must include (among other things) the commission of an actual underlying crime by the perpetrator (e.g. a criminal assault). A hate crime will also involve law enforcement and criminal prosecution (although it could also form the basis of a student conduct charge by the Institute’s Office of Community Standards).

#### **How do you report a Bias Incident?**

If you feel you are the target of or have witnessed a bias incident against another person, there are several ways to report the incident. You can file a complaint anonymously or you can provide your name, the more information provided to the BIRT team the better equipped the team will be to address the report.

1. Call 911 or University Police
2. Complete an online reporting form at [\\_ sunypoly.edu/student-life/student-resources](https://sunypoly.edu/student-life/student-resources) \_\_\_
3. Reach out to a member of the Bias Incident Response Team.

Dr. Mark Montgomery – [montgom@sunypoly.edu](mailto:montgom@sunypoly.edu)

Michele Kilburn – [kilburn@sunypoly.edu](mailto:kilburn@sunypoly.edu)

Kathie Artigiani – [artigik@sunypoly.edu](mailto:artigik@sunypoly.edu)

Jennifer Adams – [adamsj4@sunypoly.edu](mailto:adamsj4@sunypoly.edu)

### **What happens after I file a report?**

All reports will be carefully reviewed by the SUNY Poly BIRT, and the response will vary based on the incident, the individual(s) involved, and the amount of initial information provided in the report. Discretion and privacy are prioritized, however, members of the BIRT may consult other staff members if those staff members have expertise or experience that is relevant to resolving the report submitted. Incidents that may require consideration and/or investigation for violations of the student code of conduct may be referred to Community Standards. Incidents that concern the behavior of a faculty or staff member may be referred to Human Resources. Incidents within which a crime may have been committed will be referred to University Police or local law enforcement. In appropriate cases, a reporting individual or an affected individual will be informed about their ability to file an internal complaint of discrimination with the Office of the Director of Affirmative Action and Equal Opportunity.

Some incidents may be addressed initially through meetings or discussions with the person(s) alleged to be responsible for the incident. In all such cases, an effort will be made – in a mediation type approach -- to alert the responsible individual to their behaviors (which may in some cases have been inadvertent or unintentional, or simply lacking in sensitivity or awareness) and their effects upon others, in an effort to raise their consciousness and prevent (or make far less likely) repeated or similar incidents in the future. In some appropriate cases, a simple acknowledgement of the offensive behavior by the responsible party, and the issuance of an apology to the affected person(s), may result, and bring the matter to closure. Incidents may also be addressed through campus wide education, staff/faculty training, or prevention programs. If a report is filed anonymously and there is not enough information provided to address the incident effectively or appropriately, the incident will be assessed to the fullest extent possible but may result in limited action. If the reporting individual requests that an incident not be addressed, the request will be considered but the nature of the report may require Community Standards, Human Resources or University Police to take action or begin an investigation. When the reporting individual chooses to identify themselves and provides contact information, the BIRT will attempt to include them in possible resolution processes when it is reasonable and allowable to do so.

Identified individuals who have been impacted or witnessed to a bias incident will always be offered supportive measures such as a referral to counseling, University Police escorts, or support from the Care Team.

### **What are some things you can do if you are the victim of or witness to a bias incident?**

**Graffiti** – Do not erase it or clean it, call University Police immediately so an officer can document the image, collect any evidence and contact campus facilities to remove the image. Do not wait for University Police to arrive if you feel uncomfortable or unsafe remaining in the area.

**Other Property Damage** – Do not try to fix or cover up any damage, contact University Police or the On Call Residence Director immediately. If you feel unsafe leave the situation and call University Police when you are somewhere safe.

**Harassment and/or Threats** – If you feel you are in immediate danger, contact University Police right away and provide them with as much detailed information as possible such as location, date, time, specific words used and names of the perpetrator or witnesses (if known). If you do not feel it is an emergency and/or do not want to contact University Police you can file a Bias Report that will be reviewed by the SUNY Poly BIRT Team.

**Physical Attack** – Call 911 or University Police immediately.

### **Bias Incident Logs**

Statistics of bias incidents/hate crimes are recorded by University Police and posted publicly on an annual bases.

These statistics can be found at <https://biasreportingstats.com>

## Reporting of Urgent Concerns

If you are the victim of or witness to a bias incident or hate crime and need immediate assistance, call University Police at 315-792-2111 or 911

## Discrimination Complaints

Individuals who wish to file an external complaint about the institution's policy or process may contact the U.S. Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>. Individuals may also file complaints with the New York State Division of Human Rights (DHR), using contact information available at <https://dhr.ny.gov/complaint>.

## Discrimination Complaint Procedures

Students alleging harassment or discrimination based on a protected characteristic brought about by the action of an employee of SUNY Poly may utilize the SUNY Discrimination Complaint Procedure.

The SUNY Discrimination Complaint Procedure is available at <https://sunypoly.edu/titleix/policies-procedures>. A student who files a complaint with SUNY Poly is also entitled to file a complaint with external regulatory agencies.

For inquiries regarding the discrimination complaint procedure, please contact:

Michele Kilburn  
VP of Human Resources, Affirmative Action Officer & Ethics Officer  
Kunsela Hall, Room A011  
(P) (315) 792-7191  
[kilburm@sunypoly.edu](mailto:kilburm@sunypoly.edu)

Kathie Artigiani  
Title IX Coordinator  
Kunsela Hall A229  
(P) (315) 792-7235  
[artigik@sunypoly.edu](mailto:artigik@sunypoly.edu)

## Sexual Harassment Response & Prevention Policy

Sexual harassment is a form of sex discrimination, which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Title IX of the Educational Amendments of 1972 also protects students and employees by prohibiting sexual harassment in the provision of educational services.

At SUNY Poly, sexual harassment is prohibited and will not be tolerated. Please see SUNY Poly's Sexual Harassment Response and Prevention Policy at <https://sunypoly.edu/titleix/policies-procedures> for more information, including reporting options.

## Introduction: Student Code of Conduct

The State University of New York Polytechnic Institute ("SUNY Poly" or the "College") is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. As such, students and student organizations are expected to uphold appropriate standards of behavior as outlined in the Student Code of Conduct (the "Code" or "Student Code") and to respect the rights and privileges of others. The Student Code applies to students and student organizations. 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 ("SUNY") rules, regulations, and policies.

The College President delegates administration of the Student Code of Conduct to the Vice President of Student Affairs, the Director of Community Standards, and their designees. SUNY Poly students are bound by this Student Code of Conduct, as well as other College policies.

This document provides SUNY Poly's process for investigating allegations of student misconduct and the actions SUNY Poly will take in response to potential violations of the Code. For all conduct determinations, the standard of proof shall be made on the basis of whether there is a preponderance of the evidence that the respondent violated the Student Code of Conduct.

All students at SUNY Poly are provided access to the Student Code of Conduct. This document appears in its entirety in the College publication entitled Student Handbook and is also accessible on the web at <https://sunypoly.edu/student-life/community-standards.html>. Copies of the Student Code are also available at each residence hall, the Office of Community Standards, the Office of the Vice President for Student Affairs, University Police and the Title IX office.

### **Section One: Definitions**

Unless the context otherwise clearly indicates, words used throughout the Student Code of Conduct in the singular include the plural, the plural includes the singular.

1. **"Accused"** is a person accused of violating the Student Code of Conduct who has not yet entered SUNY Poly's conduct process.
2. **"Affirmative consent"** or **"consent"** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
  - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
  - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - Consent cannot be given if any of the parties are under the age of 17.
3. **"Business days"** shall mean days in which the administrative offices of SUNY Poly are officially open for business.
4. **"Bystander"** is a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of SUNY Poly.
5. **"Character witness"** shall mean an individual who solely provides information about a respondent's moral conduct and reputation, and who does not provide any other information that is considered relevant to a conduct matter.

6. **“Coercion”** is the practice of forcing another person to act in an involuntary manner by the use of force or threats of force.
7. **“College”**, **“Institution”**, and **“SUNY Poly”** shall mean the State University of New York Polytechnic Institute.
8. **“College official”** and **“SUNY Poly official”** shall mean any person employed by SUNY Poly, performing assigned administrative or professional responsibilities. This term also includes resident advisors while acting within the scope of their duties.
9. **“Complainant”** is a designated College official who presents the violations of the Student Code of Conduct to the Hearing Board.
10. **“Complaint”** is a formal allegation of a conduct violation, which is typically documented in writing. A report becomes a complaint when (a) the reporting individual indicates their desire to move forward with the conduct process to a student conduct officer or Title IX Coordinator and/or (b) the College determines the report requires further action under the Code of Conduct.
11. **“Conduct officer”** or **“student conduct officer”** is a SUNY Poly official authorized by the Vice President for Student Affairs to determine whether one or more students have violated the Student Code and recommend imposition of sanctions. Residential Life professional staff members may be designated to serve as conduct officers.
12. **“Director of Community Standards”** refers to the Director of Community Standard and their designee(s).
13. **“Hearing Body”** is any person or persons authorized by the President to determine whether one or more students have violated the Student Code of Conduct and recommend imposition of sanctions. “Hearing Body” includes, but is not limited to, student conduct officer in an administrative hearing, the Hearing Board and the Appellate Board.
14. **“Intimate partner violence”** shall encompass dating violence and domestic violence.
15. **“May”** is used in the permissive sense.
16. **“Member of the SUNY Poly community”** is any person who is a student, College official, employee of Research Foundation at a SUNY Poly operating location, employee of another SUNY Poly affiliated organization, or a SUNY Poly visitor. Member of the SUNY Poly community may also include vendors, tenants, and visitors to campus. A person’s status in a particular situation shall be determined by the Director of Community Standards and/or Title IX Coordinator.
17. **“Personal property”** is anything of value to which a person has legal possession or title. Personal property also includes personal data and information stored on electronic or computer media and passwords.
18. **“Policy”** means the written regulations of SUNY Poly including but not limited to those found in the Student Handbook, Student Code of Conduct, graduate and/or undergraduate catalogs, and Residential Housing License.
19. **“Preponderance of the Evidence”** is the standard of proof used in SUNY Poly conduct cases, which asks whether it is more likely than not that the violation occurred. If the evidence presented meets this standard, then the respondent should be found responsible.
20. **“Reasonable Person”** is a hypothetical person that exercises average care, skill and judgment in conduct and who serves as a comparative standard.

21. **“Report”** is an account given of a particular matter related to a potential violation of the Code.
22. **“Reporting Individual”** shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used to reference an individual who experiences and brings forth a report of a violation of the Student Code of Conduct.
23. **“Respondent”** is a person accused of a violation of the Student Code of Conduct who has entered SUNY Poly’s conduct process.
24. **“Retaliation”** is adverse action taken against another person because the person has engaged in protected activities. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment actions, and bullying.
25. **“Sex discrimination”** is any behavior or action that denies or limits a person’s ability to benefit from, fully participate in the educational programs or activities, or the employment opportunities of SUNY Poly because of a person’s sex or gender, including, but not limited to, all forms of sexual harassment, gender based harassment, sexual misconduct, and other sexual violence by or against employees, students, or third parties.
26. **“Sexual activity”** shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).
27. **“Sexual violence”** is 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 assault, sexual battery, sexual abuse, and sexual coercion.
28. **“Shall”** is used in the imperative sense.
29. **“Student”** includes all persons taking SUNY Poly courses, both full-time and part-time, matriculated and non-matriculated, pursuing undergraduate or graduate studies, continuing education and/or professional studies (credit-bearing and non-credit bearing), and certificate program participants. The term includes those who reside in SUNY Poly residence halls, as well as individuals on College premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing educational relationship with the College are students.
30. **“Student Organization”** is a group of students who have complied with the appropriate requirements, including both student clubs, organizations and teams, for SUNY Poly recognition and/or registration.
31. **“SUNY Poly premises”** or **“College premises”** includes all land, buildings, space, facilities, and other property in the possession of or owned, used, or controlled by SUNY Poly (including adjacent streets and/or sidewalks) or its affiliated entities.
32. **“SUNY Poly property”** or **“College property”** means all property owned, leased, or on loan to the College. This also includes College data and information stored on electronic or computer media and passwords.
33. **“Title IX Coordinator”** refers to the Title IX Coordinator(s), Deputy Title IX Coordinator(s) and their designee(s).
34. **“Vice President for Student Affairs”** refers to the Vice President for Student Affairs or Assistant Vice President for Student Affairs.

## **Section Two: Student Conduct System Authority and Jurisdiction Applicability Policy and Jurisdiction**

The Student Code of Conduct is applicable to all SUNY Poly students regardless of the number of credits for which the

person has enrolled. Students are responsible for their conduct upon their acceptance of admittance to SUNY Poly and this responsibility continues through the award of a degree.

The student conduct process may be initiated regardless of a student's current enrollment status. This includes conduct that occurs before classes begin or after classes end as well as during the academic year and during periods between terms of actual enrollment.

The Student Code of Conduct applies even if the student withdraws while a conduct matter is pending. The College can proceed with the conduct process following the withdrawal. Should suspension or expulsion take place as a result of the conduct process, these sanctions supersede a student's voluntary withdrawal from SUNY Poly. If a student who has completed degree requirements is charged with a violation prior to graduation or the conferral of the degree, the student will be ineligible to graduate until student conduct action is completed and eligibility to graduate is confirmed. If conduct action results in suspension, the student will be ineligible to graduate until the term of the suspension has been served. SUNY Poly may withhold issuing a degree, diploma or transcript pending compliance with SUNY Poly rules, regulations, or policies or pending completion of the process set forth in this Code of Conduct, including the completion of all imposed sanctions.

The Student Code of Conduct applies to conduct which occurs on SUNY Poly sites, international and exchange programs, and at SUNY Poly sponsored or supervised functions. When a nexus between the behavior and SUNY Poly exists and the College is aware of the behavior, a student or student organization may be subject to action under the Student Code of Conduct.

In cases in which the prohibited behavior occurs off campus, the conduct officer will consult the Assistant Vice President of Student Affairs/Dean of Students, to determine if conduct action is warranted under the circumstances. SUNY Poly will consider certain factors in its decision to take action for alleged violations of the Student Code of Conduct that occur off campus when there is sufficient information available to conduct a hearing. The factors include but are not limited to:

- The incident involves endangering behavior (which includes but is not limited to physical assault, sexual misconduct, intimate partner violence, stalking, hazing, arson, distribution of illegal drugs or other serious offenses that constitute threat or harm to the personal safety of others); and/or
- The incident involves an alleged Category II violation (as defined herein); and/or
- There has been significant loss of or damage to property; and/or
- Alcoholic beverages are sold or made available to underage persons.

### **Violations & Law**

SUNY Poly's student conduct process may be initiated against a student charged with violation of a law. Generally, proceedings under this Student Code of Conduct will be pursued without regard to pending civil litigation or criminal prosecution.

When a student is charged by federal, state, or local authorities with a violation of law, SUNY Poly will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a hearing body under the Student Code of Conduct, SUNY Poly may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the SUNY Poly community. SUNY Poly will cooperate 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 SUNY Poly community members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

### **Section Three: Prohibited Behavior**

The following behaviors violate SUNY Poly's Student Code of Conduct:

1. Acts of dishonesty, including, but not limited to:
  - a. Furnishing false information to a SUNY Poly official;
  - b. Forgery, alteration, or misuse of any SUNY Poly document, record, or instrument of identification;
  - c. Tampering with, impeding, or coercively influencing the election process related to any SUNY Poly student organization.
2. Disruption, including, but not limited to:
  - a. Disruption or obstruction of teaching, research, administration, or other College sponsored or supervised functions;
  - b. Leading or inciting others to disrupt College operations or College sponsored or supervised functions;
  - c. Intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular traffic, on College premises or at College sponsored or supervised functions.
3. Harassment, which is unwelcome behavior that demeans, threatens, or offends, and results in a hostile environment for the affected person, no matter the medium (including social media). Harassing behaviors may include bullying, verbal abuse, threats, intimidation, coercion and/or other conduct which directly threatens or endangers the health or safety of any reasonable person.
4. Physical assault, which is an intentional or reckless act that causes physical injury, bodily harm, or subjects another to unwanted physical contact.
5. Hazing, which is, regardless of intent, any action that degrades, humiliates, abuses or endangers the mental, emotional, or physical health or safety of a person, 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, team or organization whether or not officially recognized by SUNY Poly. The express or implied consent of the affected person(s) is irrelevant when determining whether or not hazing occurred.
6. Bias/hate incident, which is harassment, physical assault, or threats of violence perpetrated against another person on the basis of the person's race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, sex, gender or other protected characteristics as designated under New York State and federal law.
7. Theft, damage, and/or unauthorized possession of College property, the personal property of a member of the SUNY Poly community, or other personal or public property.
8. Key & Card Access
  - a. Unauthorized possession, duplication, use or transfer of any key, I.D. badge/proximity card, key card or combination to a College building or space.
  - b. Unauthorized tampering to include but not limited to: refocus, reposition, cover, manipulate, disconnect, or otherwise tamper with or disable a security or surveillance camera and/or door access security system.
9. Trespassing and/or unauthorized use of SUNY Poly facilities and services, including but not limited to:
  - a. Entering or remaining, without authorization, in any College building, facility, or space;
  - b. Entering or remaining in any private space or office of a student or College official without express or implied permission of person(s) authorized to use or occupy that space.
10. Alcohol violations:
  - a. Consumption under twenty-one (21) years of age;
  - b. Possession under twenty-one (21) years of age;
  - c. Distribution to someone under twenty-one (21) years of age;



- d. Purchase of alcoholic beverages by any persons less than twenty-one (21) years of age;
  - e. Possession of alcohol paraphernalia (e.g., funnels and kegs);
  - f. Participation in drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol (e.g., beer pong, flip cup);
  - g. Public intoxication, regardless of age;
  - h. Driving While Intoxicated (DWI) or Driving While Ability Impaired (DWA/Alcohol) as defined in NYS Vehicle and Traffic Law.
11. Controlled substances (as defined in NYS Public Health Law 3306) violations:
- a. Unlawful possession of a controlled substance;
  - b. Unlawful purchase of a controlled substance;
  - c. Manufacture of a controlled substance;
  - d. Distribution of a controlled substance;
  - e. Sale of a controlled substance;
  - f. Unlawful use or being under the influence of any controlled substance or synthetic cannabinoids;
  - g. Abuse of over-the-counter drugs/medications;
  - h. Possession of drug paraphernalia which includes any items that can be utilized for, designed for, or are fashioned for the use of drugs (e.g., bowls, bong);
  - i. Driving While Ability Impaired (DWA/Drug) as defined in NYS Vehicle and Traffic Law.

### **Good Samaritan Policy**

At SUNY Poly the health and safety of the members of the SUNY Poly community is of primary importance and all students are strongly encouraged to be active bystanders who respond in potentially dangerous situations without fear of reprisal from the College. Therefore, a student or student organization seeking medical treatment or emergency help for themselves or for any other person who is in immediate medical need, will not be subject to student conduct action related to the violation of using or possessing alcohol or other prohibited controlled substances. This policy applies to emergencies both on and off campus. The positive impact of reporting a medical emergency will always hold the highest priority when determining the appropriate response for policy violations. Repeated use of the Good Samaritan policy may be cause for concern for the well-being of the student and amnesty in such cases will be individually reviewed.

12. Illegal or unauthorized use, possession, or storage of any weapon or reasonable copy of a weapon including, but not limited to, firearms and ammunition, stun guns, air guns, paintball guns, pellet guns, bb guns, clubs, crossbows, archery equipment, slingshots, martial arts weapons, swords, knives, fireworks and other explosives, and/or dangerous chemicals is prohibited on SUNY Poly premises and at SUNY Poly sponsored or supervised functions.
13. Misuse or abuse of the College computer system, voicemail, or telephone services, including but not limited to:
- a. Unauthorized use or abuse of a SUNY Poly issued computer account, including failure to safeguard user IDs and passwords;
  - b. Accessing a student, SUNY Poly official, or institutional account without authorization;
  - c. Using a student, SUNY Poly official, or institutional account to send message(s) without authorization;
  - d. Failure to comply with College technology policies;
  - e. Illegal use of copyrighted materials including but not limited to downloading, uploading, or use of file sharing programs.
14. Fire Safety violations:
- a. Actions that cause or attempt to cause a fire or explosion;
  - b. Falsely reporting a fire, explosion or an explosive device;
  - c. Tampering with fire safety equipment;
  - d. Inappropriate and/or unauthorized activation of the fire alarm system;
  - e. Failure to evacuate SUNY Poly buildings during a fire alarm.

- f. Smoking within a College building, facility or space including, but not limited to: residence halls, academic spaces, and dining halls. Smoking is defined as inhaling, exhaling, burning, of tobacco and tobacco-derived products and marijuana intended for human consumption. Smoking also includes the use of an electronic smoking device, which creates an aerosol or vapor of any form.

15. Conduct that is disorderly, lewd, indecent, or constitutes a breach of peace.

***Important Note Regarding Procedures that Apply to Prohibited Behavior #16 and #17***

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972. In compliance with the Final Rule, which went into effect on August 14, 2020, Category II violations (#16 and #17 below) may be subject to the procedures set forth in SUNY Poly's Title IX Grievance Policy, instead of the procedures set forth within SUNY Poly's Student Code of Conduct. For more information as to when the Title IX Grievance Policy is applicable, please reference SUNY Poly's Title IX Grievance Policy available here: <https://sunypoly.edu/titleix/policies-procedures>. If an allegation of a Prohibited Behavior #16 or #17 violation falls outside the scope of the violations defined in the Title IX Grievance Policy, the Category II procedure described in this Code (Section Six: Student Conduct Procedures, Part B) may be applicable.

16. Category II Sexual and/or Gender Based Discrimination and Misconduct: Sexual Misconduct Violations (for the prohibited behaviors below SUNY Poly's Affirmative Consent standard shall be used)

- a. **Non-consensual sexual contact** is the touching of a person's intimate parts (defined as genitalia, groin, breast, or buttocks), however slight, with any object including but not limited to parts of a person's body, whether directly or through clothing, without affirmative consent. Non-consensual sexual contact also includes; (1) touching another person using any intimate parts without affirmative consent, or (2) forcing an unwilling person to touch another's intimate parts, (3) disrobing of another or intentional exposure of one's intimate parts to another without affirmative consent.
- b. **Non-consensual sexual intercourse** is sexual intercourse or any sexual penetration, however slight, of another person's oral, anal, or genital opening with any object (an object includes but is not limited to the parts of a person's body) without affirmative consent.
- c. **Sexual exploitation** is non-consensual behavior that takes sexual advantage of another person, and does not otherwise constitute another sexual misconduct violation. Examples of sexual exploitation include but are not limited to: intentional, nonconsensual tampering with or removal of condoms, other methods of birth control and/or sexual transmitted infection (STI) prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI contraction and/or pregnancy by the non-consenting party; engaging in sexual activity with another person while knowingly infected with a STI and without informing the other person of the infection; non-consensual videotaping, audio taping, or photographing sexual activity; non-consensual intentional sharing or publication of a sexually explicit still or video image of another person consistent with NYS S.1719C/ A.5981; observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent; trafficking people to be sold for sex; and inducing incapacitation with the intent to initiate in sexual activity.
- d. **Sexual harassment** as defined in SUNY Poly's sexual harassment policy at <https://sunypoly.edu/sites/default/files/Title%20IX/Sexual%20Harassment%20Prevention%20Policy.pdf>

17. Category II Sexual and/or Gender Based Discrimination and Misconduct: Intimate Partner Violence and Stalking Violations

- a. **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 reporting individual. Dating violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship. The existence of such a relationship shall be determined based on the reporting individual'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.

- b. **Domestic violence** is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim/reporting individual, by a person sharing a child with the victim/reporting individual or by a person cohabiting or has cohabitated with the victim/reporting individual as a spouse or intimate partner, by a person similarly situated to a spouse of the victim/reporting individual under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim/reporting individual who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - c. **Stalking** is intentionally engaging in a course of conduct (two or more acts, in which the stalker directly, indirectly, or through third parties and by any method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with their property), directed at a specific person, which is likely to cause a reasonable person to fear for their safety or the safety of others or causes 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 with such person(s) in a manner likely to intimidate, annoy or alarm them. Stalking does not require direct contact between parties, it may include the use of electronic media and devices.
18. Failure to comply, which includes, but is not limited to:
- a. Failure to comply with a reasonable and lawful request or directive of a SUNY Poly official acting in performance of their duties;
  - b. Interference with a SUNY Poly official acting in the performance of their official duties;
  - c. Failure to identify oneself to a SUNY Poly official when requested to do so.
19. Abuse of the student conduct system, including, but not limited to:
- a. Failure to comply with the instructions of a conduct officer, the Hearing Board or College official;
  - b. Disruption or interference with the orderly conduct of a student conduct or SUNY Poly's Title IX grievance proceeding;
  - c. Falsification, distortion or misrepresentation of information to the conduct officer, College official or the Hearing Board;
  - d. Discouraging an individual's participation in, or use of, the student conduct system or SUNY Poly's Title IX Grievance Policy through intimidation;
  - e. Retaliation against an individual who made a report/complaint, served as a witness, opposed the reported behavior, is a friend or acquaintance of the reporting individual or respondent, or participated in the investigation and/or conduct or SUNY Poly's Title IX grievance process;
  - f. Violation of any conduct sanction imposed in accordance with the Student Code of Conduct or SUNY Poly's Title IX Grievance Policy.
20. Violation of any provision of the Residence Hall License or rules contained in the Residential Hall Policies and Procedures.
21. Violation of SUNY Poly policies, rules, or regulations.
22. Violation of local, state, or federal law, rules, regulations or directives.
23. Aiding, abetting, or procuring another person to violate a SUNY Poly policy or local, state or federal law.
24. Attempting to violate SUNY Poly policy or local, state or federal law.

## **Section Four: Temporary & Administrative Directives**

In certain circumstances, appropriate SUNY Poly officials may issue temporary and/or administrative directives prior to the Administrative or Board Hearing.

### **Temporary Directives**

SUNY Poly utilizes three types of temporary directives; temporary suspension, temporary removal from residence halls, and temporary removal from campus building, SUNY Poly program/event or service.

The Director of Community Standards may implement a temporary directive immediately if they reasonably believe that:

1. The student's continued presence would constitute a danger to the health and/or safety to a member(s) of the SUNY Poly community; or
2. The student's continued presence would constitute a danger to the preservation of SUNY Poly property or premises; or
3. The behavior of the student significantly detracts from the educational environment and/or poses a disruption of normal SUNY Poly operations.

The terms of the temporary suspension and/or removal shall be specified in the temporary directive notice letter issued. A student who has been issued a temporary directive shall be entitled to a prompt review of the need for and/or terms of the temporary directive. The accused/respondent seeking a review shall submit a written request with supporting documentation to the Assistant Vice President for Student Affairs/Dean of Students.

The decision of the Assistant Vice President for Student Affairs/Dean of Students shall be made within two (2) business days of the receipt of the written request and shall be final. The accused/respondent shall be notified of the decision regarding the temporary directive in writing.

Absent a reversal or amendment on appeal, the temporary directive shall remain in place pending the resolution of the administrative hearing or Board Hearing as outlined in Section 5: Student Conduct Procedures.

### **Temporary Suspension**

During the temporary suspension, the student shall be restricted from all SUNY Poly premises, including classes, access to residence halls and other campus facilities. Temporary suspension also includes restriction from attendance at all College sponsored or supervised functions and the temporary loss of privileges for which the student might otherwise be eligible.

### **Temporary Removal from Residence Halls**

During the temporary removal from the residence halls, the student may be removed from campus housing and restricted from buildings and grounds of the residential complexes.

### **Temporary Removal from Campus Building(s)/Service(s)/Program(s)**

Other restrictions may be imposed such as denial of access to a specified campus building, service, program and/or SUNY Poly sponsored or supervised functions. A student may also be restricted from hosting guests on campus for a specified period of time as deemed to be appropriate by the Director of Community Standards.

### **Administrative Directives**

If there is a concern for the well-being of a member of SUNY Poly community, or to prevent disruption to SUNY Poly operations, an appropriate College official may issue an administrative directive. SUNY Poly utilizes three types of administrative directives: cease and desist order, no contact order, and persona non grata status.

The terms of the administrative directive shall be specified in the administrative directive notice letter issued. A student who has been issued an administrative directive, or has requested and been denied an administrative directive, shall be entitled to a prompt review of the need for and/or terms of the administrative directive. Any party seeking a review shall submit a written request with supporting documentation to the Assistant Vice President for Student Affairs/Dean of Students. The decision of the Assistant Vice President for Student Affairs/Dean of Students shall be made within two (2) business days of the receipt of the written request and shall be final. The party who submitted the request shall be notified of the decision regarding the administrative directive in writing.

### **Cease and Desist Order**

A Cease and Desist Order is a written directive issued between two parties which prohibits contact, either directly or through a third party. A Cease and Desist Order is considered mutual in that it applies to both the parties and does not restrict the movement of either party on campus.

A College official under the direction of the Assistant Vice President for Student Affairs/Dean of Students may issue a Cease and Desist Order between any two parties even if there is no investigation in progress and/or no conduct charges pending. A Cease and Desist Order can also be issued in cases in which conduct proceedings have concluded and did not result in a finding of responsibility.

A Cease and Desist Order shall remain in place until it is amended or withdrawn. Any intentional violation of a Cease and Desist Order may be considered a separate violation of the Student Code of Conduct.

### **No Contact Order**

A No Contact Order is a written directive prohibiting contact through any means with a protected person, either directly or through a third party. If the accused/respondent and the protected person observe each other in a public place, it is the responsibility of the accused/respondent to leave the area immediately and without directly contacting the protected person.

In Category II Level II cases (as described in Section Six: Student Conduct Procedures Part B) that are advancing through the conduct process, SUNY Poly shall automatically issue a No Contact Order. If SUNY Poly finds it appropriate, it may make a schedule for the reporting individual and the accused/respondent to use the same College facilities and services, while maintaining the terms of the No Contact Order.

A No Contact Order issued as an administrative directive is considered temporary pending the resolution of the administrative hearing or Board Hearing as outlined in Section Six: Student Conduct Procedures.

In cases in which a respondent is found not responsible following an administrative hearing or Board Hearing, the No Contact Order shall be withdrawn. The student conduct officer or designee may, at their discretion, issue a Cease and Desist Order between the two parties.

Any intentional violation of a No Contact Order may be considered a separate violation of the Student Code of Conduct.

### **Persona Non Grata**

A persona non grata letter is an order which prohibits a person's presence from SUNY Poly premises and College sponsored or supervised functions. When the accused is not a member of the College community and presents a threat to the health and safety of a member of the College community, University Police or other College officials may provide assistance to the reporting individual in obtaining a persona non grata letter, subject to legal requirements and College policy.

### **Section Five: Student Conduct Process Rights**

Each accused/respondent or reporting individual shall have the following rights:

- The right to a prompt response to any complaint. SUNY Poly strives to complete the investigation and conduct process (excluding the appeals process) within sixty (60) calendar days from the date of the complaint, absent extenuating circumstances. Timelines may vary based on the complexity of the case, number of witnesses, and nature of the academic calendar.
- The right to an investigation and conduct process conducted in a manner that recognizes the legal and policy requirements of due process, including fairness, impartiality, and a meaningful opportunity to be heard and is not conducted by individuals with a conflict of interest.
- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the accused/respondent and reporting individual throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by state and federal law and the Student Code of Conduct.
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing the accused/respondent and reporting individual are required to or are eligible to attend. The accused/respondent will also be provided the factual allegations concerning a violation, a reference to the specific Code provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by SUNY Poly).
- The right to present evidence and testimony at a hearing, when appropriate.
- The right to decline to testify against oneself. Silence will not be considered an admission of responsibility by the hearing body.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to ask questions of the decision-maker and via the decision-maker indirectly request responses from either the reporting individual or respondent and any other witnesses present.
- The right to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least seven (7) years. To access the file, please contact:  
*Director of Community Standards, 315-792-7535 Student Center, #105*
- The right to choose whether to disclose or discuss the outcome of the conduct process.
- The right to have all non-public evidence obtained during the course of the conduct process protected from public release until final determination, including any appeal determination, if applicable, unless otherwise required by law.

**The accused/respondent and reporting individual to Category II Sexual and/or Gender Based Discrimination and Misconduct cases are afforded the following additional rights throughout the student conduct process:**

- The right to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations and reviewing cases of sexual misconduct, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues including but not limited to sexual misconduct, domestic violence, dating violence, and stalking.
- The right to exclude prior sexual history with persons other than the other party in the student conduct process or their own mental health diagnosis and treatment from admittance in the conduct stage that determines responsibility. Past findings of sexual misconduct, dating or domestic violence, or stalking may be admissible in the student conduct stage that determines sanction.

- The right to simultaneous (among the respondent and the reporting individual) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction(s), and the rationale for the decision and any sanctions.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

## **Section Six: Student Conduct Procedures**

### **Introduction**

SUNY Poly's student conduct procedures have been developed with an emphasis on student involvement and fundamental fairness. The hearing bodies are not courts of law; hence, the formal court rules of evidence and procedures used in the courts do not apply. For a better understanding of the differences between the student conduct process and criminal process, see <http://system.suny.edu/sexual-violence-prevention-workgroup/College-and-Criminal-Resource/>

In order to comply with FERPA and provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process for individual students and student organizations are not open to the general public.

Any notices or notifications outlined in the Student Code of Conduct will be sent to the student's SUNY Polytechnic assigned email account, unless extenuating circumstances dictate otherwise as determined by the College. Each student is responsible for monitoring their SUNY Poly email account on a regular basis. The conduct officer or Title IX Coordinator, at their discretion, may utilize additional delivery. Charges against student organizations will be delivered to the president of the student organization.

The student conduct process is divided into two distinct parts: Category I and Category II. Category I procedures provide guidance related to general student conduct cases. Category II provides guidance for Sexual and/or Gender Based Discrimination and Misconduct cases that do not fall within the scope of SUNY Poly's Title IX Grievance Policy (<https://sunypoly.edu/titleix/policies-procedures>). Category II policies and procedures comply with Violence Against Women Act (VAWA) reauthorization, the Clery Act, Office for Civil Rights guidance, and New York State law, including New York Education Law, Article 129-B.

## **PART A: CATEGORY 1 - GENERAL STUDENT CONDUCT PROCEDURES**

### **Complaint**

Any member of the SUNY Poly community may make a complaint or provide information concerning a potential violation(s) of the Student Code of Conduct. Allegations of prohibited behavior may be submitted to any of the following offices:

**Office of Community Standards** - Hilltop Hall A Wing, (315) 792-7535;

**Residential Life & Housing** – Hilltop Hall A Wing (315) 792-7810,

**University Police** - Kunsela Hall B126, (315) 792-7222

### **Advisor**

The reporting individual and respondent are permitted to have one advisor of their choice present with them at any investigation meeting, conduct meeting, and/or at a hearing. An advisor may privately consult with and advise their advisee throughout the investigation and conduct process, but may not speak on behalf of the student, question witnesses, disrupt the proceeding, present information to the hearing body, or otherwise directly participate in any investigation or conduct process. An advisor may be any person the reporting individual or respondent chooses. During all investigation and conduct meetings and hearings, the reporting individual and respondent may request a brief recess

to consult with their respective advisor, which may be granted at the discretion of the conduct officer or chairperson of the Hearing Board, unless the recess would be unreasonably disruptive.

### **Investigation and Notice of Charge**

A conduct officer shall investigate the report to determine whether further action is necessary and may bring charges against the accused/respondent if sufficient information exists. All investigations will occur within a reasonable timeframe and every effort will be made to keep investigations private to the greatest extent possible. If the conduct officer determines that there is sufficient information that warrants further action, the conduct officer shall initiate either an administrative hearing or Board Hearing.

A student or student organization charged with an alleged violation of the Code will be provided written notice of the charge(s) and will be required to meet with a conduct officer. Unless circumstances prohibit, the respondent shall be provided notice of the charges within ten (10) business days of the Office of Community Standards receiving documentation. For cases referred to University Police or the Title IX Office, the ten (10) business days begin upon the Office of Community Standards' receipt of the official report from those offices. Written notice of charges includes information about the circumstances surrounding the potential violation including, where available, the date, time, location and factual allegations, as well as a student's rights under SUNY Poly's conduct process. In the notice, the case will be assigned either Level I or Level II status depending on the nature of the violations.

Both the reporting individual and respondent will receive the name of the conduct officer assigned to the case in their notice of charge letter. Within 24 hours of this notice, the reporting individual or respondent may request in writing that the conduct officer be removed on the basis of bias or conflict of interest, and set forth the specific basis for the request with supporting information. The Assistant Vice President of Student Affairs/Dean of Students will determine whether the challenge has merit and respond to the request in writing within two (2) business days.

### **Case Level Status**

A conduct case in which potential sanctions do not include suspension, expulsion or removal from College housing will be designated as a **Level I case**. Level I cases are resolved through an administrative hearing.

A conduct case in which potential sanctions include but are not limited to suspension, expulsion or removal from College housing will be designated as a **Level II case**. Level II cases are resolved through a Board Hearing.

### **Student Conduct Hearings**

A hearing provides both the reporting individual and respondent the opportunity to present information for review by either a conduct officer or the Board. There are two types of hearings: administrative hearings and Board Hearings.

All hearings will be recorded by the Office of Community Standards. Deliberations held during a Board Hearing shall not be recorded. The reporting individual or respondent to a conduct case may request in writing to review the hearing record. Cameras or other reproduction equipment, other than SUNY Poly's recording device, are not permitted in a student conduct hearing, unless as a result of a preapproved reasonable accommodation.

### **Administrative Hearing**

An administrative hearing is a hearing in which a conduct officer meets with the respondent to review the relevant information, charges, and the student conduct process. During the administrative hearing, the conduct officer will determine whether the respondent violated the Code and will assign sanctions if appropriate.

The respondent is required to schedule an administrative hearing with the conduct officer within five (5) business days from the date of the notice of charge letter. If the respondent needs to reschedule the administrative hearing, the respondent must notify the conduct officer no less than 24 hours prior to the scheduled hearing and request to reschedule. In the event a respondent does not schedule, reschedule, or fails to attend an administrative hearing, an additional conduct charge of "failure to comply" (Student Code of Conduct Prohibited Behavior #18) may be added.



Should the respondent fail to schedule or attend an administrative hearing, the conduct officer will give the respondent two (2) additional business days, with written notice, before proceeding. An additional charge of failing to comply may be added to the charge(s). The administrative hearing will then be held in the student's absence. The student will be assumed to have entered a claim of Not Responsible to each allegation and forfeits their ability to present evidence on their behalf. Findings and sanctions, if applicable, will be based on the information and not upon the accused student's failure to appear. A student may submit a written request with supporting documentation to the conduct officer showing good cause for failing to appear. The conduct officer will review and make a determination as to whether a new hearing will be granted, otherwise, the decision of the hearing shall stand.

Except in the case of a student charged with failing to obey the summons of a hearing body or College official, no respondent may be found to have violated the Student Code of Conduct solely because the student failed to appear before the hearing body.

At the hearing, the conduct officer will ask the respondent if they are responsible or not responsible for the alleged charge(s). If the respondent accepts responsibility, the conduct officer will assign sanctions.

If the respondent does not accept responsibility, the conduct officer will review the case and based on preponderance of the evidence will make a decision, including assignment of sanction(s), when necessary.

The conduct officer will send a letter documenting the outcome and any sanctions imposed within five (5) business days of the administrative hearing, except when additional time is necessary for extenuating circumstances as determined by the Assistant Vice President for Student Affairs/Dean of Students. The respondent and reporting individual, if any, may appeal the outcome and/or sanctions as outlined in Section Eight: Appeals.

SUNY Poly may place a hold on the records or registration of any accused or respondent who fails to respond to a SUNY Poly investigation or conduct notice or fulfill any sanctions previously issued. SUNY Poly may take other action necessary for resolution of a case prior to the accused's or respondent's enrollment in a subsequent semester, transfer or graduation. All pending conduct matters must be resolved prior to a student's graduation, transfer from or continued education at SUNY Poly.

### **Board Hearing**

The Board Hearing will be conducted by a panel ("the Board") comprised of students, faculty and/or staff which reviews student conduct cases. The Board is appointed by the Assistant Vice President for Student Affairs/Dean of Students on an annual basis. A quorum of five (5) Board members to include at least two (2) students and two (2) staff and/or faculty members shall be required for a Board Hearing. One member of the Board will be designated as chair by the Director of Community Standards.

Level II cases are resolved through a Board Hearing, except in cases where the respondent accepts responsibility for the alleged violation(s). When a respondent accepts responsibility for a Category I Level II violation, an administrative hearing will be used instead of the Board Hearing.

Prior to the Board Hearing, the respondent is instructed to schedule a pre-hearing meeting with the conduct officer within five (5) business days from the date of the notice of charge letter. If the respondent needs to reschedule the pre-hearing meeting, the respondent must notify the conduct officer no less than forty-eight (48) hours prior to the scheduled meeting and request to reschedule the meeting. In the event a respondent does not schedule, reschedule, or fails to attend the pre-hearing meeting, the conduct officer will move forward with scheduling the Board Hearing.

Under the Board Hearing process, if there is a reporting individual, that individual will also be instructed to schedule in a pre-hearing meeting.

At the pre-hearing meeting, the following information related to the Board Hearing is reviewed:

- **List of Hearing Board members:** The reporting individual and the respondent will be provided with the names of the Hearing Board members and an opportunity to challenge the participation of any board member on the basis of bias or a conflict of interest. A challenge of a Board member must be made in writing to the conduct officer within 24 hours of receipt of the Notice of Hearing and must state the specific reason(s) for the challenge. The conduct officer will determine whether the challenge has merit and notify the reporting individual and the respondent of the decision within two (2) business days. The College reserves the right to change the board composition at any time, with notice and an opportunity to challenge a Hearing Board member's participation.
- **Case specific information:** The conduct officer will provide the reporting individual and respondent with a final opportunity to review the Board Hearing case file, which includes relevant evidence and a list of witnesses if applicable, which will be presented during the Board Hearing, if any. The reporting individual and the respondent shall be permitted to submit additional information, if deemed relevant by the conduct officer, for the Hearing Board case file no later than the three (3) days prior to the hearing. The other party shall be provided the opportunity to review the information prior to the hearing. Other relevant documents, or evidence the reporting individual and/or the respondent submits less than three (3) business days prior to the hearing will be reviewed by the conduct officer who can a) exclude evidence that has not been shared with the other party or b) adjourn the hearing to afford all parties the opportunity to review evidence to be presented c) and/or to conduct further investigation. The conduct officer will make the final decision related to the admissibility of all information and/or evidence.
- **Witnesses:** The reporting individual and the respondent may request that witnesses attend the Board Hearing if it can be shown that such witnesses have relevant information. The Director of Community Standards will be responsible for the notification of witnesses to attend the Board Hearing. The reporting individual and respondent will be permitted to ask questions of the witnesses through the Hearing Board, via the chairperson. All witnesses are subject to the right of questioning by the Hearing Board, and may be recalled at any time during the hearing for additional questions. While character witnesses are prohibited from participating in an administrative or board hearing, written statements prepared by character witnesses will be considered during the sanctioning phase of a hearing. Character witnesses' written statements must be submitted no later than three days prior to the hearing and shall not exceed one page each.
- **Accommodations:** The conduct officer or Hearing Board, for good cause, may accommodate concerns for the personal safety, well-being, and/or fear of confrontation of any party during the Board Hearing by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videotape, or other means as determined by the conduct officer. These alternative arrangements are subject to the rights of both the reporting individual and respondent, and must enable the Hearing Board, respondent, and reporting individual to communicate in real time.
- **Role of the Complainant:** The complainant acting on behalf of the College presents evidence and witnesses pertaining to the case.
- **Procedure for Multiple Students Accused:** In cases involving more than one respondent, the Director of Community Standards will generally conduct the Board Hearings jointly. A respondent may submit a written request for an individual hearing to the Director of Community Standards. If a separate hearing is granted, information obtained in one respondent's hearing may be used at another respondent's hearing provided that each respondent has the opportunity to review and respond to the information.

The conduct officer shall schedule a Board Hearing within ten (10) business days of the pre-hearing meeting unless special periods (e.g., holidays, breaks) dictate otherwise. The reporting individual and respondent shall be notified of the time and place of the Board Hearing at least four (4) business days prior to the hearing. During the hearing the respondent, complainant, and reporting individual, if any, will be given the opportunity to make opening and closing statements, present witnesses, and ask relevant questions. Following the closing statements, the Board will begin their deliberations.

All deliberations are closed and shall include only the Hearing Board members. The chairperson of the Board will serve

as a facilitator during the deliberation. A review of information will be conducted by the Hearing Board to determine the respondent's non-responsibility/responsibility as to each of the charges. The decision shall be made by a majority vote (abstentions are not permitted) of the Hearing Board. A decision of responsibility shall be made only if the allegations contained in each charge have been established by a preponderance of the evidence.

If the Board has found the respondent responsible for one or more violations, the chairperson will then summon the conduct officer. The conduct officer will provide the Board with a student's conduct record, if any, for consideration by the Board for the purposes of issuing sanctions. The conduct officer will be dismissed by the chairperson prior to the start of the deliberations. The Board shall agree by majority vote (no abstentions) on appropriate sanction(s) as outlined in the Sanctioning Guidelines document. The chairperson will communicate the Board's decision regarding the respondent's responsibility and a recommendation of appropriate sanction(s) to the Director of Community Standards. The Director of Community Standards is required to accept the Hearing Board's decision with respect to responsibility/non-responsibility, unless the decision is arbitrary and capricious. Where the respondent is found responsible for one or more charges, the Director of Community Standards is not required to accept the Hearing Board's recommendation of appropriate sanctions. Specifically, the Director of Community Standards may reduce the sanctions recommended by the Hearing Board, but may not increase the sanctions.

Within five (5) business days following the adjournment of the hearing, the Hearing Board's decision will be communicated in writing to the respondent by the Director of Community Standards. Written notification will contain the name of the respondent; whether the respondent has been found responsible or not responsible for the charge(s), the rationale for the decision, and the sanction imposed, if any. If the violation is a crime of violence under the Clery Act (20 U.S.C. § 1092 (f)(1)(F)(i)(I)-(VIII) Part 1) or is a Category II violation, the reporting individual will also receive written notification of this information. College policy neither encourages nor discourages further disclosure of the decision letter by either student. The notification shall also inform both the reporting individual and the respondent of the appeal process, which includes any possible changes to the outcome that may occur before it becomes final, and when the outcome becomes final.

## **PART B: CATEGORY II: SEXUAL AND/OR GENDER BASED DISCRIMINATION AND MISCONDUCT PROCEDURES**

This section sets forth the manner in which allegations of sexual misconduct, intimate partner violence, and stalking, that do not fall within the scope of SUNY Poly's Title IX Grievance Policy (<https://sunypoly.edu/titleix/policies-procedures>), will be addressed by the Office of Community Standards in consultation with the Title IX Coordinator.

### **Students' Bill of Rights**

The Students' Bill of Rights, incorporated herein by reference, is distributed annually to students, is made available on SUNY Poly's Title IX website ([www.sunypoly.edu/titleix](http://www.sunypoly.edu/titleix)), and is posted throughout campus, including in each campus residence hall and dining hall.

### **Policy for Alcohol and/or Drug Use Amnesty**

The health and safety of every student at SUNY Polytechnic Institute is of the utmost importance. SUNY Poly recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Poly strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual misconduct to College officials. A bystander or a reporting individual acting in good faith that discloses any incident of intimate partner violence, stalking, or sexual misconduct to SUNY Poly officials or law enforcement will not be subject to SUNY Poly's Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual misconduct.

### **Confidentiality: How SUNY Poly Will Weigh the Request and Respond**

If a reporting individual discloses an incident to a SUNY Poly employee who is responsible for responding to or reporting a Category II violation, but wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator must weigh the request against SUNY Poly's obligation to provide a safe, non-discriminatory environment for all members of the campus community, including the reporting individual.

SUNY Poly will assist with academic, housing, employment, and other reasonable and available accommodations to the reporting individual regardless of their reporting choice. While reporting individuals may request accommodations through several College offices, the Title IX Coordinators will serve as primary point of contact to assist with these measures. SUNY Poly also may take proactive steps to combat prohibited behavior in a general way that does not identify the reporting individual or the situation that was disclosed. Because SUNY Poly is under a continuing obligation to address the issue of sex discrimination campus-wide, reports of Category II prohibited behavior (including non-identifying reports) may also prompt the College to consider broader remedial action such as increased monitoring, supervision or security at locations where the prohibited behavior occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessment surveys; and/or revisiting College policies and practices.

SUNY Poly will seek consent from a reporting individual of an alleged Category II violation prior to conducting an investigation. A reporting individual may decline to consent to an investigation and can request confidentiality, even if SUNY Poly has received notice of the incident. The request for confidentiality will be honored unless SUNY Poly's failure to act does not adequately mitigate the risk of harm to the reporting individual or other members of the SUNY Poly community. Honoring a reporting individual's request for confidentiality may limit SUNY Poly's ability to meaningfully investigate and pursue conduct action against the accused.

When weighing an individual's request for confidentiality, SUNY Poly will review the available information and consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in prohibited behavior on behalf of the accused from previously noted behavior;
- Whether there is increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor;
- Whether SUNY Poly possesses other means to obtain relevant evidence such as security footage or physical evidence;
- Whether the report reveals a pattern of perpetration at a given location or by a particular group;
- Whether the prohibited conduct was committed by multiple respondents;
- Whether the respondent has admitted to the conduct.

In cases in which the Title IX Coordinator grants the reporting individual's request for confidentiality, the alleged incident will be documented with the Title IX office. If a future pattern develops, SUNY Poly has the right to re-examine the incident.

When the Title IX Coordinator has sufficient information to demonstrate SUNY Poly has a responsibility to address the prohibited behavior, SUNY Poly may move forward with a full investigation and conduct process. SUNY Poly will not require a reporting individual to participate in any investigation or conduct proceeding. SUNY Poly will inform the reporting individual prior to starting a full investigation and will take immediate action as necessary to protect and assist them.

### **Report/Complaint**

Any member of the SUNY Poly community may make a complaint or offer information concerning a potential Category

II violation of the Student Code of Conduct. A student may make a report against another student, an employee, a student organization or group, or a third party. The procedure SUNY Poly utilizes to address these reports may vary, depending on who the report is against.

Allegations of prohibited behavior may be submitted to SUNY Poly's Title IX Coordinators or the Director of Community Standards:

**Kathie Artigiani, Title IX Coordinator**

Kunsela Hall A229  
100 Seymour Road  
Utica, NY 13502  
315-792-7235  
[artigik@sunypoly.edu](mailto:artigik@sunypoly.edu)

*Students who wish to speak **confidentially** about an incident may contact a confidential resource as designated in SUNY Poly's Options for Confidentially Disclosing document available at <https://sunypoly.edu/titleix/policies-procedures>*

**Privacy vs. Confidentiality**

SUNY Poly offices and employees who cannot guarantee confidentiality will maintain a reporting individual's privacy to the greatest extent possible. The information a reporting individual provides to a non-confidential resource will be relayed to the Title IX Coordinator. SUNY Poly will limit any disclosure as much as possible, even if the Title IX Coordinator determines that a request for confidentiality cannot be honored.

**The Role of the Title IX Coordinator**

The Title IX Coordinator is responsible for the investigation of Category II violations as outlined in the Student Code of Conduct. The Title IX Coordinator(s) will collect and review the information available. The Title IX Coordinators are not advocates or advisors, but will assist both the reporting individual and respondent by providing information about support and advocacy services and available accommodations. The Title IX Coordinator does not serve as a member of the Administrative or Hearing Board that determines if the complaint is substantiated.

**Advisor**

The reporting individual and respondent are permitted to have one advisor of their choice present with them at any investigation meeting, conduct meeting, and/or at a hearing. An advisor may privately consult with and advise their advisee throughout the investigation and conduct process, but may not speak on behalf of the student, question witnesses, disrupt the proceeding, present information to the hearing body, or otherwise directly participate in any investigation or conduct process. An advisor may be any person the reporting individual or respondent chooses. During all investigation and conduct meetings and hearings, reporting individual and respondent may request a brief recess to consult with their respective advisor, which may be granted at the discretion of the conduct officer or chairperson of the Hearing Board, unless the recess would be unreasonably disruptive.

**Accommodations**

SUNY Poly will take steps, where necessary, to support the reporting individual throughout the investigation and conduct process, including implementing appropriate temporary or administrative measures, as outlined in Section Four: Temporary and Administrative Directives. SUNY Poly will also take appropriate action to support the respondent throughout the process.

SUNY Poly may grant reasonable and available accommodations that effect a change in academic, housing, SUNY Poly employment, transportation and other applicable arrangements in order to address safety concerns, separate the reporting individual and respondent, prevent retaliation, and avoid an ongoing hostile environment. Accommodation

requests can be made to the Title IX Coordinator or Director of Community Standards, and are subject to their review and approval.

As the investigation and conduct process for a Category II case is advancing, the Title IX Coordinator may, at their discretion, put restrictions in place when providing an accommodation. These restrictions may include, but are not limited to, altering a student's academic schedule, restricting parties from attending class/classes, re-assigning parties to a different class section, allowing parties to attend their scheduled class but with restrictions, restricting parties from certain areas of campus, restricting parties from campus but allowing parties to fulfill class requirements via internet, restricting or altering the dates/times/locations/hours permitted to work, scheduling the use of specific spaces (i.e. dining halls), restricting attendance at SUNY Poly sponsored or supervised functions, graduation or other ceremonies.

A student who has been issued a directive as a result of an accommodation shall be entitled to a prompt review of the need for and terms of the directive. Any party seeking a review shall submit a written request with supporting documentation to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs shall be final.

### **Retaliation**

No member of the SUNY Poly community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who reports a Category II violation, files a complaint, serves as a witness, or assists or participates in the investigation or conduct process in any manner. Participants who experience retaliation should report the incident to the Title IX Coordinator, Director of Community Standards, or Vice President for Student Affairs. Any substantiated act of retaliation may result in sanctions or other student conduct action as outlined in the Code, College policies, and/or the conduct procedures pursuant to the applicable collective bargaining agreements.

### **Investigation**

A preliminary investigation of a report may precede a full investigation. During the preliminary investigation, the Title IX Coordinator will provide the reporting individual with information about the investigation and conduct process and will seek the reporting individual's consent to investigate (as outlined in the Confidentiality: How SUNY Poly Will Weigh the Request and Respond portion of this section). The Title IX Coordinator will interview the reporting individual and collect information relevant to the incident.

In cases in which (1) the reporting individual elects to file a formal complaint or (2) the reporting individual requests confidentiality but the College has determined it has a responsibility to address the prohibited behavior, the Title IX Coordinator will review the information and determine if there is sufficient information available to move forward with the conduct process. If adequate information was obtained in the preliminary investigation to give reasonable cause to believe a Category II violation may have occurred, the Title IX Coordinator will proceed with a full investigation.

Notice of Potential Conflict: If a full investigation is being pursued, both the reporting individual and respondent will receive notification in writing, of the name of the Title IX Coordinator assigned to the investigation of the case. Within 24 hours of this notice, the reporting individual or respondent may request in writing that the Title IX Coordinator be removed on the basis of bias or conflict of interest, and set forth the specific basis for the request with supporting information. The Vice President of Student Affairs will determine whether the challenge has merit and respond to the request in writing within two (2) business days.

The preliminary review of a complaint, including any temporary or administrative directives to be put in place, will generally be completed within 20 days of receipt of the complaint. The subsequent, comprehensive review and investigation of the complaint, including interviews and gathering of evidence, will generally be completed within 40 days of receipt of the complaint.

The full investigation will not begin until the reporting individual files a formal complaint with the Title IX Coordinator. In cases in which the reporting individual has requested confidentiality but SUNY Poly has determined an obligation to

address the prohibited behavior, the full investigation will not begin until written notification of this determination has been issued to the reporting individual.

After the Title IX Coordinator understands the nature and scope of the complaint, they will send notice to the accused that a complaint has been filed and will include the date, time, location, and factual allegations concerning the violation(s), as well as the respondent's rights and other information about the investigation and conduct processes. The respondent will be instructed to contact the Title IX Coordinator within 48 hours of receiving the notice to schedule an initial interview. If the respondent fails to contact the Title IX Coordinators within 48 hours of the notice, the Title IX Coordinator may proceed with the investigation.

The Title IX Coordinator will meet with the reporting individual and accused separately when conducting the investigation. Both the reporting individual and respondent will be asked to provide any relevant documentation or supporting information (including but not limited to text messages, phone logs, video or audio recordings, photographs, social media posts or messages, letters, emails) and identify potential witnesses relevant to the complaint.

The Title IX Coordinator will interview witnesses deemed relevant to the complaint and will collect and review documentation and evidence provided by the witnesses.

### **Production and Review of the Investigation Report**

Where a full investigation is being pursued, the Title IX Coordinator will produce a written investigation report, which both the reporting individual and the respondent will be provided an opportunity to review in draft form. The report will include a summary of the statements of each person interviewed, the relevant documentation, and other information reviewed by the Title IX Coordinator. The reporting individual and respondent will be permitted to provide clarifying comments to the portions of the report in which their own statements are summarized. They will also be permitted to respond to the content of the report and to propose questions to be asked of the witnesses and the other party to the complaint. The Title IX Coordinator will review the comments and questions submitted by the reporting individual and the respondent, if any, and will determine whether the report should be modified and/or if further investigation is necessary.

All information and documentation provided by either the reporting individual or the respondent, or by a witness(es) interviewed in the course of an investigation, may be included in the final investigation report and shared with the reporting individual, respondent, and appropriate College officials.

Once the investigation is complete and a final report is generated, the report is provided to the Director of Community Standards. The Director of Community Standards will review the report and determine if conduct action will be taken. If conduct action is pursued, the Director of Community Standards will provide the accused with notice of applicable charges and shall initiate an Administrative or Board Hearing.

### **Notice of Charge**

A student or student organization charged with an alleged violation of the Code will be provided written notice of the charge(s) and will be required to meet with a conduct officer. Unless circumstances prohibit, the respondent shall be provided notice of the charges within ten (10) business days of the Office of Community Standards' receipt of the final investigation report from the Title IX Coordinator. Written notice of charges includes information about the circumstances surrounding the potential violation including, where available, the date, time, location and factual allegations, as well as a student's rights under SUNY Poly's conduct process. In the notice, the case will be assigned either level I or level II status depending on the nature of the violations:

- a. **Category II Level I** - A Category II conduct case in which potential sanctions do not include suspension, expulsion or removal from College housing will be designated as a Level I case. Cases involving an allegation of sexual harassment, sexual exploitation or non-consensual sexual contact may be assigned a Level I status,

which would be resolved through an administrative hearing. The conduct officer will review the severity of the alleged conduct for sexual harassment, sexual exploitation, and non-consensual sexual contact cases and determine whether, based on the information obtained through the investigation, the case should be elevated to a Level II charge.

- b. **Category II Level II-** A Category II conduct case in which possible sanctions include but are not limited to suspension, expulsion or removal from College housing will be designated as a Level II case. Any case involving an allegation of non-consensual sexual intercourse, dating violence, domestic violence, or stalking will be automatically assigned Level II case status. These cases are assigned to a Board Hearing, except in cases in which the respondent accepts responsibility. If a respondent accepts responsibility for a Category II Level II violation, an administrative hearing will be used instead of the Board Hearing.

Both the reporting individual and respondent will receive the name of the conduct officer assigned to the case in the notice of charge letter. Within 24 hours of this notice, the reporting individual or respondent may request in writing that the conduct officer be removed on the basis of bias or conflict of interest, and set forth the specific basis for the request with supporting information. The Vice President of Student Affairs will determine whether the challenge has merit and respond to the request in writing within two (2) business days.

### **Student Conduct Hearings**

A hearing provides both the reporting individual and respondent the opportunity to present information for review by either a conduct officer or the Board. There are two types of hearings: Administrative Hearings and Board Hearings. All hearings will be recorded by the Office of Community Standards. Deliberations held during a Board Hearing shall not be recorded. The reporting individual or respondent to a conduct case may request in writing to review the hearing record. Cameras or other reproduction equipment, other than SUNY Poly's recording device, are not permitted in a student conduct hearing, unless as a result of a preapproved reasonable accommodation.

### **Administrative Hearing**

An administrative hearing is a hearing in which a conduct officer meets with the respondent to review the relevant information, including the final investigative report prepared by the Title IX Coordinator, charges, and the student conduct process. During the administrative hearing, the conduct officer will determine whether the respondent violated the Code and will assign sanctions if appropriate.

The respondent is required to schedule an administrative hearing with the conduct officer within five (5) business days from the date of the notice of charge letter. If the respondent needs to reschedule the administrative hearing, the respondent must notify the conduct officer no less than 24 hours prior to the scheduled hearing and request to reschedule. In the event a respondent does not schedule, reschedule, or fails to attend an administrative hearing, an additional conduct charge of "failure to comply" (Section Three: Prohibited Behavior, #18) may be added.

Should the respondent fail to schedule or attend an Administrative Hearing, the conduct officer will give the respondent two (2) additional business days, with written notice, before proceeding. An additional charge of failing to comply may be added to the charge(s). The Administrative Hearing will then be held in the student's absence. The student will be assumed to have entered a claim of Not Responsible to each allegation and forfeits their ability to present evidence on their behalf. Findings and sanctions, if applicable, will be based on the information and not upon the accused student's failure to appear. A student may submit a written request with supporting documentation to the conduct officer showing good cause for failing to appear. The conduct officer will review and make a determination as to whether a new hearing will be granted; otherwise, the decision of the hearing shall stand.

Except in the case of a student charged with failing to obey the summons of a hearing body or College official, no respondent may be found to have violated the Student Code of Conduct solely because the student failed to appear before the hearing body.

At the hearing, the conduct officer will ask the respondent if they are responsible or not responsible for the alleged



charge(s). If the respondent accepts responsibility, the conduct officer will assign sanctions.

If the respondent does not accept responsibility, the conduct officer will review the case and based on preponderance of the evidence will make a decision, including assignment of sanction(s), when necessary.

If the respondent has been found responsible for one or more violations, the reporting individual and the respondent each shall have the opportunity to provide an impact statement prior to the conduct officer's deliberation on appropriate sanctions. Impact statements outline the reporting individual's or respondent's thoughts or opinions regarding an appropriate sanction. The conduct officer is not bound by these statements in determining sanctions. The conduct officer will send a letter to the respondent and the reporting individual documenting the outcome and any sanctions imposed within five (5) business days of the administrative hearing, except when additional time is necessary for extenuating circumstances as determined by the Vice President for Student Affairs. The respondent and reporting individual may appeal the outcome and/or sanctions as outlined in Section Eight: Appeals.

SUNY Poly may place a hold on the records or registration of any accused or respondent who fails to respond to a SUNY Poly investigation, conduct notice, or fulfill any sanctions previously issued. SUNY Poly may take other action necessary for resolution of a case prior to the accused's or respondent's enrollment in a subsequent semester, transfer or graduation. All pending conduct matters must be resolved prior to a student's graduation, transfer from or continued education at SUNY Poly.

### **Board Hearing**

The Board Hearing will be conducted by a panel ("the Board") comprised of students, faculty and/or staff which reviews student conduct cases. The Board is appointed by the Vice President of Student Affairs on an annual basis. A quorum of five (5) Board members to include at least two (2) students and two (2) staff and/or faculty members shall be required for a Board Hearing. One member of the Board will be designated as chair by the Director of Community Standards.

Level II cases are resolved through a Board Hearing, except in cases in which the respondent accepts responsibility for the alleged violation(s). If a respondent accepts responsibility for a Category II Level II case, an administrative hearing will be used instead of the Board Hearing.

Prior to the Board Hearing, the respondent is instructed to schedule a pre-hearing meeting with the conduct officer within five (5) business days from the date of the notice of charge letter. If the respondent needs to reschedule the pre-hearing meeting, the respondent must notify the conduct officer no less than 48 hours prior to the scheduled meeting and request to reschedule the meeting. In the event a respondent does not schedule, reschedule, or fails to attend the pre-hearing meeting, the conduct officer will move forward with scheduling the Board Hearing.

Under the Board Hearing process, if there is a reporting individual, that individual will also be instructed to schedule in a pre-hearing meeting.

At the pre-hearing meeting, the following information related to the Board Hearing is reviewed:

- **List of Hearing Board members:** The reporting individual and the respondent will be provided with the names of the Hearing Board members and an opportunity to challenge the participation of any board member on the basis of bias or conflict of interest. A challenge of a Board member must be made in writing to the conduct officer within 24 hours of receipt of the Notice of Hearing and must state the specific reason(s) for the challenge. The conduct officer will determine whether the challenge has merit and notify the reporting individual and the respondent of the decision within two (2) business days. The College reserves the right to change the board composition at any time, with notice and an opportunity to challenge a Hearing Board member's participation.
- **Case specific information:** The conduct officer will provide the reporting individual and respondent with a final opportunity to review the Board Hearing case file, which includes the final investigative report prepared by the

Title IX Coordinator, with supporting documentation as applicable. The reporting individual and the respondent shall be permitted to submit additional information, if deemed relevant by the conduct officer and/or Title IX Coordinator, for the Hearing Board case file no later than the three (3) days prior to the hearing. The other party shall be provided the opportunity to review the information prior to the hearing. Other relevant documents or evidence the reporting individual and/or the respondent submits less than three (3) business days prior to the hearing will be reviewed by the conduct officer and/or Title IX Coordinator who can a) exclude evidence that has not been shared with the other party, b) adjourn the hearing to afford all parties the opportunity to review evidence to be presented, and/or c) conduct further investigation. The conduct officer and/or the Title IX Coordinator will make the final decision relating to the admissibility of all information and/or evidence.

- **Witnesses:** The reporting individual and the respondent may request that witnesses attend the Hearing Board if it can be shown that such witnesses have relevant information. The Director of Community Standards will be responsible for the notification of witnesses to attend the Board Hearing. The reporting individual and respondent will be permitted to ask questions of the witnesses through the Hearing Board, via the chairperson. All witnesses are subject to the right of questioning by the Hearing Board, and may be recalled at any time during the hearing for additional questions. While character witnesses are prohibited from participating in an administrative or board hearing, written statements prepared by character witnesses will be considered during the sanctioning phase of a hearing. Character witnesses' written statements must be submitted no later than three days prior to the hearing and shall not exceed one page each.
- **Accommodations:** The Title IX Coordinator, conduct officer, and/or Hearing Board, for good cause, may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of any party during the Board Hearing by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videotape, or other means as determined by the Title IX Coordinator. These alternative arrangements are subject to the rights of both the reporting individual and respondent, and must enable the Hearing Board, respondent, and reporting individual to communicate in real time.
- **Role of the Complainant:** The complainant acting on behalf of the College presents evidence and witnesses pertaining to the case.
- **Procedure for Multiple respondents:** In cases involving more than one respondent, the Director of the Office of Community Standards will generally conduct the Board Hearings jointly. A respondent may submit a written request for an individual hearing to the Director of Community Standards. If a separate hearing is granted, information obtained in one respondent's hearing may be used at another respondent's hearing, provided that each respondent has the opportunity to review and respond to the information.

The conduct officer shall schedule a Board Hearing within ten (10) business days of the pre-hearing meeting unless special periods (e.g., holidays, breaks) dictate otherwise. The reporting individual and respondent shall be notified of the time and place of the Board Hearing at least four (4) business days prior to the hearing.

During the hearing the respondent, complainant, and reporting individual, if any, will be given the opportunity to make opening and closing statements, present witnesses and ask relevant questions. Following the closing statements, the Board will begin their deliberations.

All deliberations are closed and shall include only the Hearing Board members. The chairperson of the Board will serve as a facilitator during the deliberation. A review of information will be conducted by the Hearing Board to determine respondent's non-responsibility/responsibility as to each of the charges. The decision shall be made by a majority vote (abstentions are not permitted) of the Hearing Board. A decision of responsibility shall be made only if the allegations contained in each charge have been established by a preponderance of the evidence.

If the Board has found the respondent responsible for one or more violations, the respondent and the reporting individual each shall have the opportunity to make an impact statement before the Board prior to the Board's deliberation on appropriate sanctions. Impact statements outline the reporting individual's or respondent's thoughts or opinions regarding an appropriate sanction. The Hearing Board is not bound by these statements in determining

sanctions. After impact statements are made, the respondent, reporting individual, and their respective advisors are dismissed.

The chairperson will then summon the conduct officer. The conduct officer will provide the Board with a student's conduct record, if any, for consideration by the Board for the purposes of issuing sanctions. The conduct officer will be dismissed by the chairperson prior to the start of the deliberations. The Board shall agree by majority vote (no abstentions) on appropriate sanction(s). The chairperson will communicate the Board's decision regarding the respondent's responsibility and a recommendation of appropriate sanction(s) to the Director of Community Standards. The Director of Community Standards is required to accept the Hearing Board's decision with respect to responsibility/non-responsibility, unless the decision is arbitrary and capricious. Where the respondent is found responsible for one or more charges, the Director of Community Standards is not required to accept the Hearing Board's recommendation of appropriate sanctions. Specifically, the Director of Community Standards may reduce the sanctions recommended by the Hearing Board, but may not increase the sanctions.

Within five (5) business days following the adjournment of the hearing, the Hearing Board's decision will be communicated in writing to the reporting individual and the respondent concurrently by the Director of Community Standards. Written notification will contain the name of the respondent; whether the respondent has been found responsible or not responsible for charge(s) of a Category II violations; the rationale for the decision, and the sanction imposed, if any.

College policy neither encourages nor discourages further disclosure of the decision letter by either party. The notification shall also inform both the reporting individual and the respondent of the appeal process, which includes any possible changes to the outcome that may occur before it becomes final, and when the outcome becomes final.

### **Section Seven: Sanctions**

In keeping with SUNY Poly's values, any sanction(s) imposed is for the purposes of educating students and student organizations about the seriousness of their action(s), deterring subsequent violations, and promoting civility and positive growth, while maintaining the safety and integrity of SUNY Poly.

SUNY Poly recognizes that not all violations of the Student Code of Conduct are the same. As a result, SUNY Poly reserves the right to impose differing sanctions. When considering appropriate sanctions the conduct officer or the Board will consider the following information:

- the nature and severity of the conduct;
- the respondent's prior conduct history;
- the impact of the conduct;
- how the College has sanctioned similar incidents in the past; and
- whether the respondent has accepted responsibility.

SUNY Poly's Sanctioning Guidelines, which are utilized by the hearing bodies in order to ensure consistent and fair sanctions, are available for review at <https://sunypoly.edu/student-conduct/sanction-guidelines.htm>. Sanctions become effective once the conduct officer issues notice of the outcome and sanctions to the respondent and/or student organization. The imposition of sanctions will normally be deferred while appeals are pending, though temporary directives will continue until there is a final outcome. The Vice President of Student Affairs may suspend the conduct officer's/Hearing Board's determination or make such other interim modifications to the determination as may be appropriate in their judgement. Failure to complete a sanction may result in a registration, transcript, and/or diploma hold being placed on the students account.

When there is a finding of responsibility one or more of the following sanctions may be imposed:

- Disciplinary Warning:** An official communication that the Code has been violated and more severe disciplinary action may follow if the respondent is found responsible for further violations.
- Disciplinary Probation:** A higher level sanction issued due to the serious nature of the violation. Probation shall be for a designated period of time. If the respondent is found to be in violation of any College policies during the

- probationary period, heightened sanctions may be imposed. At the discretion of campus offices and programs, respondents on disciplinary probation may be ineligible for employment and/or participation in certain activities.
- C. **Final Probation:** A final notice to the respondent that may be imposed, depending on the severity of the violation when a respondent a) violates the Code while on disciplinary probation, and/or b) fails to complete previously imposed sanctions. At the discretion of campus offices and programs, students on final probation may be ineligible for employment and/or participation in certain activities.
- D. **Deferred Residence Hall Suspension:** A final notice to the student that indicates a further violation of the Code may result in residence hall suspension or residence hall expulsion. This sanction is used when the respondent is found responsible for multiple violations of the Residence Hall policies, fails to complete previously imposed sanctions, or adhere to previously imposed conditions.
- E. **Residence Hall Suspension:** A disciplinary sanction in which the respondent is removed from campus housing and restricted from the buildings and grounds of the residential complexes for a defined period of time, after which the student is eligible to return. Conditions for readmission shall be specified in the outcome letter. The respondent will be responsible for all assessed charges including room and board.
- F. **Hall Expulsion:** A disciplinary sanction which results in the permanent removal of the student from campus housing and permanent restriction from the buildings and grounds of the residential complexes. The respondent will be responsible for all assessed charges including room and board.
- G. **Change in Residence Hall Assignment:** A written directive to relocate to an alternative residence hall assignment.
- H. **Suspension:** A disciplinary status that results in the respondent's temporary separation from the College for a specific amount of time. A suspended respondent is assigned persona non grata status (See Section Four: Temporary and Administrative Directives) for the duration of the suspension. If needed, conditions for readmission shall be specified in the outcome letter. Respondents who are suspended during an academic semester will be withdrawn from all coursework with a (W) grade and be responsible for all assessed charges including tuition, fees, room and board. Suspension from the College will result in a notation on the respondent's academic record. (See Section Seven: Sanctions, Transcript Notation).
- I. **Expulsion:** A disciplinary status, which is the permanent separation of the student from SUNY Poly. An expelled student is assigned persona non grata status (See Section Four: Temporary and Administrative Directives). Respondents who are expelled during an academic semester will be withdrawn from all coursework with a (W) grade and be responsible for all assessed charges including tuition, fees and room and board. Expulsion from the College will result in a notation on the respondent's academic record. (See Section Seven: Sanctions, Transcript Notation).
- J. **Loss of Privileges:** A disciplinary status in which the respondent is denied specific privileges for a designated period of time. Loss of privileges may include, but are not limited to:
1. A restriction from possessing particular items on campus;
  2. A restriction from a particular College building, facility, or space;
  3. A restriction from a particular social event or membership in a student organization;
  4. A restriction from hosting visitors and/or guests;
  5. Deactivation of a student organization, including SUNY Poly recognition, for a specified period of time;
  6. Other restrictions as assigned.
- K. **Restitution:** Payment for loss, damage, or injury. This payment may take the form of monetary reimbursement or the cost for appropriate service or compulsory program.
- L. **Community Restitution:** Service to SUNY Poly, service to the greater community or other related discretionary assignments subject to prior approval of the conduct officer.
- M. **Behavioral and/or Mental Health Assessment:** By a specified date, a respondent must complete a behavioral and/or mental health assessment and follow through with all recommendations made as a result of the assessment.
- N. **Behavioral Agreement:** A plan established by the conduct officer that clearly defines behavioral expectations and standards that the respondent is required to abide by.
- O. **Discretionary Sanctions:** Other related sanctions that meet the approval of the conduct officer, that include but are not limited to:
1. Letter of apology;

2. Essay or research paper on assigned topic;
  3. Program presentations;
  4. Substance abuse education program;
  5. Educational/training program or workshops.
- P. **No Contact Order:** A written directive prohibiting contact with another protected person, either directly or through a third party. If the respondent and the protected person observe each other in a public place, it is the responsibility of the respondent to leave the area immediately and without directly contacting the protected person.

**Sanctions for Category II Prohibited Behavior**

This section establishes the available sanctions, as described above, for Category II: Sexual and/or Gender Based Discrimination and Misconduct violations.

**When a student is found responsible for non-consensual sexual contact, sexual exploitation, or sexual harassment, the following sanctions are available:**

Status Sanctions	Additional Sanction
<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation through graduation</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester</li> <li>• Final probation through graduation</li> <li>• Final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> <li>• Disciplinary probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> </ul>	<p>A respondent who is placed on suspension, final probation, and/or disciplinary probation/warning, may also receive one or more of the following additional sanctions:</p> <ul style="list-style-type: none"> <li>• Residence hall expulsion</li> <li>• Residence hall suspension</li> <li>• Deferred residence hall suspension</li> <li>• Discretionary sanctions</li> <li>• Behavioral and/or mental health assessment</li> <li>• Loss of privileges</li> <li>• Restitution</li> <li>• No Contact Order</li> </ul>

**When an individual is found responsible for stalking, the following sanctions are available:**

Status Sanctions	Additional Sanctions
<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation through graduation</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester</li> <li>• Final probation through graduation</li> <li>• Final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> <li>• Disciplinary probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> </ul>	<p>A respondent who is placed on suspension, final probation, and/or disciplinary probation the following additional sanctions are available:</p> <ul style="list-style-type: none"> <li>• Residence hall expulsion</li> <li>• Residence hall suspension</li> <li>• Deferred residence hall suspension</li> <li>• Discretionary sanctions</li> <li>• Behavioral and/or mental health assessment</li> <li>• Loss of privileges</li> <li>• Restitution</li> <li>• No Contact Order</li> </ul>

**When a student is found responsible for dating violence or domestic violence, the following sanctions are available:**

Status Sanctions	Additional Sanctions
<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation through graduation</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester</li> <li>• Final probation through graduation</li> <li>• Final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester(s)</li> </ul>	<p>A respondent who is placed on suspension and/or final probation, the following additional sanctions are available:</p> <ul style="list-style-type: none"> <li>• Residence hall expulsion</li> <li>• Residence hall suspension</li> <li>• Deferred residence hall suspension</li> <li>• Discretionary sanctions</li> <li>• Behavioral and/or mental health assessment</li> <li>• Loss of privileges</li> <li>• Restitution</li> <li>• No Contact Order</li> </ul>

**When a student is found responsible for non-consensual sexual intercourse, the College will impose a minimum sanction of suspension with additional requirements as follows:**

Status Sanction	Additional Sanctions
<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, or 2 (semesters)</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation through graduation</li> <li>• Suspension for 10, 9, 8, 7, 6, 5, 4, 3, 2 or 1 semester(s) and if readmitted final probation for 8, 7, 6, 5, 4, 3, 2 or 1 semester</li> </ul>	<p>A respondent who is placed on suspension and/or final probation, the following additional sanctions are available:</p> <ul style="list-style-type: none"> <li>• Residence hall expulsion</li> <li>• Discretionary sanctions</li> <li>• Behavioral and/or mental health assessment</li> <li>• Loss of privileges</li> <li>• Restitution</li> <li>• No Contact Order</li> </ul>

**Transcript Notation**

A respondent's transcript will be subject to conduct notation for all cases in which the sanction imposed is expulsion or suspension from SUNY Poly. This includes, but is not limited to, cases in which a respondent is found responsible for an act of violence that meets the reporting requirements found in the Clery Act at 20 U.S.C. § 1092 (f)(1)(F)(i)(I)-(VIII) Part 1. The notation will state that the respondent was "*suspended after a finding of responsibility for a Code of Conduct violation*" or "*expelled after a finding of responsibility for a Code of Conduct violation.*" The date the sanction was imposed will also be noted on the transcript.

An accused student who withdraws from SUNY Poly while an investigation is pending or after being charged with a Code violation will not be exempt from conduct action. If a student withdraws during a preliminary review or investigation, a hold may be placed on the student's account which will prohibit the student from registering for classes and/or being able to obtain an official transcript until the case is resolved.

If a respondent withdraws from SUNY Poly while conduct charges are pending and declines to complete the conduct process, SUNY Poly shall notate on the respondent's transcript "withdrew with conduct charges pending."

An appeal seeking removal of a transcript notation for a suspension should be submitted, in writing, to the Vice President for Student Affairs with written documentation showing rehabilitation or other good cause for transcript notation removal. The decision of the Vice President for Student Affairs on whether to remove the notation is final. If the appeal

for the removal of the transcript notation is granted, the notation shall not be removed prior to one year after conclusion of the suspension. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

A transcript notation of expulsion is a permanent notation of the transcript and shall not be removed.

## **Section Eight: Appeals**

An appeal is a request for a review of an outcome of a student conduct case. An appeal does not rehear a conduct case, but rather, determines if the conclusion reached in the original hearing is valid based on specific grounds.

### **Request for an Appeal**

A student may submit a request for an appeal in writing to the Office of Community Standards. The grounds for filing an appeal are limited to the following:

- a. The rights of the respondent(s), student organization(s) or reporting individual(s) were violated in the student conduct process as outlined in Section Six: Student Conduct Procedures;
- b. New evidence is discovered that was not available at the time of the Administrative or Board Hearing was held;
- c. The evidence presented does not support the decision;
- d. The sanction(s) imposed were not appropriate for the violation.

A student's request for an appeal must include specific reference to the grounds on which they are filing the request and must include supporting information. A request for an appeal must be submitted to the Office of Community Standards no later than close of business on the fifth (5th) business day following the date the notice of outcome was issued. Failure to appeal within the allotted time will render the original decision final and conclusive.

### **Procedures for an Appeal**

If the appeal request is timely and meets the aforementioned grounds, an Appellate Board will be convened within five (5) business days of receipt of the request for an appeal. An Appellate Board is comprised of three (3) Appellate Board members of which at least one (1) student and at least one faculty or staff member. The Vice President of Student Affairs shall appoint the membership as necessary. One member of the Appellate Board shall serve as the chairperson. Members of the Appellate Board must deliberate in a fair and impartial manner and may not have a conflict of interest. The Appellate Board deliberations are not recorded.

An appeal shall be limited to a review of the record of the conduct hearing, the hearing case file, and the content of the appeal request including any supporting documentation. The appeal will be reviewed based on the preponderance of evidence standard. The reporting individual and the respondent will generally not have the opportunity to meet with the Appellate Board unless, in the Appellate Board's discretion, a meeting would serve to clarify an issue related to the appeal.

The Appellate Board shall choose one of the following courses of action after review of the information:

- A. Uphold the hearing decision and implement the sanction(s), if any;
- B. Uphold the hearing decision, but change the sanction(s);
- C. Overturn the hearing decision and, if appropriate, implement sanctions;
- D. Grant a new Board Hearing;
  1. When a new hearing is granted, the record of the previously conducted hearing will not be introduced or provided to members of the Hearing Board, except, at the discretion of the Hearing Board's chair, to challenge contradictory testimony.

The Appellate Board shall report their decision via letter to the Director of Community Standards within three (3) business days of their review. The Director of Community Standards shall communicate the decision of the Appellate Board to the reporting individual, respondent, or student organization within three (3) business days of receipt of the board's decision. If the Director of Community Standards determines that the Appellate Board's decision is arbitrary or

capricious, the Director of Community Standards may send it back to the Appellate Board for further review.

If the reporting individual or respondent submits an appeal request of a Category II case outcome, the non-requesting party will receive notice that an appeal was submitted and will be afforded the opportunity to submit a written response to the requesting party's appeal within five (5) business days of the notification. Should both the respondent and the reporting individual both file an appeal, the appeals will be considered concurrently. Both the reporting individual and respondent of Category II cases will be notified of the appeal decision within thirty days of when the appeal review took place. The decision shall be final.

### **Final Appeal**

A respondent may appeal the decision of the Appellate Board to the SUNY Poly President only when the sanction involves suspension or expulsion. This appeal must be submitted to the SUNY Poly President by close of business on the fifth (5th) business day following the date the Appellate Board decision letter is issued to the respondent by the Director of Community Standards. If the President agrees to consider an appeal, in their sole discretion, they shall be provided and may consider the records of the Appellate Board, Board Hearing, hearing case file and such written submissions and oral arguments as the President requests. The President shall make such determination as they deem appropriate and the decision shall be final.

### **Section Nine: Timelines for Student Conduct Process**

All deadlines and time requirements in the Code may be extended for good cause as determined by the Director of Community Standards and/or the Title IX Coordinator. If there is a delay, notification will be sent in writing to both the reporting individual and the respondent with a new date for future deadlines or events.

### **Summer Timeline for Cases**

During the period between the fall and spring semesters, cases will be handled per the timelines established in Section Six: Student Conduct Procedures.

Generally for Level I Cases, if the incident under review occurred during the spring semester but was unable to be resolved prior to the end of the semester, the conduct officer and/or Title IX Coordinator will contact the student to participate in the investigation process and administrative hearing, when applicable, in person, via phone, or other electronic medium. While the conduct officer will make reasonable accommodations to enable a student's attendance, students are required to attend the investigation meetings and the administrative hearing or may be subject to a hold on their school records and/or registration. In the hearing, the conduct officer will review the complaint, make a determination regarding the respondent's responsibility/non-responsibility, and assign applicable sanctions. The respondent is able to appeal the decision of the conduct officer as stated in Section Eight: Appeals.

Generally for Level II Cases, if the incident under review occurred during the spring semester but was unable to be resolved prior to the end of the semester, the conduct officer and/or Title IX Coordinator will contact the accused to participate in the investigation process and Board Hearing, when applicable, in person, via phone, or other electronic medium. If the accused does not accept responsibility in a Level II case, the conduct officer will at their discretion convene a Board Hearing at the earliest possible time. Should there be a compelling and legitimate reason, as determined by the Director of Community Standards, that the case cannot be resolved during the summer, a Board Hearing will be held at the beginning of the fall semester. Cases where the accused could potentially be subject to suspension or expulsion may have financial consequences as outlined in Section Seven: Sanctions. For Level II cases in which the accused accepts responsibility, the case will be referred for an Administrative Hearing.

If the student is known to be attending SUNY Poly during the summer session or residing on campus when an incident occurs, the case shall be handled under the procedures that apply during the regular academic year as referenced in Section Six: Student Conduct Procedures. Any appeal of a decision made at this level that does not include suspension or expulsion shall be heard at the beginning of the next academic semester.



## **Section Ten: Notifications and Records**

### **Notification of Guardians of Student Conduct Action/FERPA**

In accordance with the Family Educational Rights and Privacy Act of 1974, SUNY Poly may release information pertaining to individual student conduct cases to appropriate College personnel and to parents/guardians of dependent students. Unless otherwise allowed by FERPA, information from a student's conduct file will not be made available without the student's written consent.

### **Maintenance of Records**

There shall be a verbatim record, e.g., audio recording, of all hearings. The record shall be the property of SUNY Poly and will be retained for seven (7) years from the end of the academic year in which the conduct case was resolved, except in a matter of suspension or expulsion, in which case the record is maintained indefinitely.

### **Interpretation and Revision**

Any question of interpretation regarding the Student Code of Conduct will be referred to Vice President for Student Affairs for final determination. The Student Code of Conduct will be reviewed annually under the direction of Vice President for Student Affairs.

### **Authorization**

Education Law of the State of New York (Section 356) establishes a College Council for each unit of the State University of New York with power to make regulations governing the behavior and conduct of students at each respective campus. This Student Code of Conduct has been reviewed and approved by the College Council of SUNY Polytechnic Institute.

Amendments and modifications to the Code shall take effect upon notice to the SUNY Poly community. Substantive amendments require review and approval of SUNY Poly College Council and/or as mandated by federal or state rules, law or regulations and shall take effect following notice to the SUNY Poly community.

### **Public Order**

In addition to the Student Code of Conduct, all SUNY Poly students are also governed by the Rules for the Maintenance of Public Order on College Campuses. These rules are implemented in compliance with section 6430 of the Education Law and comprise Part 535 of Title 8 of NYCRR. The College reserves the right to decide which set of conduct regulations to use in reviewing an allegation of violation.

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