

### **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 utilize our re-usable program for taking food out of the Dish dining facility. See more information on this program [here](#). 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 ensure 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 residential students 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. Residential 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 if not returning 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 Residential Life and 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. Residential 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, residential students 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:** Residential students 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-residents 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)**

Residential 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. Residential 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 Vice President for Student Affairs/Dean of Students, designee 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 residential 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>. Each residence hall with corresponding policies is listed on the left of the page.

The list of prohibited items are for reference only and is not intended to include 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. 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 at SUNY Poly 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 Residential Life and Housing (see Housing and License Agreement). 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 found in their 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. Residential students 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 the license in the absence of withdrawal from SUNY Polytechnic courses is requested by submitting a Housing and Dining License Cancellation Request with 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 Residential Life and 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.

Students registering and occupying a room for two (2) weeks or less from the start of classes 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 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 residential students. Residential students are responsible for the care and cleanliness of their suite or room and for abiding by

institutional policies in maintaining these facilities. Tampering or damaging the facilities are not permitted and includes the windows, screens, and provided furniture. Personal furniture is not permitted. Residential students 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 section.

### **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.

### **Condition of Suites & Rooms**

Room and suite inventory forms (Room Condition Reports or RCRs) must be completed on the day of move in. (Instructions will be given during move in). Residential students 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.

### **Consolidations**

Any residential 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.

### **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. Residential 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. Residential

students who do not complete either the check-in and check-out room condition reports will be ineligible for the appeals process.

## **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 pursuant to NYS Building Code (Section 806.2) may not cover more than 10% of a specific wall area to which the decoration is attached. This allows for the equivalent of approximately one (1) standard poster-sized (~2.5" x 3.5') wall hanging per wall in a single bedroom. Larger single wall hangings (e.g., large flags or banners) are not permitted. The room and or suite door decorations should be limited to the same dimensions as room walls and should not cover the entire door. Natural boughs and trees are prohibited. Residential 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. Residential students are discouraged from using adhesive hooks and other "Command Strip-type" products, as those products may damage the walls upon removal. Residential 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."

## **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.

## **Dining**

All resident students are required to participate in one of the residential meal 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 (see Housing License and Agreement) Auxiliary Services administers the meal plans on behalf of SUNY Polytechnic. Changes to the selected meal 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.

## **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. Students with documented disabilities may be eligible for housing accommodations. Registering with the Student Accessibility Services (SAS) office is required and is an interactive process which includes providing documentation and meeting with the department staff. Students should contact SAS at [sas@sunypoly.edu](mailto:sas@sunypoly.edu) or (315) 792-7170 to discuss their needs.

## **Displays**

Residential 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.



## **Disruptive Behavior/Endangerment**

Disruptive behavior, including physical abuse, assault, harassment, threats and excessive noise which may include loud playing stereos or musical equipment and unruly behavior is prohibited (see Quiet and Courtesy Hours). Behaviors that compromise the peace, safety, and/or health of other residential students or compromise the educational mission of SUNY Polytechnic are prohibited (See Student Code of Personal Conduct).

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

## **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).

## **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 Vice President for Student Affairs/Dean of Students or designee. They may also 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 Vice President for Student Affairs/Dean of Students or designee may choose to default to a parent or legal guardian as denoted in the BANNER student database, as the emergency contact.

## **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, they may choose to notify a parent or legal guardian as identified for the student in Banner.

## **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, for the Fall semester they are entering; 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 or Housing and Dining Self Service. The Director of Housing will review requests and will approve them 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.

## **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.

Additional Residence Hall Information can be found at <https://sunypoly.edu/student-life/housing-dining/residential-life-housing/utica-residential-life/hilltop-hall.html>.

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).

## **Fire Safety**

Residential students are required to abide by all applicable fire regulations. SUNY Polytechnic is required by the NYS Fire Code to conduct a minimum of three fire drills in the residence halls per academic year, with one drill occurring within the first 10 day of the beginning of classes, one drill occurring between September 1 and December 31, and one drill between the hours after sunset and before sunrise. 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 residential 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, (e.g., 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 flames including but not limited to the presence or use of candles, potpourri burners, and incense (that can be ignited or burned) 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, health and safety inspections are completed by Residential Life and Housing staff. In addition, the State Fire Marshall with a representative of the Environmental Health and Safety office conducts annual Fire Safety Inspections of all buildings on campus including residence halls. Residential students are given at least 24 hours' notice prior to inspections (see Right of Inspection/Health & Safety Inspections). When applicable, financial penalties assessed to the campus by NYS Office of Fire Prevention and Control for violations caused by students will be charged to the account(s) of the student(s) responsible.

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 (or who allow guests or visitors to do the same) may face



conduct changes as well as residential restrictions and/or loss of privileges as imposed by the Director of Residential Life and Housing or designee.

### **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, smoking or 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 residential students 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 rates.

SUNY Polytechnic Institute residential 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 residential 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 9:00 am. 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. Residential 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 residential 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 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. 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 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 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 is 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 <https://www.sunypoly.edu/student-life/housing-dining/residential-life-housing/residential-life/policies-rates.html> under Important Forms /Policies. Student guests must be registered between midnight and 9 am, 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

Residential 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, residential 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 location. Loss of residential privileges are at the discretion of the Director of Residential Life and Housing and may be assessed immediately and in addition to or in conjunction with conduct sanctions.

### **Housing License & Agreement**

All students living on campus are required to sign a SUNY Polytechnic [Housing and Dining 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 without being granted a release or an exemption. Consult the license for further information regarding release and exemptions (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.

### **Keys/SUNY Poly Cards**

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

SUNY Poly cards (proximity cards used to access residences) are provided for residential students 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 43).

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 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).

### **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 (pan) 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, timing 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. Report the fire alarm cause to University Police or other first responders/campus staff.
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 – assist others if possible or necessary
  - iii. Follow EXIT signs to the nearest safe exit
  - iv. Use the stairs; not the elevator
  - v. Move away from the building
  - vi. Do not re-enter the building without an “all clear”

## **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 residential 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. Laundry equipment (washers and dryers) should never be moved without assistance from the Facilities Department staff to ensure electrical, gas and exhaust piping are safely connected.

## **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.

## **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. Risers added by the student are used at their own risk and may not raise the bed more than seven inches.

## **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 and vaping are 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. Residential students are urged to use courtesy and good judgment about this potentially annoying concern. Residential life and housing staff members may ask residents to take corrective action if complaints about odors are received.

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

In accordance with the residence hall guest policy and applicable fire/safety regulations, SUNY Polytechnic has determined the maximum temporary occupancy (not overnight) for residence halls to be as follows:

- Each residence hall suite in Mohawk and Adirondack to be 20 persons (including those who are the residential 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.

### **Packages**

Residential students may have packages sent to them at SUNY Polytechnic. The address for personal mail and packages for all residential students is:

Student's First and Last Name  
SUNY Polytechnic Institute  
755 Residential Drive  
Your Box # (which will be listed on your pre-arrival email)  
Utica, NY 13502

Please note that SUNY Polytechnic is not responsible for locating lost package(s) due to an incorrect/insufficient mailing and/or delivery address. Student packages are delivered to the Package Room in Kunsela Hall, Room A002, Monday through Friday. There are no weekend or holiday deliveries. Residential students will receive an email from the package room staff notifying them when package(s) can be picked up. The resident will need to present their student Id and sign for the package(s). The package room phone number is 315-351-3717.

### **Personal Property/Personal Belongings**

SUNY Polytechnic does not accept liability for residents' personal property. The institution shall not be liable to residential students or guests for damage to personal property caused by water, theft, rain, fire, steam, sewer, pipes, plumbing, refrigerators, laundry machines or dryers. Residential 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.

### **Pest Control**

Residential students experiencing infestation problems with any pest must immediately report the problem to their residence hall Assistant Director/Residence Director. Photographs of the pest(s) may be requested to identify the type of pest. 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.

### **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).

## **Prohibited Items**

Students are prohibited from possessing, installing, or using the following items in residence halls: space heaters or other unvented heating units, air conditioners (vented or unvented) incense, candles or anything with an open flame, firearms or other weapons (or weapon components), immersion heaters, open fires, cooking appliances, grills, crock pots, air fryers, instant pots, hot pots, toasters, toaster ovens, rice cookers, pressure cookers, hot plates, explosives, any kind of fuel, dartboards, extra furniture including desk chairs and personal mattresses (unless specifically approved), lava lamps, lamps with plastic shades or three or more lights, halogen bulbs/lights, pop-up bed tents, curtains, tapestries or other wall hanging larger than poster-size (e.g., 2.5' x 3.5'), 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. Unfused multi-plug, cube adapters and power strips are prohibited. Only NRTL-approved (e.g. UL, ETL, CSA listed) electrical, polarized, grounded power strips with fuses (or circuit breakers) are acceptable. Daisy chaining power strips together is prohibited. 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 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 must not be excessive in size or quantity and must be appropriate for the furniture they are placed on without the need for anchoring or mounting to the walls or furniture.

Powerstrips may not be used for refrigerator or microwave power sources. Refrigerators and microwaves should be plugged directly into a wall receptacle.

Hallways and doorways must be kept free and clear from obstructions (e.g. trash, recycling, sports equipment, furniture, umbrellas, clothing/shoes, etc).

For a more detailed list of prohibited items are available at <https://sunypoly.edu/student-life/housing-dining/residential-life-housing/utica-residential-life/what-should-i-bring.html>.

## **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.

### **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.

### **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.

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

### **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;

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

### **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.

### **Summer Occupancy**

This license is in effect for students who request and are approved for housing for the summer session of 2026. 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.

### **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.

### **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.

### **Wireless Equipment**

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

### **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.

### **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.

### **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).

### **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.