

2018-2019 *First Edition*

SUNY
POLY

Student Handbook



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SUNY POLYTECHNIC INSTITUTE

Welcome to SUNY Poly

Welcome! The faculty and staff are committed to providing a full range of services to support student success both in and out of the classroom. Many of the offices listed support both the Albany and Utica sites. If you need to know where to go for help, please contact Student Affairs in Utica or Student Services in Albany.

This handbook includes both general information about the campus and specific information concerning institutional policies and procedures. As a resource for navigating your college journey, you will find it particularly helpful since it includes contact information for key offices across campus. Each registered student at SUNY Poly is expected to have knowledge of the information contained in this handbook. Please read and familiarize yourself with the contents, especially its description of student rights, privileges and expectations. The information in this student handbook is current as of August 20, 2018.

SUNY Poly reserves the right to cancel any program described herein and to change any rules governing curriculum, administration, tuition, fees, admissions, regulations affecting students, dates, and program content.

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

As information is added and/or updated at both SUNY Poly locations we will post it to our website, sunypoly.edu.

Best wishes for the year ahead. Please don't hesitate to reach out with questions:

Student Affairs, Kunsela Hall, Room A221, 315-792-7505 (Utica)

Student Services, Nano Fab South, 3rd Floor, Suite 309, 518-956-7337 (Albany)

Student Services

Admissions

Kunsela Hall, Room A108, 315-792-7500

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. The admissions office hosts fall and spring open houses in addition to several information sessions 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 tour guide program. Being a campus tour guide is more than just giving tours. They serve as the face of SUNY Poly to prospective students, their families and important community members. Tours have a huge impact on college decision-making, which means tour guides and ambassadors have a huge impact on everyone that comes through our doors. If students are excited about sharing their college experience, we encourage them to contact the admissions department! All tour guides serve on a volunteer basis and tour guides will receive special consideration in the selection of student ambassadors. If interested in becoming a tour guide, please contact the Admissions Office.

Alumni Association

Kunsela Hall, Room B246, 315-792-7273

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

The student-paid alumni fee directly supports alumni programming and events coordinated by the Alumni Association. All current students are encouraged to participate in student-oriented alumni activities, including homecoming events during Wildcat Weekend, professional networking receptions, alumni speakers, and other programs designed for Alumni Association members. Once students receive their SUNY Poly degree, they become members for life and can enjoy all of the benefits and opportunities that the Alumni Association has to offer.

More information about the SUNY Poly Alumni Association can be found at sunypoly.edu/alumni.

Bookstore

Kunsela Hall, Room B112, 315-792-7257

The Bookmark, the SUNY Poly bookstore, provides students with multiple course material options. Aside from traditional new and used textbooks, the bookstore offers rental options as well as a selection of digital textbooks. Textbook shipping is free online from site to store.

The bookstore also offers general merchandise, SUNY Poly apparel items, gifts and accessories, and other convenience items. Please contact the bookstore for additional information regarding the terms and conditions of their refund, textbook buyback, and textbook price matching policies.

Bursar / Student Accounts Office
Student Services Center, Kunsela Hall, Suite A208-A210
bursar@sunyit.edu, 315-792-7412

The Bursar's Office, located on the second floor of Kunsela Hall, is the focal point for the billing and collection of student 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.

Bus Service

Bus service is available to the Utica location, provided by Centro Bus Service. Bus passes are available at a discount for students. Current schedules and ticket passes for buses can be obtained at the Auxiliary Services office, A217 Kunsela Hall. Bus service is also available in Albany through CDTA.

Career Services

Kunsela Hall, Room B101, 315-792-7165

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



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

Career Services offers various workshops at both locations throughout the academic year including résumé and cover letter writing, interviewing skills, internship skills, and how to prepare for the annual career fair. The office also offers a yearly business etiquette dinner, so students and alumni can learn proper dining etiquette for that important business lunch or dinner. Select programming is offered in both Utica and Albany.

Career Fairs each semester provide students and alumni the opportunity to meet prospective employers face-to-face to explore careers and to learn about full-time, part-time, and summer employment including internship and co-op opportunities.

Purple Briefcase is a customized, online database where students can obtain information on a multitude of resources. Purple Briefcase resources include the opportunity to search local and national job, internship, and co-op opportunities, as well as résumé and cover letter writing tips/samples, and interviewing resources. Employers can also search the database to review résumés and directly connect with students for job, internship, and co-op opportunities. To create a Purple Briefcase account, please visit Career Services for more information.

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

The Career Services Resource Room is equipped with computers for student and alumni use.

Visit our website, <https://sunypoly.edu/student-life/student-resources/career-services.html>, to learn about career planning and preparation, initiating a job search, internship information, résumé and cover letter writing tips, and interviewing preparation techniques.

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

Commencement

Commencement is held in May; in keeping with tradition, it is SUNY Poly's most important academic event. Ceremonies are held in the Wildcat Field House in Utica and at the Zen Building in Albany. All candidates for degrees are required to wear academic regalia, available from the campus bookstore. Students planning to graduate are required to complete a graduation application; contact the Registrar's Office. More information about commencement is available at sunypoly.edu/commencement.

Educational Opportunity Program (EOP) Kunsela Hall, Room B101, 315-792-7805

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 10-day 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 and mandatory group meetings occur each semester. EOP students interested in pursuing an advanced degree may be eligible for graduate opportunity program (GOP) funding. Please contact the EOP office for information.

Collegiate Science and Technology Entry Program (CSTEP) Kunsela Hall, Suite B101, 315-792-7151 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
- Book stipends
- Opportunities to attend workshops/conferences
- Networking
- Peer tutors
- Opportunities for presentation of student research/capstone projects
- Financial assistance with graduate test preparation (such as GRE, GMAT, MCAT).

Student requirements for admittance and continuation:

- Must be enrolled full-time
- Maintain an academic standing of at least a 2.5 GPA
- Be a United States citizen and or permanent resident
- A New York State resident for at least 12 months
- Be majoring or considering a major in a STEM (Science Technology Engineering and Mathematics major); health related majors leading to professional licensure are also accepted
- African –American, Latino/Hispanic American, Alaskan native, Native American, or demonstrate economic disadvantage (all ethnicities) based on New York State eligibility income criteria.
- Attend CSTEP programs /events throughout the academic year.

Financial Aid

Student Services Center, Kunsela Hall, Suite A208-A210

finaid@sunyit.edu, 315-792-7210; fax: 315-792-7220

sunypoly.edu/financial_aid



More than 85% 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.

Graduate Admissions

Kunsela Hall, Room A226

graduate@sunypoly.edu, 315-792-7347 (voice); 315-282-5677 (text)

SUNY Poly offers a variety of options for graduate study:

Utica: Master of Science (MS) degree programs in accountancy*, computer & information science, family nurse practitioner, information design & technology*, network & computer security, nursing education, and system engineering*; 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 computational mathematical modeling, data analysis*, family nurse practitioner, forensic accounting & valuation, and nursing education*. (**Offered in a fully online format.*)

Albany: Master of Science (MS) degree programs in advanced technology, nanoscale science, and nanoscale engineering; Ph.D. programs in nanoscale science, and nanoscale engineering.

The Graduate Admissions Office provides students with information on SUNY Poly graduate programs, admission requirements, the application process, and assistantships/fellowships. Interviews 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.

International Admissions / International Student Services

Kunsela Hall, Room A226, 315-792-7347 (PDSO - Utica)

Nano Fab South, Suite 309 - Office 318, 518-956-7355 (PDSO - Albany)

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

Peter J. Cayan Library

315-792-7245; library@sunyit.edu

<https://sunypoly.edu/library.html>

The Peter J. Cayan Library has over 45,000 square feet of space with 315 seats for students to study in groups and individually, including ten technology enhanced study rooms and a café.

All spaces in the Cayan Library offer comfortable furnishings, natural light, productivity tools, and support services that foster student success at SUNY Poly. There are designated quiet and social areas of the library so that students can find a space that best meets their needs.

Seventy computers with a variety of software are available on the first floor in addition to a teaching lab on the second floor that serves as a quiet lab when not in use as a classroom.

Cayan Library offers a variety of support for research and teaching, both in person and online. The Library offers access to more than 75 online research collections (also known as databases), and provides searching across all of our materials with a Library Discovery Service. Librarians work diligently to provide the best access to our hundreds of thousands of ebooks and print books, scholarly journals, and other research and learning materials. Additionally, Cayan Library provides fast and effective Interlibrary Loan so that SUNY Poly students, faculty, and staff have access to research materials from around the world. The Library integrates its research materials and research support in SUNY Poly's Learning Management System (Blackboard).

In response to student demand, in recent years the library has added resources such as tabletop games, films, and leisure reading, including graphic novels, manga, and popular fiction. During the end of the semester through finals week, the Library extends its hours and coordinates events such as free coffee and therapy dogs to create the best possible study environment for students.

Cayan Library participates in a variety of cooperative projects with other libraries to enhance library services at SUNY Poly, including participating in Ask/Us 24/7, which provides instant research help with expert librarians 24 hours a day, 7 days a week, 365 days a year. During the academic year, the Cayan Library is open 7 days a week for extensive hours.

Unlike other academic librarians, Cayan Librarians are available for all hours the library is open to help with assignments or other academic needs through in-person walk-in help, web conferencing, email, or other means that meet the needs of students. For further details and to see the variety of services available from Cayan Library, visit sunypoly.edu/library.

In addition to library collections and services, academic support is available within the library for IT Help, Student Success, Class-based Tutoring, Writing Center, Testing Accommodations, and the Mario Café.



Mail and Messages

Resident student mailboxes are located in the residence halls on the Utica campus. To send campus mail or first-class mail to a resident student, send it to his or her campus mailbox number. Packages that are too large to fit in the residential mailbox will be available for pick-up in the Student Package Room in the Campus Center, Room 230.

Residential students in Albany receive and send mail through the front desk at CrestHill Suites.

Registrar

Student Services Center, Kunsela Hall, Suite A208-A210

registrar@sunyit.edu, 315-792-7262

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 re-admission after dismissal. The Registrar's Office is the certifying official for Veterans' Education Benefits.

Student Academic Advising (Albany)

Nano Fab East, 4th Floor, 518-956-7222

Student academic success is a priority at SUNY Poly. In order to facilitate a smooth transition from high school and transfer programs, CNSE has first-year advisors who are available to new students throughout the year. All advisors are members of the SUNY Poly faculty at the Albany campus. Academic advisement includes technical advisement for course planning and registration as well as mentorship for research opportunities, internships, and prestigious national award competitions. The key to effective academic advisement is good communication between advisor and advisee. Students are assigned an advisor prior to orientation and they work with that advisor during their first year. After the successful completion of one year at CNSE, students obtain a faculty advisor in one of the two CNSE colleges who is also a faculty member and subject expert. Students are encouraged to get to know their academic advisor early in their first year and to maintain regular contact with him or her.

Student Services (Albany)

Nano Fab South, 3rd Floor, Suite 309, 518-956-7337

Student Services serves a variety of student affairs functions at the CNSE and helps students connect with various offices located in Utica, such as the Registrar, Bursar and Financial Aid. Student Services also serves as a point of connection and engagement for students and faculty – hosting periodic “coffee house” style programs with invited speakers that address special topics of interest.

Student Services helps with inquiries regarding Student Financial Services (SFS) and direct students to appropriate staff in SFS (e.g. financial aid counselor, student accounts) and guides students through inquiries related to billing statements and payment processes.

Student Services staff work with the academic advisors to assist students with the registration process and serve as a point of contact for on-line registration activity, such as course add, change, drop, late registration, cross registration and blackboard access.

The office also provides support and assistance to students as they interface with student affairs areas, including health and wellness, counseling, CSTEP, career services, disability services, residential life and student conduct. The office will also serve as the liaison between CNSE's administration and the CNSE Undergraduate Student Association, the CNSE Graduate Student Association, and the various clubs and other activities sponsored by those two associations.

The office assists with orientation and other recruitment/retention related programs and is responsible for students' site and lab access badging and the coordination of new student safety training during orientation.

Veterans' Services

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

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.

Voter Registration

Student Activities, Student Center, Room SC105 (Utica)

Student Services, Nano Fab South, 3rd Floor, Suite 309 (Albany)

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 distributed 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 campus life office, 315-792-7530, or the New York state voter registration hotline: 1-800-FOR VOTE.



Getting Help

Wellness Center: Health & Counseling Services, Campus Center, Suite 217 (Utica)

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

The Wellness Center provides medical, mental health and health promotion services for all registered students, full-time and part-time. The Center is staffed by a part-time physician, a nurse practitioner, registered nurses, licensed mental health counselors, a health promotion coordinator and support personnel. Open daily Monday through Friday with hours posted each semester. Appointments are recommended, however walk-ins are accommodated accordingly. Please visit sunypoly.edu/student-life/student-resources/wellness-center.html for more information and forms.

SUNY Poly students pay a mandatory health service fee that covers most services at the Wellness Center. Please do not confuse the health service fee with the medical insurance fee; they are two separate fees that provide two different services. The health service fee provides each student short-term, comprehensive, confidential health-related services on-campus at the Wellness Center. Some services provided by the mandatory health service fee include medical, counseling and health promotion services.

Medical Services

- Sick/injury care: medical evaluation, diagnosis, treatment and follow-up medical care;
- Women's and men's health: examinations, birth control, STD testing;
- On-site laboratory work: strep throat, mononucleosis;
- Off-site laboratory services: specimen collection for testing with a nationally recognized laboratory;
- Medications: limited prescription and over-the-counter medications;
- Medical equipment/supplies/other: cough drops, Band-Aids, crutches, hot/cold packs;

- Referrals to private practitioners and community agencies.

Appointments are recommended for convenience by calling 315-792-7172, however walk-ins are welcome. The Wellness Center provides health care services to students regardless of their medical insurance coverage.

Please note: Any injury or accident that occurs on the SUNY Poly campus, involving either a student or visitor, MUST be reported as soon as possible to University Police (Kunsela Hall, Room B126): 315-792-7222; Reporting of an emergency using an on-campus phone dial 7111; using an off-campus/cell phone dial 315-792-7111.

Counseling Services

Individuals have life challenges that may have a negative impact on their academic and personal lives while at college. The licensed mental health counselors assist all registered, full and part-time students in the development of their emotional, physical and psychological well-being.

Short-term services are available to assist students to manage life challenges, such as:

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

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

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

Appointments are required for counseling services at both the Utica and Albany sites by calling 315-792-7172.

Health Promotion Services

- Free, confidential HIV testing and counseling (oral, 20 minute results);
- Alcohol/substance abuse screening and education;
- Smoking cessation services;
- Prevention focused programs;
- Flu vaccination clinics;
- Peer education programs;
- Current health-related educational literature/resources;
- Appropriate health guidance with referral.



Medical Services (Albany)

SUNY Poly Albany site students may receive health care services at the Student Health Center (Albany Medical Center) at 25 Hackett Boulevard, Albany NY 12208, Monday through Friday, 8:30 to 4:30. Appointments are required by calling (518) 264.0900. General medical services for issues such as fevers, respiratory illnesses, stomach pains, skin rashes, sprains, sexually transmitted infections, Women's care, injuries and minor emergencies are evaluated and treated.

Students should have their SUNY Poly ID card as well as their medical insurance card as your insurance company will be billed. Co-pays will be collected.

Transportation cost reimbursement (i.e. taxi, etc.) for initial evaluation may be considered by providing your receipt(s) to the Nano Fab South, Student Services Suite 317, 518.956.7337.

Counseling Services (Albany)

Nano Fab South, Student Services Suite 317, 315-792-7172

Counseling Services supports and enhances the educational experience of SUNY Poly students by providing prevention, intervention and referral services for those addressing emotional and behavioral concerns or issues. Mental Health Counselors provide on-campus, short-term assistance to students with personal and emotional concerns, relationship difficulties, college adjustment concerns, depression/anxiety issues, etc. All services are strictly confidential and are provided by licensed mental health providers.

Counseling Services are available by appointment only and are located in the Nano Fab South, Student Services Suite 317. Please call (315) 792-7172 for questions and/or appointments.

Other Wellness Center Information (Utica and Albany)

Mandatory Health Requirements

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

Student athletes or Department of Nursing students require additional medical documentation. Please contact the appropriate department for details.

Required Health Documentation

- *Measles, Mumps and Rubella (MMR)*

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

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

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

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

- *Meningococcal Meningitis*

NYS Health Law §2167 requires that all on- and off-campus students provide the date of the meningococcal immunization (ACWY) given within the past five (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).

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

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

Medical Insurance

SUNY Poly provides a medical insurance policy for those students who do not have medical insurance. The medical insurance fee provides a medical insurance policy for student use at health care providers/facilities off campus. The entire policy, including benefits, cost (premium and deductibles), exclusions and limitations is available online: sunypoly.edu/student-life/student-resources/wellness-center.html. All full-time students and full-/part-time nursing students must possess some type of medical insurance.

- **Domestic Medical Insurance Policy** - All domestic students taking twelve (12) or more credits and nursing students regardless of credit hours are automatically enrolled AND billed for medical insurance designated by SUNY Poly unless you complete the electronic waiver your first semester at SUNY Poly and EACH fall semester thereafter, PRIOR to attendance.

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

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

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

- **Part-time students** may purchase the medical insurance by contacting the Wellness Center by the first day of each semester they wish the insurance to be effective.
- **International Health Insurance Policy** - the State University of New York requires that all international students entering the country for study or research, or any U.S. student studying abroad in a SUNY sponsored program, purchase a SUNY designated medical insurance policy. Medical insurance information is mailed upon admission.

International graduate students who are also employees of SUNY Poly may be offered employee medical insurance, thus can waive the SUNY sponsored medical insurance policy. Contact the Bursar's Office 315-792-7412 with questions.

Disability Services Office Kunsela Hall, Room B101, 315-792-7170 Nano Fab South, Suite 309 – Office 315

SUNY Polytechnic Institute welcomes individuals with diverse abilities. SUNY Poly values diversity and provides an inclusive learning community through the Office of Disability Services. Disability Services ensures students with disabling conditions 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 Disability Services to discuss the resources and services available to accommodate their individual needs.



Disclosure of a disability and providing documentation supportive of the disabling condition is the student's sole responsibility. The exact nature of one's disability is kept confidential and, although the necessary paperwork is processed by the Office of Disability Services, the student must disseminate his or her own accommodation plan to instructors and other necessary personnel. Many students find disclosure useful in pursuit of their academic, social and/or personal goals at SUNY Polytechnic Institute. Individuals may also grant permission to the Office of Disability 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 Disability 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 Disability Services, an appointment will be scheduled to discuss the request for accommodations. Determination of appropriate and reasonable accommodations will be made using input from the student, documentation provided by the student, and with consideration of the courses in which the student is enrolled. Accommodation plans are active for one semester only; each semester the student's plan is reviewed and reissued if appropriate.

The Office of Disability Services offers counseling and advocacy services relevant to the needs of students with disabilities. The Office of Disability 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 ds@sunyit.edu or by telephone at (315) 792-7170. Students have the right to appeal decisions regarding accommodations and auxiliary aids if they believe the services provided are not appropriate.

Faculty Advisor

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



1. Learn the academic advisor's name and office location as soon as possible.
2. Become familiar with curriculum, departmental, program, and graduation requirements, which can be found in the catalog, on our website, etc.
3. Consult with the advisor prior to making any changes in the academic program and/or schedule (e.g., adding or dropping courses, summer courses, etc.).
4. Consult with the advisor if experiencing academic or personal problems affecting academic performance.
5. Consult with the advisor when considering a change of curriculum or program, transfer to another college, or withdrawal from 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 advisor, and schedule a meeting to get academic advice when needed.
8. Accept final responsibility for decision making after consulting with the advisor.
9. Keep all scheduled appointments made with the advisor. Questions related to advisors and scheduling appointments with your advisor should be referred to your academic department.

Legal Services

Student Center, Room S218, 315-792-7135

The SUNY Poly Student Association 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 Association office to schedule an appointment with the attorney.

The Learning Center

Cayan Library, 315-792-7310

The resources of the Learning Center are available free of charge to all students. The Center's primary service is tutoring. There are both peer tutors, students trained to help others with mastering course material, as well as professional tutors with advanced degrees in their fields. Tutors are available in writing, reading, mathematics, physics, statistics, computer science, and other subject areas depending on need and the availability of qualified tutors. The director of student academic success can assist with questions pertaining to degree audits, class scheduling, advisor information, time management, and study skills. Contact the Learning Center director for more information.

Students in need of tutoring support in Albany should contact the director of advisement or their faculty advisor.

Campus Life

Athletics and Recreation

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

SUNY Poly student-athletes participate in the National Collegiate Athletic Association's (NCAA) Division III Conference and compete in the North Eastern Athletic Conference (NEAC). Intercollegiate teams include baseball, men's and women's basketball, men's and women's lacrosse, men's and women's cross country, men's and women's soccer, women's softball and men's and women's volleyball. The intercollegiate coaching staff invite you to try out for a team or to take part in the Wildcat sports program by cheering on fellow students at all home games.



Exercise opportunities, recreation and intramural sports programs abound for 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.

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

For intercollegiate game schedules, facility hours, intramural and recreational sports activities or more 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, sunypoly.edu/wildcats.

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 athletic office in the Wildcat Field House.

Students at Albany receive access to recreational facilities at the University of Albany. Students complete a membership form for access, available at Student Services, Nano Fab South, Suite 309.

Student Activities

Student Center, Room SC105, 315-792-7530

Nano Fab South, Suite 309 - Office 319, 518-956-7337

Want to get involved on campus? We work directly with all student clubs and organizations. Stop by to learn the process and requirements for starting and maintaining a student run club. We also host campus-wide events such as student orientation programs, Wildcat Weekend (Homecoming and Family Weekend), opening week events each semester, Student Recognition Banquet, Carnival Day, and Apocalypse Week. SUNY Poly also offers collaborative programs between Utica and Albany. Stop by our office to find out how you can get involved in something that interests you on campus.



SUNY Poly Engage is an online social media platform hosted by SUNY Poly that can show you events on campus, what clubs are on campus, and how to contact a club officer to join a club. It's one-stop shopping for getting involved!

SUNY Poly Student Association

The SUNY Poly Student Association (SUNYPolySA) is the elected student government organization for the student body (undergraduate and graduate, Utica and Albany). SUNYPolySA 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.

Student Government at Utica Student Center, Room S220 (Utica), 315-792-7135

The Student Government at Utica (SGU) financially supports over 40 student run clubs, a student-run literary publication, a campus cable television station, 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.



Student Government (Albany) Nano Fab South, Room 381 (Undergraduate), Room 380 (Graduate)

The SUNY Polytechnic Institute USGA (Undergraduate Student Government – Albany) and GSGA (Graduate Student Government – Albany) established the standards of CNSE student governance in the areas of student leadership, scholarly activities, extracurricular organization formation and advocating the interests of the undergraduate and graduate students to administrative bodies and personnel. The USGA and GSGA sponsor a number of student clubs and organizations, including the Music Club, the Rock-climbing club, AVS (American Vacuum Society), UAV (Unmanned Aerial Vehicle) club, Tabletop Games, Pre-med, Ski club, Summit business/debate, the Herald newspaper and SWE (Society of Women Engineers). USGA and GSGA clubs and organizations hold a variety of meetings, programs, events and off-site trips throughout the year to ensure a high quality of student life

Student Health Advisory Committee (SHAC)

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

Wellness Committee Campus Center, Room 217, 315-792-7808

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

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

Campus Publicity Policy

Statement on Posting: For students, faculty and staff to share information about upcoming events and activities, SUNY Poly permits multiple means of communication on campus, including flyers/posters, an electronic monitor system, blogs, etc. We have developed these standards so that all members of the SUNY Poly community will have an equal opportunity to use these means of communication without offending others.

The campus publicity policy can be found at sunypoly.edu/student-life/clubs-organizations/student-activities/posting-policy.html

Sales and 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 inter-collegiate 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.



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 University Conferences and Events.

For more information on the Sales and Solicitation Policy and fundraising on campus, please contact the office of university conferences and events at 315-792-7225 or corporate_events@sunyit.edu.

Student Center (Utica) Building Policy

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

6. Pets are not permitted in any part of the Student Center, except for animals that aid persons with disabilities.
7. To use any Student Center space, students or organizations must first reserve that space. Reservations are taken on a first-come, first-served basis, with at least two weeks advance notice. All other spaces within and immediately adjacent to the Student Center are reserved through the office of university conferences and events, Kunsela Hall, Room B241.
8. Only registered student organizations are eligible to provide transportation to events off campus. Pick up and drop off will be allowed at either the Campus Center or Kunsela Hall circles, except for those events that interfere with the academic or student activities calendar as determined by the Campus Life Office.
9. Building hours for the Student Center are as follows:

Academic year

Monday - Thursday	7 a.m. - 12:30 a.m.
Friday	7 a.m. - 2 a.m.
Saturday	11 a.m. - 2 a.m.
Sunday	11 a.m. - 12:30 a.m.

Breaks (holidays and summer)

Monday - Thursday	7 a.m. - 5 p.m.
Friday	7 a.m. - Noon
Saturday and Sunday	Closed



10. The game room is available when the building is open. Pool table equipment is available through the Student Government at Utica office, Student Center, Room S218, during the day.

Food Service / Residential Life & Housing - Utica Campus Center, Room 115C, 315-792-7224



All resident students are required to be on a resident dining plan. Meal plan changes are allowed up to the Friday of the first week of classes. Meal changes can be done through the Housing Director Software. 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.

The residential dining hall is located in the Campus Center and offers “all you care to eat” hot entrées and other food specials.

Resident students receive “Meal Plan Debit Points” with their meal plans. Meal plan debit points should be used to supplement the allotted meals offered by the plan purchased by the student or to purchase guest meals. The meal plan debit points can be used in the Campus Center dining hall, the Student Center, the Mario Café and Poly Pizza. Additional points can be purchased through the food service office. Meal plan debit points are only available for food service on campus and may NOT be used for vending, the bookstore or off-campus vendors. Meal plan debit points expire at the end of the academic year and are non-transferable.

Resident students receive two guest meal passes per semester that can be used to purchase an “all you care to eat” meal for family and friends in the dining hall. Guest passes expire at the end of the academic year and are non-transferable.

Commuter meal plans are available for purchase by non-resident students in \$100, \$200, and \$400 denominations. Debit points can be used in the Campus Center dining hall, the Student Center, the Mario Café and Poly Pizza. Excess financial aid can be used to pay for the commuter meal plan and can be purchased through the Auxiliary Services office. To purchase a commuter meal plan using cash or credit/debit card, contact the Food Service office. The commuter meal plan is essentially a prepaid meal plan that allows the purchase of food and beverages at a discount using meal plan debit points. The Campus Center dining hall does not provide à la carte service, but non-resident students are invited to purchase “all you care to eat”

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

Further information about food service is available from the Dining Services Guide available at all food service locations. Questions about dining services, including dietary restrictions should be directed to Sodexo Dining Services which manages food service operations in Utica. Sodexo's main office is in the Campus Center, 315-792-7224.

Campus Dining Services

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

Food service operations are conducted at the following campus locations:

Campus Center Dining Hall: Open seven days a week, this facility serves the resident students with breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on the weekends. Services offered include deli, grill, hot entrees, salad bar, Simple Servings which is a food allergen free station, desserts, and beverages. Some stations are self-service and unlimited seconds are always available. Continuous service allows the resident diner constant access to the dining hall.

Resident students enter using their SUNY Poly Card; non-resident students and guests may pay cash, use Wildcat Dollars, commuter meal plan debit points or purchase a meal plan.

Forms of payment accepted for menu items in the Student Center, Mario Café, Poly Pizza are:

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

Student Center: Open seven days a week, this facility offers a variety of foods and branded concepts, including the following stations: Slice of Life serving pizza and made to order deli; Wildcat Grill featuring the Wildcat burger made from local grass fed beef; Glocal – a blend of local ingredients used to serve cuisine from around the world; Wholly Habaneras serving a variety of Mexican food; Utica Roasters serving a variety of coffee drinks and desserts. All menu items are available for eat in or take out.

Mario Café: Located just inside the main entrance of the Cayan Library is a local and sustainable dining destination. Mario Café makes it easy to enjoy a healthy and sustainable bite on campus! Enjoy a variety of Mindful sandwiches and salads, decadent baked goods, yogurt bar, Fair Trade items, and other local products.

Poly Pizza: Located in the Campus Center lobby is a dining option featuring home-made, hand tossed pizza and chicken wings. Enjoy late night dining in a café setting.

Serving Hours

Campus Center Dining Hall

Monday - Thursday
Continuous Service 7:30 a.m. – 7:30 p.m.

Primary Meal Times
Breakfast 8:00 a.m. - 10:00 a.m.
Lunch 11:00 a.m. - 2:30 p.m.
Dinner 4:30 p.m. - 7:30 p.m.

Friday
Continuous Service 7:30 a.m. - 6:30 p.m.

Primary Meal Times
Breakfast 8:00 a.m. - 10:00 a.m.
Lunch 11:00 a.m. - 2:30 p.m.
Dinner 4:30 p.m. - 6:30 p.m.

Saturday - Sunday
Continuous service not offered on weekends.
Breakfast 8:00 a.m. - 11:00 a.m.
Brunch 11:00 a.m. - 2:00 p.m.
Dinner 4:30 p.m. - 6:30 p.m.

Student Center

Monday - Thursday 8:00 a.m. - Midnight
Friday 8:00 a.m. - 2:00 p.m.
 6:30 p.m. - Midnight
Saturday - Sunday 6:30 p.m. – Midnight

Mario Café

Monday - Thursday 9:00 a.m. - 7:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.
Saturday CLOSED
Sunday 11:00 a.m. - 4:00 p.m.

Poly Pizza

Monday - Friday 10:00 p.m. - 1:00 a.m.
Hours are subject to change.

Campus Meal Plans (Utica)

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

Basic Meal Plan: The three basic meal plans are offered depending on the individual needs of each resident student. These meal plans entitle the student to a total number of meals per week and a fixed number of points that can be spent per semester to supplement their allotted meals per week. For purposes of tracking meal plan usage, the meal plan week begins on Monday and ends on Sunday. Points can be spent at any time during the semester. Unused points will rollover from the fall semester to the spring semester. Unused points expire at the end of the academic school year and are non-refundable.

The three meal plans offered are:

- a. 19 meal plan - (default meal plan if no plan is chosen) entitles you to use up to 19 meals per week and 175 meal plan debit points per semester.
- b. 14 meal plan - entitles you to use up to 14 meals per week and 250 meal plan debit points per semester.
- c. 10 meal plan - entitles you to use up to 10 meals per week and 400 meal plan debit points per semester.

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

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

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

Commuter Meal Plans

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

Declining Balance Plans

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

Commuter meal plans may be purchased at the Auxiliary Services office in Kunsela Hall A217 if using excess financial aid or through the Food Service office if paying with cash, or credit/debit card. A charge for the meal plan will be placed on your student account. Commuters may also choose from the resident dining plans. This is an excellent option for students who will be spending a great deal of time on campus and want the benefits of an extensive set of meal options without having to worry about shopping, cooking and cleaning up. A resident meal plan can be purchased through Auxiliary Services.

Points

Meal plan debit points (resident and commuter meal plans) and Wildcat Dollars may be used to purchase meals for yourself, family and friends at the Campus Center dining hall or to purchase menu items in the Student Center food court, the Mario Café and Poly Pizza. Meal plan debit points are carried over from the fall to the spring semester; however, unused meal plan debit points are forfeited at the end of the academic school year. Meal plan debit points may be replenished for resident meal plans through the Food Service office. Students may also purchase Wildcat Dollars to supplement their meal plans. Wildcat Dollars have the advantage of being fully refundable and will automatically be carried over from semester to semester and from school year to school year.

Lost Cards

Lost or stolen cards must be reported immediately via get.cbord.com/sunyit. This will inactivate the card so no one else can use it. File a SUNY Poly Card Report with University Police. Bring the SUNY Poly Card Report to the Auxiliary Services office during regular business hours Monday through Friday. A replacement card will be issued - the replacement card fee is \$25.

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

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

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

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

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

Student Employment

Sodexo Dining Services on campus employs nearly thirty students each semester, with an average work schedule of six hours per week. The student manager program is an opportunity to learn more about college dining services and opportunities with Sodexo. Applications are available at the food service office, Campus Center, Room 115C. Please bring along your class schedule when you apply.



Sick Trays and Bag Meals for Resident Students

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

Dining Hall Policies

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

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

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

Communicating with Food Service (Utica)

sunyitdining services.com/

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

The Student Government food service committee: Open to anyone, the food service committee meets bi-weekly during the semester. The food service director participates in the committee, and it is our primary means of responding to your needs. Watch for signs announcing the first meeting early in the semester. Suggestion boxes: Suggestion boxes are located in the Campus Center dining hall and Student Center. We reply to and post all comments received.

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

Food Service / Residential Life & Housing – Albany
Zen Café and Nano Café, 518-437-8872



All resident students residing at Cresthill Suites in Albany are required to be on a meal plan consisting of 14 meals a week and 150 meal plan debit points. The meals are offered in the Zen Café and the Nano Café.

The hours of operation for the Nano Café are as follows: Monday – Friday 8:00 am – 2:00 pm; 5:30 pm – 7:00 pm; Saturday and Sunday 11:00 am – 1:00 pm and 5:00 pm – 6:00 pm.

The Zen Café hours are Monday – Friday 11 am – 2 pm.

Meal plan debit points supplement the allotted meals offered by the plan and can be used in both the Nano Café and the Zen Café. Meal plan debit points are only available for food service on campus and cannot be used for vending, the bookstore or off-campus vendors. Meal plan debit points carry over from the fall semester to the spring semester; any unused points at the end of the spring semester will expire. Meal plan debit points are non-transferable.

Student residing at Cresthill Suites are supplied with breakfast by the hotel 7 days a week and evening snacks Monday – Thursday.

Students not residing at Cresthill Suites who would like to purchase a meal plan can choose from the following meal plans:

- 85 meals per semester with 350 meal plan debit points
- 150 meals per semester with 150 meal plan debit points.

Contact the Auxiliary Services office at ca@sunyit.edu or at (315) 792-7341 to have the meal plan added to your student account. All meals must be used during the current semester; meal plan debit points will carry over from the fall semester to the spring semester, but will expire at the end of the spring semester. Meals do not carry over from the fall semester to the spring semester.

There are two other options for commuter students: 250 points and 500 points. These meal plans must be purchased through Chartwells directly. Points can be used in both the Nano Café and the Zen Café.

Questions about dining services should be directed to Chartwells, which manages food service operations in Albany. Chartwells' main office is located in the Zen Café and they can be reached at (518) 437-8872.

SUNY Polytechnic Residential Life & Housing
Central Office: Campus Center, Room 229, 315-792-7810
Adirondack Residence Hall: 315-792-7422
Mohawk Residence Hall: 315-792-7811
Oriskany Residence Hall: 315-351-3170
Albany Site, hosted by CrestHill Suites: (518) 956-7114



The mission of the residential experience of SUNY Poly 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 & 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 with 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 & Housing staff members work with the residents to develop programs, activities, and services that enhance the high quality of campus life at the SUNY Polytechnic Institute.

2018-2019 Residential Policies and Procedures

Resident students and their guests are considered adults who are responsible for conducting themselves in accordance with state and local laws as well as with the institution's alcohol and drug policy. Students residing in CrestHill Suites should note that the facility is under the jurisdiction of the City of Albany Police Department, and any local, state and federal law violations will be addressed by Albany PD. Resident students and their guests are required to abide by the following policies:

Alcohol Policy

Resident students who are 21 years of age or older 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 and at CrestHill Suites. In Oriskany residence hall, 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 Mohawk, Adirondack or CrestHill suite.

Compliance with all requests of University Officials, including Residence Life staff and University Police, 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 pong is prohibited.

Guest Alcohol Policy: Non-resident guests of SUNY Polytechnic residential students are not permitted to bring alcohol to the SUNY Polytechnic campus at Utica or Albany sites, 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 (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 Adirondack and Mohawk complexes. The Assistant Vice President for Student Affairs 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 or at CrestHill Suites. Glass containers of any kind are not permitted outside at any residential complex.

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

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

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

- ***Under 21 Years of Age:** Possession and/or consumption of alcoholic beverages by persons under the age of 21 is strictly prohibited on the 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 www.sunypoly.edu/residential_life. Each residence hall with corresponding policies is listed on the left of the page.

Bicycles/Motor Vehicles/Snowmobiles

The storage of bicycles and motor vehicles in student rooms or suites is prohibited. Motor vehicles, including motorcycles and snowmobiles, may not be driven on sidewalks. Snowmobiles are permitted on the Utica site and may be parked in parking lots and driven directly to designated snowmobile trails only. Snowmobiles in Utica must be registered with University Police. Snowmobiles are not permitted at the CrestHill site.

Due to lack of availability of indoor or outdoor bike storage, students residing at CrestHill Suites are discouraged from bringing bicycles. CrestHill Suites prohibits the use of skateboards, longboards and similar recreational equipment on the property, including in the parking lots.

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. 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.

CARE Team

CARE is a SUNY Polytechnic Resource Team that addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success. CARE exists to connect students who are struggling to find campus services, which may include mental health care and/or safety intervention.

The 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
- Eating disorder
- 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.

Report a concern about anyone on campus if:

- You observed something in someone that has you worried.
- You have seen a classmate or hallmate begin to act differently or strangely.
- You are uncertain about a concern and you just want someone at SUNY Poly to know about it.

There are a number of ways to report to the CARE Team:

- 1) Contact the CARE Team Chair/Assistant Vice President of Student Affairs at 315-792-7810
- 2) Submit a report at https://cm.maxient.com/reportingform.php?SUNYInstofTech&layout_id=91
- 3) Contact a counselor at the Wellness Center at 315-792-7172 (Note: this method of report will be a confidential contact and will not be forwarded to the CARE Team without your permission).

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.

Commercial Activity

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

Computer Network Access

The SUNY Poly data network is a state-of-the-art high speed infrastructure that supports a broad range of academic, administrative and student computing requirements. SUNY Poly maintains several documents that directly address a constituent's use of our computer services and corresponding data network. Included are the "Acceptable Use Policy," "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 sunypoly.edu/its. 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 and 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.

Please note that damages at CrestHill Suites are inventoried by the CrestHill staff and may not be subject to appeal. CrestHill suites are equipped with permanently affixed artwork and decorative items that may not be removed and may not be covered with paper or other flammable materials.

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 with the first four weeks of the fall or spring semester.

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. All wall decorations must be non-combustible material. Natural boughs and trees for holiday decorating are also prohibited. Students are required to adhere to safe practices when displaying electrically illuminated lights or decorations. (See "Displays" for additional information.)

Dining

All resident students are required to participate in one of the full dining plans. Dining in Utica is provided by Sodexo Dining Services and in Albany by Chartwell's Dining Services. 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.

Disability/Medical Request for Accommodations

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 accommodations, please contact the Disability Services Office in Kunsela Hall room B101, 315-792-7170, ds@sunyit.edu. Any information regarding your disability will remain confidential. Each student housing and dining application also provides the opportunity to request Housing and Dining Accommodations.

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. CrestHill Suite residents are subject to posting policies of the hotel, particularly any posting viewable from the exterior of the facility. Displays in

the exterior windows or doors are subject to regulation. Fire and safety regulations also prohibit displaying any items in the windows which would interfere with an emergency exit or rescue. Students with questions about this policy may contact the Associate Director of Residential Life & Housing.

Disruptive Behavior/Endangerment

Disruptive behavior, including physical abuse, assault, harassment, threats, excessive noise (which may include loud playing stereos or musical equipment. See also Quiet and Courtesy Hours), and unruly behavior is prohibited. Behaviors which 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 the Assistant Vice President for Student Affairs to participate in "CASE: Consultation and Support Evaluation," a joint program between The Office of Residential Life and Counseling Services. Participation in CASE can be required in addition to a conduct referral, or may be helpful in providing support to prevent a conduct referral in some instances. Failure or refusal to participate in the CASE Program will result in a conduct referral.

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 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.

Facilities and Services

Facilities and services provided by SUNY Polytechnic and CrestHill Suites in Albany include:

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

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

Safety and security: 24/7 staffing, 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. Proximity card access to the third floor of CrestHill Suites.

Other conveniences: residential parking (permit must be purchased and car must be registered in Utica, vehicle must be registered with CrestHill Suites in Albany), cable TV, incoming mail and package service, utilities, and laundry.

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. CrestHill Suites staff will conduct a minimum of one drill per semester. 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 & Housing or college staff may enter resident student suites and rooms to verify compliance. Tampering with fire equipment and/or non-compliance with fire regulations may result in disciplinary and/or civil action. The use of

candles, potpourri burners, and incense is prohibited. Gas or propane grills, internal combustion engines, or tires may not be operated or stored in the residence halls or suites.

Each semester fire safety inspections are completed by Residential Life & Housing staff in conjunction with the environmental health and safety officer. The State Fire Marshall conducts these inspections in both Utica and Albany. Students are given at least 24 hours' notice prior to inspections.

As outlined in the Student Code of Personal Conduct, actions that cause or attempt to cause a fire 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 violations of the policy. 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 charges as well as residential restrictions and/or loss of privileges as imposed by the Assistant Vice President for Student Affairs as Chief Housing Officer and/or designee.

All policies and procedure as outlined in the Student Handbook and published by Residential Life, including Fire Safety regulations and restrictions as outlined in the Residential Policies and Procedures, apply to CrestHill residents residing on the SUNY Poly floor, even if those policies and restrictions do not apply to hotel guests on other floors of the hotel.

Guest Policy

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.

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 between the hours of midnight and 9:00am via the Online Residential Guest or Visitor Registration Form.
- c. SUNY Polytechnic student guests who are not a resident of the building 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 and Expectations

- a. The consent of roommates must be obtained before guests or visitors are invited to visit any residence.
- 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.
- 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 Oriskany, Adirondack or Mohawk residential facilities at any time without prior permission from the chief housing officer.
- 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. (Does not apply to enrolled residential students who are under the age of 18.) Siblings may receive special permission to be guests of resident students with prior permission from the chief housing officer and advance notice to roommates, suitemates and or/the floor community.
- g. Prospective student visits and overnight visits must be officially scheduled with Admissions or the Athletic Department. Required paperwork, including signature of the parent or legal guardian of the perspective student, must be filed with the Office of Residential Life and Housing 24 hours in advance. 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)/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 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 <https://sunypoly.edu/student-life/housing-dining/residential-life-housing.html> under Forms & Policies. Student guests must be registered between midnight and 9am, visitors must be registered at all times.

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

- The consent of roommates must be obtained before guests are invited to visit.
- 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. This total applies to all overnight guests or visitors the

student hosts and is not a per guest total. A resident student may host no more than two overnight guests at one time.

- Persons who have been suspended or dismissed from SUNY Poly or the residence halls are not permitted in Oriskany, Adirondack, Mohawk or CrestHill residential facilities at any time without prior permission from the chief housing officer.
- Resident student hosts are responsible for the conduct of their visitors/guests and are advised to make their visitors/guests familiar with college policies. Residents will also be held financially accountable for any damage caused by their visitors or guests.
- *Persons under 16 years of age must be accompanied* by a legal guardian at all times while in the residence hall or at CrestHill Suites. Underage siblings are not permitted to stay overnight or be in residence halls without a parent or legal guardian at any time.
- Babysitting/childcare for any length of time is not permitted in the residence halls or at CrestHill Suites.
- The use of residential and CrestHill laundry facilities are for resident students only. Theft of laundry services will be taken seriously. Non-residents who use laundry facilities, as well as the resident who provided access to the laundry room, will be charged with theft of services and other charges as appropriate via University Police and the Student Code of Personal Conduct.
- Visitors and overnight guests at the Utica site are required to park in designated parking located in E, F, and J lots. Visitor and Guest parking is not available at CrestHill Suites.
- For social gatherings, maximum Mohawk and Adirondack suite occupancy has been established at 20 persons, including the suite residents. Residents of CrestHill Suites must comply with hotel maximum occupancy standards for rooms and suites.

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, and/or 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 alcohol 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 that 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 Assistant Vice President for Student Affairs and may be assessed immediately and in addition to or in conjunction with conduct sanctions.

Housing License and 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. Freshmen and sophomores 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/ID Cards

Keys/ID 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/ID card for any college room or facility is prohibited. Lost keys/ID cards must be reported to the residential life and housing staff or University Police immediately so that building, meal, and Wildcat Point services are immediately revoked from the card. Residents at CrestHill Suites must report lost hotel suite cards to front desk immediately. The loss of a residence

room key at the Utica site will result in the re-keying of your room and all other rooms in the suite and all affected mailboxes. The resident is responsible for associated charges of \$150.00 per key (see also, Security Policy).

Kitchens

Mohawk and Adirondack complexes provide minimal kitchenettes with stoves in the common area lounges. Oriskany Hall offers a full kitchen with full appliances. Residents of Oriskany have a kitchenette available on their designated floors. Residents at CrestHill Suites have a full kitchen in their suites. 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 themselves will be subject to losing the privilege of using the kitchens and/or other disciplinary actions.

When determining interest in remaining in housing over breaks (when eligible to request break housing) or when requesting summer housing, students at the Utica site should consider that minimal cooking accommodations are available. Sodexo has limited or no hours of operation during breaks.

Laundry

Laundry facilities are available in each residential complex and at CrestHill Suites. 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.

Linen Service (CrestHill Suites only)

CrestHill Suites will provide linen service to all resident students as part of the housing services. CrestHill staff will enter student rooms daily to remove and refresh bathroom towels and washcloths. (See also, Trash Removal). Bed linens will be cleaned and replaced by CrestHill staff weekly. Bathrooms will be cleaned weekly. All residents are expected to comply and cooperate with CrestHill staff efforts to refresh linens and clean bathrooms by keeping suites and bedrooms: accessible, picked-up, cleanly and with countertops free of excessive personal toiletries and supplies. When CrestHill staff enter the suite to complete tasks related to linen service, trash removal and cleaning, residents are expected to be responsive, courteous and properly dressed.

Lofting and Bunking of Beds

Beds in double and triple rooms may be bunked or lofted by submission of a Work Order via the Residential Life Work Order System. Beds may be lofted or bunked only by Facilities staff. Not all SUNY Poly beds are able to be lofted or bunked. Only bunked beds with rails and lofts with rails and a safety support rail are eligible.

Noxious or Offensive Odors

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

Occupancy (Maximum Occupancy per Fire Code)

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

Each residence hall suite including Mohawk, Adirondack, and Oriskany to be 20 persons (including those who are the resident students and including bedrooms). Suite residents are responsible for ensuring that this maximum occupancy is not exceeded. No resident is eligible to host more than 2 guests at any one time

(see **Guest and Visitor Policies and Expectations**).

- Each single bedroom to be five persons.
- Each double/triple bedroom to be nine persons.

CrestHill Suite residents must comply with hotel maximum suite and room occupancies posted and published by CrestHill and no resident is eligible to host more than 2 guests at any one time (see **Guest and Visitor Policies and Expectations**).

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. Students at both Utica and Albany sites are advised to seek insurance for personal belongings. Liability for risk, injury and/or damage to personal property is expressly assumed by the student.

Personal items not removed from the room after a student has checked out or withdrawn from SUNY Polytechnic are considered discarded items. Reasonable attempts will be made for up to two weeks following the departure of a student or a student's failure to return to contact the resident advisor to retrieve the items. Items not picked up after two weeks will not be stored.

Pest Control

Residents experiencing infestation problems with any pest should immediately report the problem to the Assistant Vice President for Student Affairs. 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.

Pets

Except for non-carnivorous fresh water aquarium fish, pets are not permitted to visit or be kept in the residence halls. Fish must be kept in aquarium tanks of less than 10 gallons. Specially trained companion dogs for disabled persons and therapy animals are not classified as "pets" under this policy. Please consult the Assistant Vice President for Student Affairs and the Disability Services director for questions regarding pets in residence under Americans with Disabilities Act (ADA).

Prohibited Items

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

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

3D Printers

3D Printing services are provided in the CGAM Additive Manufacturing Lab in Donovan Hall (G160). 3D printers are not permitted in the residence halls or CrestHill Suites.

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 or CrestHill Suites. Appropriate action will be taken in response to discovery of prohibited items under applicable laws and/or College rules and regulations. This list may be updated at any time by the Office of Residential Life and Housing upon written notice.

Quiet Hours/Courtesy Hours

The Residential Life & 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 or CrestHill Suites 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 residents 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 to him/her and to call upon the staff if assistance is needed.

Recreation and 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, 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.

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

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. CrestHill residents must report the need for repairs to the front desk staff at CrestHill and are encouraged to also report the repair to SUNY Poly Residential Life staff for follow up, as well. Prompt notification is required to prevent serious problems from developing. Students are prohibited from doing their own repairs in SUNY Polytechnic-owned housing or at CrestHill Suites. Spackling, painting, and any other repairs are prohibited.

Right of Inspection/Health and Safety Inspections

SUNY Polytechnic reserves authorized employees' the right 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 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 for Student Affairs or the Chief of University Police, and all safety/welfare checks will be conducted by one Residential Life staff member and one University Police Officer.

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 possible confiscation of 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 and Solicitation

Solicitation and/or sales by residents or outside agents are not permitted in the residence halls or on the third floor at CrestHill Suites. On the Utica site, the posting of any advertisement or non-college related material must be authorized by the Office of Campus Life in accordance with the Campus Posting Policy. Campus Life approved postings can then be submitted to the Office of Residential Life and the Resident Advisor staff will post signs in approved locations. For more information, please refer to the Campus Posting Policy.

Postings at the CrestHill site are submitted to and approved by the Residence Director.

Postings will only be hung in the residence halls or on the SUNY Poly floor at CrestHill Suites if they are submitted a minimum of one week in advance of an event or activity.

Screens and Windows

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

Security

SUNY Polytechnic and CrestHill Suites have provided each residence with various security systems that 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. 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 another student to use a key or ID card, including to utilize laundry facilities.

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.

Students approved for parking at CrestHill Suites must comply with hotel policies, procedures and requests for compliance with snow removal at the hotel parking lot.

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. 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 preceding 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. There is also a kitchen unit in the common area of each residential complex.

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, smokeless tobacco (chew) and snuff.

Smoking and the use of e-cigarettes can activate fire alarms 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 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, the Maynard Fire Department responds 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 future 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 will be permitted inside any residence hall room, suite or building (including entry canopy).
- Smoking is not permitted within 25 feet of residential buildings.
- Students are responsible for the proper disposal of waste associated with tobacco use in campus-provided receptacles.
- Students are responsible for notifying their guests of the tobacco/smoking policy and ensuring they are abiding by the policy.
- Damage/cleaning charges, restitution to the fire department for response services as well as conduct charges may apply to students who choose to violate the tobacco policy.
- Hookahs and similar devices that hold ashes are a fire risk even when not lit. These items are prohibited from the residence halls and CrestHill Suites even when not in use.
- 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.
- CrestHill Suites maintains a zero tolerance policy for smoking of any kind at the hotel. Students residing in the CrestHill facility are subject to the consequences of smoking as issued by the hotel staff, and will lose their housing at CrestHill immediately upon discovery of smoking activity.

Trash Removal – Utica Residences

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

Trash Removal – CrestHill Suites

CrestHill staff will enter student suites and bedrooms every day to dispose of trash. Students are expected to expect and comply with daily room entry for trash pickup (see also, Linen Service). Bottles and cans should be returned immediately and not stored in the residence hall suites (see also Alcohol Policy: Displays). Residents who do not dispose of their trash in designated in-suite containers may be referred for disciplinary action. 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. Residents housed during break periods must be on the campus for an approved academic purpose and pay an additional pro-rated charge determined by the SUNY Polytechnic, payable in advance. Specific accommodations for the winter break may be limited and break housing may not be offered in the resident's regularly assigned room. Exceptions may be granted by the Assistant Vice President for Student Affairs or designee.

Calendar of Residence Hall Occupancy

Calendars of Occupancy and Calendars for Sodexo and Chartwell's Dining Services are available under each residence at <https://sunypoly.edu/student-life/housing-dining/residential-life-housing.html>.

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

At the CrestHill site, students licensed for their housing by SUNY Polytechnic are permitted in the common areas of the first floor and on the third floor only. Residential students are not permitted in the hotel guest suite areas of the first and second floor.

University Police**Kunsela Hall, Room B126 (Utica), (315) 792-7222****NFE (Albany) Suite 1701, (518) 437-8600**

University Police provide patrol, investigative, and emergency services to the campus 24 hours a day. University Police officers are police officers in the State of New York with authority to enforce New York state vehicle and traffic laws, New York state penal laws, investigate criminal complaints, and make arrests.

In an emergency, students can call either 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. 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.

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.

Utica 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.

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 select the “Sign Up for RAVE-Alert” link at the bottom of the SUNY Poly website’s homepage, sunypoly.edu.

Parking Regulations and Vehicle Registration

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

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 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 bookstore (both in the store and the online bookstore), Student Center food court and all vending machines on campus (Utica only). It's also good at participating off-campus vendors in the Utica area. Visit wildcatdollars.com for a complete list of participating locations.

The Wildcat Dollars account enables SUNY Poly 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 get.cbord.com/sunyit 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. A partial or full refund of any unused balance can be requested after the completion of the first two weeks of classes by submitting a written request to the Auxiliary Services office in Kunsela Hall, Room A217, ca@sunyit.edu. The written request must include the student's name, student ID (U#) number, home address, balance to be refunded, and the student's signature. If submitted via email, the request must be sent from the student's SUNY Poly email account.

Lost or stolen cards must be reported immediately via get.cbord.com/sunyit. This will inactivate the card so no one else can use it. File a SUNY Poly Card Report with University Police. Bring the SUNY Poly Card Report to the Auxiliary Services office during regular business hours Monday through Friday. A replacement card will be issued - the replacement card fee is \$25.

SUNY Poly Card Procedures and Policies

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

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.

Terms and Conditions for SUNY Poly Card Users

SUNY Poly Card users agree to the following terms and conditions:

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.
3. The SUNY Poly Card is not transferable to any other person.
4. SUNY Poly Card holders are responsible for contacting the appropriate campus offices to report a change in account status or to report the loss or theft of a card. Please refer to the SUNY Poly Card Replacement Policy.

SUNY Poly Card Replacement Policy

To obtain a replacement card for a lost, stolen, or damaged SUNY Poly Card, a \$25 fee will be charged.

1. Immediately report lost or stolen cards via get.cbord.com/sunyit. This will inactivate the card so no one else can use it.
2. 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.
3. Replacement SUNY Poly Card must be obtained on the first business day after the card is reported lost, stolen, or damaged. Bring the SUNY Poly Card Report to the Auxiliary Services office, Kunsela Hall A217, to receive your replacement card.
4. Make payment at the Auxiliary Services during regular business hours. Waiver of the \$25 fee may be granted by the chief of University Police for extenuating circumstances.
5. Dining plan participants can obtain a one-day temporary admission to the Campus Center dining hall (Utica) to allow for meals when the Auxiliary Services office is closed.
6. Students residing in the residence halls in Utica and in CrestHill Suites in Albany must inform residential life and housing to deactivate card access. Residential life and housing will issue a temporary access code for Utica dorm entry during periods when the Auxiliary Services office is closed. Once the SUNY Poly Card has been replaced, it must be presented at the residential life and housing office for card access reactivation. Albany students staying at CrestHill Suites will also need to report their room access key lost or stolen to the management of CrestHill Suites in addition to Residential Life and Housing.

Information Technology Services

Helpdesk (Utica): 315-792-7440, Helpdesk@sunyit.edu

Helpdesk (Albany): 518-956-7272, CNSEhelp@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 Helpdesks are located on the ground floor of the Peter J. Cayan Library (Utica) and the third floor of CESTM (Albany).

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>.

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, 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@sunyvit.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.

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#) and click on the Forgot Pin button.
3. Answer the security question that was created when the account was activated.
4. Click the Submit Answer button.
5. Enter a new PIN per the Password Policy at <https://sunypoly.edu/its/policies/password-policy.html>
6. Click the Reset PIN button after re-entering the new PIN.

Computer Policies

SUNY Poly maintains several policies outlining the acceptable use of computer systems, services and network resources. These include ResNet, Community Mailer, Computer Software and Password policies and are 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 Personal Conduct and the Academic Integrity Policy.

Password Policy

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in 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@sunyit.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

Safety Training and Access to SUNY Poly - Albany

Access to CNSE Buildings

Access to the buildings and laboratories is by proximity card. Every Albany student receives building access upon completion of Safety Orientation Training, which may be completed during student orientation. Site access is Monday through Sunday from 6:00 a.m. until 9:00 p.m. Every CNSE undergraduate student receives access from the first day of class each semester until the last day of final examinations in that semester.

All safety training is provided by the SUNY Poly environmental health and safety office (EH&S). Safety training includes: basic safety orientation (required for site and building access), laboratory safety (required for access to the labs), wafer safety for working in the CESTM clean room laboratories, and an additional module on working in CESTM labs. There are other safety trainings which you may eventually need, and you will be told what the training is and how to obtain it at the appropriate time.

Site and laboratory access is done by proximity card. The card is yours and yours alone and must be worn so it is plainly visible to anyone, along with your ID badge, when you are on site. If you forget your badge, you do not have access and will have to obtain it before entering the site. No one is permitted to let you through secure entrances without your badge (i.e. "tail-gating") nor are you permitted to let anyone else in without a badge. If you lose your badge or it is destroyed, you will be charged a fee to replace it. If you want to have a guest, that person or group must be approved in advance and in writing by the student's advisor and the advisor must email ACCESSCONTROL@sunypoly.edu and CNSESECURITY@sunypoly.edu. Once the guest(s) arrive, he or she must register at CNSE Security and be escorted at all times. Abuse of the access rules may result in loss of access to CNSE facilities. Some examples of violations of the access policy include, but are not limited to: attempting to tail-gate or access areas you are not approved for, trading badges with a fellow student or employee, door propping in laboratories or to the buildings, unauthorized persons in a laboratory space, and non-registered persons on site. Individuals guilty of a violation will have access suspended and all safety training will be repeated to ensure the student understands the policies. Multiple violations may result in judicial referral.

Access to CNSE Laboratories

Labs at CNSE are accessed through proximity cards so you are not permitted to lend anyone your card to access laboratories. Propping open doors is not permitted. The policy for lab access is as follows: (1) you are trained and qualified on a tool or laboratory area; (2) when the training has been completed, your advisor sends a request to AlbanyLabAccess@sunypoly.edu to ask for laboratory and tool access for you. The request must include: student's name, laboratory number, and a list of the tools for which access is being requested. When approval is given, the advisor will be notified and your access card activated for the needed/requested doors.

Question: Do I have to renew safety training? Answer: For the specific training you receive at orientation, no. Working in some laboratories requires that the training for that lab be renewed annually. The laboratory owners (i.e. the professors) will let you know what additional training is needed and whether you need to renew it annually.

Laboratory Behavior

Each laboratory has its own functions and tools. No one should be in the laboratory that does not have approved access and training for that laboratory. Always dress appropriately, and wear safety equipment as required (these requirements are explained in the EH&S 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 EH&S safety training. This is extremely important for safety but also shows respect for those who use the laboratory. Tool time for most tools and laboratory areas is reserved via an online reservation system. This ensures that students can plan ahead and book time in laboratories when they need it while they are performing their experiments. In order for this system to work it must be used so it is expected that students using space/tools on the reservation system will plan ahead and book their time whenever possible. Laboratory and tool use outside of booked time is first-come, first-served.



Lastly, violations of laboratory safety rules, allowing untrained people into the laboratory, releasing or discussing the laboratory's work with someone outside CNSE, 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.

Information/Resources from the Title IX Office

Report/Complaint

Any member of the SUNY Poly community may make a complaint or offer information concerning sex or gender based discrimination, interpersonal violence (which includes dating violence and domestic violence) and stalking. 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 sex or gender based discrimination, interpersonal violence and stalking may be submitted to SUNY Poly's Title IX Coordinators or the Director of Community Standards:

Katie Tynan-Simon, Title IX Coordinator
Student Center S228
315-792-7235
ktynan@sunypoly.edu

Stacey Genther, Deputy Title IX Coordinator
Campus Center Suite 217
315-792-7808
stacey.genther@sunyit.edu

Megan Lennon, Director of Community Standards
Residential Life Suite #229, Campus Center
315-792-7535
wyettm@sunyit.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** policy available at <https://sunypoly.edu/titleix/policies-procedures>. The policy is intended to assist the SUNY Poly community in better understanding how confidentiality applies to different resources that are available both on and off campus.*

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.

Students' Bill of Rights

SUNY Poly is committed to providing options, support and assistance to members of our community that are affected by sexual misconduct, domestic violence, dating violence and stalking, regardless of whether the violation occurs on campus, off campus, or while studying abroad. The rights outlined in the Students' Bill of Rights are afforded to both the reporting individual and the accused/respondent, without regard to race, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. To view the Students' Bill of Rights in its entirety, please visit <https://sunypoly.edu/titleix/policies-procedures>.

The Students' Bill of Rights is distributed annually to students, is made available on SUNY Poly's Title IX website (www.sunypoly.edu/titleix), and is posted throughout campus, including in each campus residence hall and dining hall.

Sexual Violence Response Policy

SUNY Poly's Sexual Violence Response Policy provides information regarding reporting options for incidents of sexual and interpersonal violence, including confidential options that available both on and off campus.

This policy also includes information on how to file a criminal complaint with law enforcement, how to anonymously disclose a crime, and how to file a report with a SUNY Poly Title IX Coordinator. Protections, accommodations, and rights afforded under the student conduct process are also outlined in the policy. To view SUNY Poly's Sexual Violence Response policy, please visit <https://sunypoly.edu/titleix/policies-procedures>.

Sexual Harassment/Sexual Violence Definitions

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

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault: a physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape" (including "date rape" and "acquaintance rape"), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old. Please note that for the purposes of sanctioning, the term sexual assault utilized by SUNY Poly references "rape" as defined in the Student Code of Personal Conduct.

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

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

Statutory Rape: nonforcible sexual intercourse with a person who is under the statutory age of consent.

Bias Crimes Prevention

Hate Crimes and 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 assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the 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 (Utica), 518-437-8600 (Albany) or stopping by UP. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: Counseling Center, Campus Center, Suite 217, 315-792-7172.

For information on SUNY Poly security procedures, see sunypoly.edu/university_police/security_policies, Student Handbook page 26, or call 315-792-7222 (Utica) or (518) 437-8600 (Albany).

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. In Utica, University Police is located in Kunsela Hall B126 or call 315-792-7111; in Albany, University Police is located in Nano Fab East, #1701 or call 518-437-8600. 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 per-

mission 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.

Student Judicial System

Community Standards Office, Campus Center, Room 229, 315-792-7530

Standards for the Conduct of Students

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

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

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

Students are presumed to be “not responsible” until a finding of responsibility is made. Cases will be judged based on the standard of “preponderance of the evidence.” The Academic Integrity Policy is administered by the provost, and alleged violations may be referred to him/her for adjudication.

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

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

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

Mediation and Conflict Resolution Services

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

Alleged Student Misconduct Directed at SUNY Poly Officials

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

Campus Judicial Board

The SUNY Poly Administrative Judicial Board is the duly authorized judicial body that has jurisdiction over all students for matters arising from the Student Code of Personal Conduct, Rules for the Maintenance of Public Order, and residence hall regulations. The Board shall conduct hearings, make findings of facts, recommend disciplinary sanctions where appropriate, and provide due process for students while protecting the rights of all members of the SUNY Poly community. Campus judicial board hearings are closed administrative proceedings. Except with the consent of the Vice President for Student Affairs or designee, only those who are reporting individuals, respondents, witnesses or approved advisors will be permitted to attend. *Note: In cases of sexual harassment, sexual violence, dating or domestic violence or stalking details concerning process and proceedings can be found in the Student Code of Personal Conduct.*

Procedures for Filing a Judicial Complaint

Any member of the SUNY Poly community may initiate a proceeding before the judicial body by filing a complaint to the judicial officer or in the office of the Vice President for Student Affairs. A complaint against a student must set forth the following:

- a. The name and address of the student against whom a complaint is being lodged.
- b. The name of the reporting individual and his/her status in the SUNY Poly community.
- c. The alleged offense that is the basis of the complaint.
- d. A statement demonstrating the facts of the alleged offense, which should include:
 1. Date of occurrence
 2. Time of occurrence
 3. Place of occurrence
 4. Narrative of event
 5. Names of persons having personal knowledge of circumstances or event
 6. General nature and description of all evidence
 7. Signature of the reporting individual

Notice of a Complaint

Upon receipt of a complaint, the judicial officer will review the information to determine if a student will be accused of violating the Student Code of Conduct. If it is determined that a violation has occurred, the judicial officer will notify the accused in writing and/or by email of the allegation(s) and accusation(s). The notice of accusation(s) will direct the accused to schedule an educational conference with the judicial officer by a specified date.

Educational Conference

The purpose of the educational conference is to review with the accused the allegations and accusations, the Student Code of Personal Conduct, the judicial proceeding forum options, the judicial process and possible sanctions. The Administrative Board proceeding is scheduled based on criteria outlined in the Student Code of Personal Conduct, Article VI. C., 5.a-c.

Administrative Judicial Board Notification

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

Witnesses

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

Administrative Judicial Board Format

The Administrative Judicial Board, under the direction of the chairperson and with the director of community standards serving as an advisor, does not function as civil or criminal court of law but rather as an administrative hearing board. The standard of proof used for all conduct cases is “preponderance of the evidence” which means whether it is more likely than not.

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

1. The chairperson shall introduce the members of the Board and request the names of all persons present at the hearing. The chairperson shall then explain the procedure to be followed and ask if there are any questions. The hearing will be recorded.
2. The chairperson will read the allegations/accusations being filed against the respondent and will ask that he/she respond with respect to his/her responsibility.
3. The complainant in all cases will be represented by SUNY Poly. A reporting individual may choose to serve as a co-complainant or as a witness in the administrative hearing process.
4. The chairperson will ask the reporting individual, if present, if they have any additional information or clarification concerning the alleged offense, in the form of an opening statement. The reporting individual gives his/her opening statement first.
5. The respondent will be asked to give his/her account of the incident or alleged policy violation in the form of an opening statement.
6. After the opening statements, each party will be allowed to ask questions in writing which must first be approved by the chairperson.
7. Witnesses will be called in separately to give their account of the incident or alleged policy violation.
8. Board members reserve the right to ask questions of clarification at any time during the course of the hearing.
9. Both the reporting individual and the respondent will be given the opportunity to give a closing statement. The respondent will give his/her statement last.
10. At the end of the proceedings, the respondent will be advised of the Board’s role in providing a recommendation to the Vice President for Student Affairs or designee, the appeal process and any resources that would pertain to the student’s situation.
11. During deliberations, the Board will first decide whether or not the respondent student is responsible for violation of the charges as indicated. If the student is found responsible, based on the preponderance of the evidence, the board will make a recommendation to the Vice President for Student Affairs or designee as to the recommended sanctions to be imposed.

Notice of Decision

The Administrative Judicial Board, in its deliberations, shall consider only relevant evidence presented at the hearing. In all cases, the Administrative Judicial Board shall send a written decision letter to the Vice President for Student Affairs or designee. The decision letter shall contain a statement of findings, evidence used in rendering the decision and any recommended sanctions. Following the Vice President for Student Affairs or designee’s review of the Administrative Board’s decision, the respondent shall receive a notice of decision from the Vice President for Student Affairs or designee within the designated time frame. A record of the adjudication shall be maintained in the office of the Vice President for Student Affairs or designee for seven years. *Note: In cases of sexual harassment, sexual violence, dating or domestic violence or stalking details concerning process and proceedings can be found in the Student Code of Personal Conduct.*

For more information about the educational conference, Administrative Judicial Board and decision process, see the Student Code of Personal Conduct Article VI. A-J on pages 68 to 74 in this document.

Academic Integrity Policy

Article I. Standards of Academic Integrity

The student's first obligation is to pursue his or her academic objectives conscientiously and honestly. The student is required to conform to all regulations of the University and 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 the work that the student has produced independently. A student who attempts to obtain credit for work, words, or ideas that are not his or her own is dishonest. Dishonesty undermines the integrity of academic standards. Infringement of this academic code entails penalties ranging from reprimand to dismissal from SUNY Polytechnic Institute. Misrepresentations of facts, significant omissions, or falsifications in any academic work are violations of the code. Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct.

Article II. Summary of Academic Integrity Policy

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

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

Article III. Prohibited Behavior

The following offenses are violations of the Academic Integrity Policy.

1. **Plagiarism:** Any piece of work that has been presented as the individual creation of the student is assumed to involve no assistance from any other person. Plagiarism is the use of another person's work, words, or ideas without attribution. It may involve using another's words without quotation marks and/or footnotes to indicate the appropriate source. Paraphrasing or summarizing the content of another's work is not dishonest as long as the source is clearly identified. Paraphrasing when the source is properly cited does constitute independent work; however, the faculty member may still reject it as inappropriate. Plagiarism may also involve misrepresenting the sources that were used. The issue of plagiarism applies to any type of academic work, including but not limited to papers, examinations and quizzes, computer programs, works of art, photography, video, or websites.
2. **Inappropriate Collaboration:** Collaboration on academic work requires acknowledgment. It is academically dishonest to work with another person to develop, organize, or revise a project (e.g., a paper, oral presentation, research project, or take home examination) without acknowledging that person's help. Specific policies regarding collaborative work, peer review, use of tutors, and editing vary from faculty member to faculty member. It is the student's obligation to check with the professor concerning any collaborative academic effort.
3. **Dishonesty in Examinations (In-Class or Take-Home):** An examination must be solely the student's own work, unless otherwise directed by the faculty member. Communication is not allowed between or among

students while an examination or quiz is being taken, nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance to another, obtaining unauthorized advance knowledge of the questions to an examination or quiz, or use of mechanical or marking devices or procedures to achieve false scores on machine graded examinations. Specific policies concerning examinations may vary from faculty member to faculty member.

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

Article IV. Adjudication of Charges

1. **Faculty member action:** The faculty member shall assess an appropriate penalty. Common penalties may include, but are not limited to, requiring the student to rewrite or correct a submitted assignment, requiring the submission of a substitute assignment, loss of credit for the assignment, or a failing grade in the course. The faculty member will communicate that there will be a penalty to the student in writing by hand delivery, electronic mail using the student's SUNY Polytechnic Institute account, or by letter sent to the student's campus or permanent address on record. The faculty member shall then make a written record of the incident, including the assessed penalty and whether the incident is believed to be an error in judgment or willful misconduct. This record shall be reported to the head of the academic unit of the department in which the student's major resides within two calendar weeks of discovery of the alleged offense and after notification has been made to the student.

2. **Administrative action:** If the misconduct is not related to a specific course, the head of the academic unit or Chief Academic Officer or designee may assess a penalty as circumscribed in Article VII following the same procedures outlined for course misconduct.
3. **Procedure:** Upon notification of an alleged offense, the head of the academic unit shall store the faculty member's report in the academic unit's academic discipline records for the student. The head of the academic unit may send a recommendation to the faculty member identifying an alternate recommended penalty, particularly if this is not a first offense. The head of the academic unit shall send a copy of the faculty member report and alternate penalty recommendations to the faculty member and the campus Chief Academic Officer or designee within one calendar week of receipt of notice from the faculty member. Repeat offenses or sufficiently serious first offenses may result in the head of the academic unit requesting that the campus Chief Academic Officer or designee convene an Academic Integrity Board to consider the accusation of academic misconduct and consider extraordinary penalties (identified in Article VII).

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

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

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

4. **Appeal of misconduct:** A student who disagrees with a determination of academic misconduct may appeal in writing to the campus Chief Academic Officer or designee within one calendar week of receipt of notification of the violation. A student appeal will trigger convention of the Academic Integrity Board to consider the case of academic misconduct if the Board has not already been requested to convene by the head of the academic unit or the Chief Academic Officer or designee.
5. **Appeal of grade:** After the completion of a misconduct hearing, a student may appeal a grade penalty through the campus grievance procedure. The only grounds for appealing a grade is a student's belief that a grade or grade penalty has been assigned on a capricious basis. Capricious grade assignment is assignment of a grade to a student that is based on a standard other than his/her performance in a course, on more exacting or demanding standards than were applied to other students in the course, or on standards that depart substantially from those the faculty member previously announced for the course.

6. **Appeal of suspension/dismissal:** Appeal of a decision of suspension or dismissal is written directly to the President. The same calendar applies. The campus Chief Academic Officer or designee or President may extend any stage of the appeals calendar in extreme circumstances and upon a showing of good cause; this extension must be reported to all involved parties by the original deadline.

Article V. Academic Integrity Board

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

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

Article VI. Class Attendance Pending Decision

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

Article VII. Additional Penalties for Academic Misconduct

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

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

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

Article VIII. Removal of penalty

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

Article IX. Record of Disciplinary Actions

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

Article X: Interpretation and Revision

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

2018-2019 Student Code of Personal Conduct

Article I: General Policy

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

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

Article II: Definitions

1. The term “student” includes all persons taking SUNY Poly courses, both full-time and part-time, pursuing undergraduate, graduate, continuing education and/or professional studies (credit-bearing and non-credit bearing) and those who reside in SUNY Poly residence halls.
2. The term “faculty member” means any person hired by SUNY Poly to conduct academic or academic support activities.
3. The term “SUNY Poly official” includes any person employed by SUNY Poly, performing assigned administrative or professional responsibilities. This term also includes resident advisors performing duties within their responsibilities.
4. The term “member of the SUNY Poly community” includes any person who is a student, faculty member, SUNY Poly official, any other person employed by SUNY Poly or a SUNY Poly visitor. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs or his/her designee.
5. The term “organization” means any number of persons who have complied with the formal requirements for SUNY Poly recognition.
6. The term “SUNY Poly premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SUNY Poly (including adjacent streets and/or sidewalks).
7. The term “judicial body” means any person or persons authorized by the president to determine whether a student has violated the Student Code of Personal Conduct and to recommend imposition of sanctions, which includes, but is not limited to, the Administrative Judicial Board and the Appellate Board (which considers appeals from a judicial body).
8. The term “judicial officer” means a SUNY Poly official authorized by the Vice President for Student Affairs or his/her designee to impose sanctions upon students found to have violated the Student Code of Personal Conduct.
9. The term “judicial officer designee” refers to a designee appointed by the judicial officer to adjudicate issues related to violations occurring within the residence halls and adjacent areas.
10. The term “Title IX coordinator” refers to the SUNY Poly official or his/her designee who is responsible for coordinating Title IX compliance, which prohibits sex discrimination including sexual harassment and sexual violence. SUNY Poly’s Title IX coordinator is listed on page 32 of the Student Handbook.
11. The term “policy” is defined as the written regulations of SUNY Poly as found in, but not limited to, the Student Handbook and graduate and/or undergraduate catalogs or other SUNY Poly publications.
12. The term “Rules for the Maintenance of Public Order” is defined as regulations applicable to all SUNY campuses mandated by the Board of Trustees of the State University of New York. A copy of these rules can be found on page 60.
13. The term “accused” means a student implicated in violating this Student Code of Personal Conduct who has not yet entered SUNY Poly’s judicial process.

14. The term “respondent” shall mean a student accused of a violation of this Student Code of Personal Conduct who has entered SUNY Poly’s judicial process.
15. The term “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 Personal Conduct.
16. The term “bystander” shall mean 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.
17. The term “advisor or advocate” means a person who may assist, support or counsel a student participating in the judicial process.
18. The term “educational conference” is defined as a meeting to review with the student the allegations and accusations, the Student Code of Personal Conduct, the student’s options, the processes, and sanctions or potential sanctions.
19. The term “preponderance of the evidence” means whether it is more likely than not and is used for all judicial cases as the standard of proof. If the evidence presented meets this standard, then the respondent should be found responsible.
20. The term “sanction” means a consequence that results from noncompliance with a policy or policies.
21. The term “retaliation” is defined as an adverse action against another person for reporting a violation or participating in any way in the investigation or judicial process. Retaliation includes harassment and intimidation, including, but not limited to, violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.
22. The term “harassment” is defined as any course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety, including, but not limited to, unwanted, unwelcomed and uninvited behavior that demeans, threatens, offends or results in a hostile environment for the affected person.
23. The term “sexual harassment” is defined as unwelcome behavior which may include verbal, non-verbal or physical conduct that is sexual in nature and sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from SUNY Poly’s educational programs and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.
24. The term “stalking” is defined as intentionally engaging in a course of conduct (two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property), directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage.
25. The term “dating violence” is defined as any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship.
26. The term “domestic violence” is defined as any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.
27. The term “affirmative 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.
 - a) 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.
 - b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - c) Consent may be initially given but withdrawn at any time.
 - d) 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.
 - e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

f) When consent is withdrawn or can no longer be given, sexual activity must stop.

28. The term “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).
29. The term “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 gender, including, but not limited to, all forms of sexual harassment, sexual assault, and other sexual violence by or against employees, students, or third parties.
30. The term “sexual violence” is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
31. The term “sexual assault” is a physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

Article III: Judicial Authority

1. The judicial officer, in consultation with the Vice President for Student Affairs or designee, shall recommend to the president for appointment the composition of the judicial body and Appellate Board.
2. The judicial officer shall develop policies for the administration of the judicial process and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code of Personal Conduct.
3. A judicial body may be designated as mediator of disputes within the student community in cases that do not involve a violation of the Student Code of Personal Conduct. All parties must agree to mediation, and to be bound by the decision with no right of appeal. Mediation may not be used in cases involving sexual violence.

Article IV: Student Rights

Each student, accused or reporting individual, shall have the following rights relative to the Student Code of Personal Conduct and SUNY Poly judicial proceedings:

1. To be clearly informed of SUNY Poly’s standards; these standards shall be readily available and describe expected and prohibited behavior.
2. To have SUNY Poly apply rules and regulations fairly, impartially, and equally to all students, including a process that provides adequate notice and allows a meaningful opportunity to be heard.
3. To be informed of his/her rights.
4. To exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of SUNY Poly.
5. To make a decision about whether or not to disclose a crime or violation and participate in the judicial process and/or criminal justice process free from pressure from SUNY Poly.
6. To make a report to university police, local law enforcement and/or state police.
7. To a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner. In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, to have their complaint investigated and adjudicated by individuals who receive annual training in conducting investigations of sexual violence, 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 related to sexual harassment, sexual violence, domestic violence, dating violence, and stalking.
8. To be informed of the format and procedures of the SUNY Poly judicial proceedings. To be informed of the right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be provided with the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
9. To hold unaltered student status pending a final adjudication and disposition of all charges, unless interim measures have been imposed.
10. To an investigation and 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.
11. To have a fair disposition of all matters as promptly as possible under the circumstances.

12. To elect to dispose of the charges administratively by mutual consent with the judicial officer, or to have his/her case heard by a judicial body.
13. To be informed of the general nature of the evidence to be presented.
14. To review and question all parties and witnesses except when circumstances (as determined by the Vice President for Student Affairs or designee) make this impossible. In a case of sexual harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right not to question or cross examine each other directly; instead questions will go through the administrative board chair/administrative board.
15. To present factual information through relevant witnesses, personal testimony, and other relevant evidence.
16. To decline to testify against oneself. Silence will not be considered an admission of responsibility.
17. To have only relevant evidence considered by the judicial body.
18. To seek advice from an advisor or advocate of their choice who may assist, support or counsel. The advisor/advocate shall not speak on behalf of the student, question witnesses, or present information before the judicial body.
19. To be informed of all decisions within a reasonable time as established in this Student Code of Personal Conduct and as allowed by law.
20. To be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of SUNY Poly.
21. To access to at least one level of appeal of a determination.
22. To exclude unrelated behavior from the disciplinary judicial proceeding. The issue of relevance of past behavior is determined by the judicial officer or Administrative Judicial Board. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right to exclude prior sexual history with persons other than the other party in the judicial process or their own mental health diagnosis and treatment from admittance in the disciplinary stage that determines responsibility. Past findings of sexual harassment, dating or domestic violence, stalking or sexual violence may be admissible in the disciplinary stage that determines sanction.
23. SUNY Poly will protect the privacy of all parties to a complaint to the extent possible. When SUNY Poly receives complaints of sexual harassment, dating or domestic violence, stalking or sexual violence, SUNY Poly has an obligation to respond in a way that limits the effects of the sexual harassment, dating or domestic violence, stalking or sexual violence and prevents its recurrence. Information will be shared as necessary in the course of an investigation with people who need to know, such as investigators, Title IX coordinator, witnesses, and the accused. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. Certain staff are obligated by law to maintain confidentiality, including the counseling center and the local rape crisis centers off-campus.
24. To have disclosures of domestic violence, dating violence, stalking, sexual harassment and sexual violence treated seriously.
25. The respondent in all cases and the reporting individual in cases of sexual harassment, domestic or dating violence, stalking and/or sexual violence have the right to listen to a recording of a judicial proceeding during normal business hours and/or review records for an appeal upon written request.
26. The respondent in all cases and the reporting individual in cases of sexual harassment, domestic or dating violence, stalking and/or sexual violence have the right to be informed of the decision, to appeal a decision and be informed of the criteria and procedures to be followed. They also have the right to choose whether to disclose or discuss the outcome of a judicial proceeding.
27. A respondent or reporting individual has the right to provide a list of questions that he or she would like asked by the judicial officer or the Administrative Judicial Board members at a judicial proceeding to the reporting individual, respondent, witnesses or the judicial body. The questions must be submitted in writing to the judicial officer at least three (3) business days before the judicial proceeding, and the questions must be considered relevant to the accusations by the judicial officer or the Administrative Judicial Board.
28. A reporting individual has the right to request alternative arrangements if he/she does not want to be in the same room as the respondent during the judicial proceeding. These alternative arrangements are subject to the rights of the respondent. Accordingly, alternative arrangements must enable the parties and the judicial body to hear each other. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
29. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to be treated with dignity and to receive from SUNY Poly courteous, fair, and respectful health care and counseling services, where available.

30. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
31. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to describe the incident to as few SUNY Poly representatives as practical and not to be required to unnecessarily repeat a description of the incident.
32. To have non-public information obtained during the course of the judicial process protected from public release until a final determination, including, if applicable, any appeal determination, is made, unless otherwise required by law.
33. To have access to a full and fair record of a student conduct hearing which shall be preserved and maintained for at least five (5) years. (Director of Student Conduct, 315-792-7530.)

Article V: Proscribed Conduct

A. Jurisdiction of SUNY Poly

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

B. Conduct Rules and Regulations

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

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Furnishing false information to a SUNY Poly faculty member or 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 recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SUNY Poly activities, including its public service functions on or off-campus, or other authorized non-SUNY Poly activities, when the act occurs on SUNY Poly premises.
3. Acts of bullying, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, no matter the medium (including social media).
4. Attempted or actual theft of and/or damage to property of SUNY Poly, or property of a member of the SUNY Poly community, or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with the directions of a SUNY Poly official or law enforcement officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys and/or access card to any SUNY Poly premises, or unauthorized entry to or use of SUNY Poly premises.
8. Violation of SUNY Poly policies, rules, or regulations.
9. Violation of federal, state, or local law at SUNY Poly-sponsored activities whether on or off SUNY Poly premises.
10. Use, possession, or distribution of narcotics, prescription drugs or other controlled or non-controlled substances except as expressly permitted by law.
11. Possession of drug paraphernalia, which includes any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, etc.). Any items that are fashioned for the purpose of drug use will also be considered a violation of the Student Code of Personal Conduct.
12. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and SUNY Poly regulations (see Residence Hall Policies for more information), or public intoxication.

Note: Good Samaritan Policy: Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, SUNY Poly is concerned that those in need receive prompt medical attention. SUNY Poly cannot guarantee absolute immunity from sanctions associated with violations of the Student Code of Personal Conduct or state and federal law. However, efforts will be

made to mitigate sanctions associated with alcohol and other drug offenses for “Good Samaritans.” These considerations apply only to the individual(s) who may have contributed/participated in the use and abuse of alcohol or other drugs, but who summon aid.

Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Polytechnic Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence and/or sexual harassment occurs, including, but not limited to, domestic violence, dating violence, stalking, sexual harassment or sexual violence, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Polytechnic Institute strongly encourages students to report incidents of domestic violence, dating violence, stalking, sexual harassment or sexual violence to institution officials. A bystander or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, sexual harassment or sexual violence to SUNY Polytechnic Institute officials or law enforcement will not be subject to the SUNY Polytechnic Institute's Student Code of Personal Conduct 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, sexual harassment or sexual violence

13. Illegal or unauthorized use, possession or storage of any weapon or reasonable facsimile thereof (including, but not limited to, firearms and ammunition, stun guns, air guns, paintball guns, pellet guns, bb guns, clubs, crossbows, archery equipment, sling shots, martial arts weapons, swords, knives (e.g., gravity, hunting, lock blades, throwing knives, daggers, switchblade, butterfly, etc.), fireworks and other explosives, and/or dangerous chemicals is prohibited on SUNY Poly premises.
14. Participation in a campus demonstration that disrupts the normal operations of SUNY Poly and infringes on the rights of other members of the SUNY Poly community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on SUNY Poly premises or at SUNY Poly-sponsored or supervised functions.
16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on SUNY Poly premises or at functions sponsored by or participated in by SUNY Poly.
17. Theft or other abuse of computer, telephone and voicemail privileges, including, but not limited to:
 - a. Unauthorized use or abuse of a computer account, including use of another individual's identification and password and failure to safeguard user IDs and passwords.
 - b. Sending abusive, threatening, or obscene messages.
 - c. Repeatedly sending messages with inappropriate content.
 - d. Using a SUNY Poly account to send messages without authorization.
 - e. Unauthorized entry into a file for any purpose, including: using, reading, or changing the content.
 - f. Unauthorized transfer or sharing of a file, including, but not limited to, illegal downloading, uploading or use of file sharing programs with regard to copyrighted materials.
 - g. Use of computing facilities to interfere with the work of another student, faculty member, or SUNY Poly official.
 - h. Use of computing facilities to interfere with normal operation of the SUNY Poly computing or network system.
 - i. Negligently spreading viruses, worms, or any programs that act to degrade, violate, disable, or affect service or operation of SUNY Poly's or students' personal computers connected to SUNY Poly's network.
18. Abuse of the judicial system, including, but not limited to:
 - a. Failure to obey the summons of a judicial officer, board or SUNY Poly official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Knowingly initiating a judicial proceeding without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.

- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial board or a judicial officer prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Personal Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
19. Acts of sexual violence, sexual assault, dating violence, and domestic violence, as defined in this Student Code of Personal Conduct, including performing sexual acts on or with another individual without the affirmative consent of the individual, when the individual is unable to give affirmative consent or after the individual has withdrawn consent.
 20. Sexual harassment as defined in this Student Code of Personal Conduct.
 21. Stalking as defined in this Student Code of Personal Conduct.
 22. Bias/hate crimes, which are described as students engaging in harassment or threats of violence based on a person's race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender that is intended to create a situation that produces mental discomfort, harm, or injury.
 23. Actions that cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment, inappropriate/ or unauthorized activation of the fire alarm system or failure to evacuate SUNY Poly buildings during a fire alarm.
 24. Cruelty to animals.
 25. Violation of the SUNY Poly smoking policy.
 26. Violation of the Residence Hall License or Residence Hall Policies.
 27. Retaliation against a reporting individual, any person who files a complaint, serves as a witness, assists, or participates in the judicial process in any manner is strictly prohibited and will result in disciplinary sanctions. Participants who experience retaliation in a case of sexual harassment, sexual violence, dating or domestic violence or stalking should contact the Title IX coordinator. (Please refer to page 32 for the designee.)

C. Violation of Law and SUNY Poly Discipline

1. SUNY Poly disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code of Personal Conduct. Generally, proceedings under this Student Code of Personal Conduct will be pursued without regard to pending civil litigation in court or criminal arrest and prosecution.
2. When a student is charged by federal, state, or local authorities with a violation of law, SUNY Poly will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Personal Conduct, however, SUNY Poly may advise off-campus authorities of the existence of the Student Code of Personal Conduct and of how such matters will be handled internally within the SUNY Poly community. SUNY Poly will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and SUNY Poly community members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, students have the right to have the judicial process run concurrently with a criminal justice investigation and/or proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.

3. Cease and Desist: SUNY Poly officials may, under appropriate circumstances, order a student and/or student organization to cease and desist from an activity considered to be disruptive to SUNY Poly.

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

A. Determination of Accusations

1. Alleged violations of the Student Code of Personal Conduct may be reported to the judicial officer or other responsible SUNY Poly officials, who shall report the alleged violation to the appropriate SUNY Poly official.
2. The judicial officer will review the information to determine if a student will be accused of violating the Student Code of Personal Conduct. Note: Except in egregious or serious campus safety-related violations, including cases of sexual harassment, sexual violence, dating or domestic violence or stalking, the Vice President for Student

Affairs or designee may not accuse a student of a violation of the Student Code of Personal Conduct more than one (1) year after the date the conduct occurred or was discovered, whichever is later.

3. In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, a SUNY Poly official will obtain a written acknowledgment from the reporting individual(s) or complete such to document: (1) the SUNY Poly employee or representative who spoke to or worked with the reporting individual(s), as well as the date; (2) which options the reporting individual(s) would like to pursue, including the criminal justice system, the student judicial system, both, or none; (3) that the reporting individual(s) received information about resources (medical, counseling, academic) available to them.

B. Notice of Accusations

1. Unless circumstances prohibit, the judicial officer will notify the accused in writing and/or by email of the allegation(s) and accusation(s) within ten (10) business days of the written report to the Community Standards Office. For cases referred to University Police or the Title IX Office, the 10 business days begins run upon receipt of official report from those offices to the Community Standards Office.
2. The notice of accusation(s) will direct the accused to schedule an educational conference with the judicial officer by a specified date, not to exceed five (5) business days from the date of notice. If the accused needs to reschedule the educational conference, the accused must notify the judicial officer no less than twenty-four (24) hours prior to the scheduled conference and request a rescheduling of the conference.

C. Educational Conference

1. The purpose of the educational conference is to review with the accused the allegations and accusations, the Student Code of Personal Conduct, the judicial proceeding forum options, the judicial process and possible sanctions.
2. If the accused fails to attend the educational conference, the matter may be referred to the Administrative Judicial Board.
3. During the educational conference the accused will be given the opportunity to accept responsibility or not accept responsibility for the alleged violation(s).
4. If the accused accepts responsibility for the alleged violations and such violations are not egregious or serious campus safety-related violations, including sexual harassment, dating or domestic violence, stalking or sexual violence, the accused may waive his/her right to a judicial proceeding:
 - a. In such instances, the accused will be asked to sign a form indicating his or her acceptance of responsibility and that he or she is waiving the right to a judicial proceeding. The judicial officer will send a letter documenting student responsibility and the sanctions imposed within five (5) business days of the educational conference, except when additional time is necessary for extenuating circumstances as determined by the Vice President for Student Affairs or designee and upon written notification to the accused.
5. If the accused does not accept responsibility for the alleged violation(s) or requests a judicial proceeding:
 - a. The accused will be asked to sign a form indicating that he/she does not accept responsibility for the alleged violation(s) and/or he/she requests a judicial proceeding.
 - b. The judicial officer shall schedule a judicial proceeding with the Administrative Judicial Board ten (10) business days of the educational conference unless special periods (breaks, etc.) dictate otherwise.
 - c. The accused shall be notified, in writing and/or by email, of the time and place of the Administrative Judicial Board proceeding at least four (4) business days prior to the hearing. Prior to the judicial proceeding, the accused shall be afforded the opportunity to review a copy of statements and pertinent records that will be presented.

D. Administrative Judicial Board

1. The Administrative Judicial Board shall have jurisdiction over cases of alleged violations of the Student Code of Personal Conduct.
2. The Administrative Judicial Board members shall be appointed annually by the Vice President for Student Affairs. The Vice President for Student Affairs shall appoint ten (10) administrators and/or faculty members and ten (10) student representatives from within the SUNY Poly community (excluding visitors) to serve as Board members. It is the responsibility of the Director of Community Standards to recommend names to the president for appointment to the Administrative Judicial Board. The student representatives will be selected from an application process and a pool of ten (10) students will be selected to serve. If vacancies occur within any of the positions, the Vice President for Student Affairs may fill such vacancies to complete the remainder of the vacant term.
3. A quorum of five (5) Administrative Judicial Board members (to include at least: (a) two (2) students; and (b) two (2) administrators and/or faculty members) shall be required for a judicial proceeding; one member shall serve as

chair of the proceeding (determined by the members of the proceeding). All determinations by the Administrative Judicial Board are to be made by majority vote; abstentions are not permitted.

E. Judicial Proceeding

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

1. **Student Status:** An accused's or respondent's status on campus will remain unchanged pending the final decision of the judicial proceeding and/or the appeal process, except in cases where interim measures are taken.
2. **Hold on Student's Records:** SUNY Poly may place a hold on the records or registration of any accused or respondent who fails to respond to a SUNY Poly disciplinary 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 disciplinary matters must be resolved prior to a student's graduation, transfer from or continued education at SUNY Poly.
3. **Accommodations for Students with Disabilities:** Any student with a documented disability may request reasonable accommodations during the disciplinary process. If necessary, the judicial officer or Administrative Judicial Board may postpone the judicial proceeding to provide reasonable accommodations.
4. **Safety Procedures:** The judicial officer or Administrative Judicial Board may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.
5. **Failure to Appear:** If a respondent fails to appear, the judicial proceeding may proceed in the respondent's absence. Except in the case of a student charged with failing to obey the summons of a judicial body or SUNY Poly official, no student may be found to have violated the Student Code of Personal Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
6. All judicial proceedings shall be conducted in private, and be closed and confidential to the extent allowed by law.
7. **Duties of the Administrative Judicial Board with regard to process:**
 - a. Receive and consider pertinent evidence.
 - b. Make determinations regarding requests for postponements, where appropriate.
 - c. Make determinations as to procedural questions.
 - d. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
 - e. Take any other action deemed necessary.
8. **Information:** The Vice President for Student Affairs or designee, the reporting individual, and the respondent shall be given an opportunity to provide information. This may include, but is not limited to, pertinent records, documents, and written or oral statements. The respondent and the reporting individual in any case will be given an opportunity to review available evidence in the case file.
9. **Witnesses:** All parties involved in the judicial proceeding may request that witnesses attend the judicial proceeding if it can be shown that each witness has relevant testimony or other evidence to offer. In order to preserve the educational atmosphere of the judicial proceeding and to avoid creation of an adversarial environment, questions for witnesses may be directed through the Administrative Judicial Board. Witnesses shall be summoned to the judicial proceeding by the judicial officer.
10. **Advisor/Advocate:** The respondent and reporting individual have the right to have an advisor or advocate of their choice who may assist, support or counsel. The advisor/advocate shall not speak on behalf of the student, question witnesses, or present information before the board. Advisors/Advocates may speak privately to their advisee during the proceeding. Either party may request a brief recess to consult with their advisor/advocate which will be granted at the discretion of the chair of the Administrative Judicial Board.
11. **Standard of Proof:** The judicial body's determination shall be made on the basis of whether there is a preponderance of the evidence that the respondent violated the Student Code of Personal Conduct.
12. **Multiple Students Accused:** In cases involving multiple students accused relating to the same incident, information obtained at one judicial proceeding may be used at another judicial proceeding provided that each accused student involved has the opportunity to review and respond to the information at his or her judicial proceeding.
13. **Deliberations:** All deliberations are closed and shall include only the judicial officer and the Administrative Judicial Board members involved in the decision-making process.
14. **Decisions of "Responsible" or "Not Responsible" on the Accusation(s):** These decisions shall be based on the information presented at the judicial proceeding. The Administrative Judicial Board (by majority vote, no abstentions) shall determine whether the respondent has violated the Student Code of Personal Conduct as alleged. The Vice

President for Student Affairs or designee may release information concerning a student's judicial record in accordance with the law.

15. **Impact Statement:** In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, the respondent and the reporting individual have the right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
16. **Sanctions:** In cases in which the Administrative Judicial Board determines that a respondent is responsible for violating the Student Code of Personal Conduct, the board shall: agree (by majority vote, no abstentions) on appropriate sanction(s) and communicate the Board's decision regarding the respondent's responsibility and a recommendation of appropriate sanction(s) to the Vice President for Student Affairs or designee.
17. **Notice of Decisions:** In all cases, the Administrative Judicial Board shall send a written decision letter to the Vice President for Student Affairs or designee within three (3) business days following the close of the judicial proceeding. This time may be extended for deliberations when necessary and the respondent, reporting individual and the Vice President for Student Affairs or designee shall be notified of any such extensions.
 - a. The decision letter shall contain a decision on each accusation, any findings of fact, and any recommended sanctions.
 - b. The Vice President for Student Affairs or designee is required to accept the Administrative Judicial Board's decision unless the Vice President for Student Affairs or designee determines that said decision is arbitrary and capricious. The Vice President for Student Affairs or designee is not required to accept the Administrative Judicial Board's recommendation of appropriate sanctions. Specifically, the Vice President for Student Affairs or designee may reduce the sanctions recommended by the Administrative Judicial Board, but may not increase the sanctions. The respondent shall receive a notice of decision from the Vice President for Student Affairs or designee within three (3) days of receipt of the letter from the Administrative Judicial Board.

Reporting individuals and the respondent in sexual harassment, sexual violence, dating and domestic violence, and stalking incidents have the right to be informed, in writing and/or by email, in a way consistent with the law, of the result, essential findings, and sanctions of the hearing, as well as notice of the appeal process, any possible changes to the result that may occur before it becomes final, and when the result becomes final. The reporting individual and respondent shall be notified concurrently in writing and/or by email within six (6) business days of the Administrative Judicial Board's decision.

18. **Record:** There shall be a verbatim record, such as an audio recording, of all hearings before the judicial board. The record shall be the property of SUNY Poly and will be retained for seven (7) years.

F. Sanctions

1. One or more of the following sanctions may be imposed upon any respondent found to have violated the Student Code of Personal Conduct:
 - a. **Warning:** A notice in writing to the respondent that he/she is in violation or has violated institutional regulations.
 - b. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and may result in more severe disciplinary sanctions if the respondent is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
 - d. **Restitution:** Monetary compensation for loss or damages.
 - e. **Community Restitution:** Work assignments, service to SUNY Poly or other related discretionary assignments (such assignments must have the prior approval of the judicial officer).
 - f. **Educational Paper:** Respondent is required to submit a typed paper on a topic at a length specified by a judicial body.
 - g. **Educational Requirement:** Respondent may be required at their own expense to receive a substance abuse evaluation or attend a substance abuse education/treatment program, college counseling, or other educational opportunity that the judicial body deems appropriate.
 - h. **Change in Residence Hall Assignment:** Written direction to relocate a respondent to an alternative residence hall assignment.
 - i. **Persona Non Grata Status:** Exclusion from part or all of SUNY Poly premises for a specified period of time. During this time, the respondent is prohibited from entering or participating in any function within the restricted area(s).

- j. Residence Hall Suspension: Separation of the respondent from the residence halls for a definite period of time, after which he/she is eligible to return. The respondent will be liable for all assessed room and board charges. Conditions for return may be specified.
 - k. Residence Hall Expulsion: Permanent separation of the respondent from the residence halls. The respondent will be liable for all assessed room and board charges.
 - l. SUNY Poly Suspension: Separation of the respondent from SUNY Poly for a definite period of time, after which he/she is eligible to return. Conditions for readmission may be specified. Respondents who are suspended during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
 - m. SUNY Poly Expulsion: Permanent separation of the respondent from SUNY Poly. Respondents who are expelled during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
 - n. No Contact Order: A directive informing a respondent that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, email or other electronic communication, telephone, or via third parties.
- 2. Withholding of Degrees/Diplomas/Certificates/Transcripts: 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 Student Code of Personal Conduct, including the completion of all imposed sanctions.
 - 3. More severe sanctions may result for repeat offenders.
 - 4. More than one of the sanctions listed above may be imposed for any single violation.
 - 5. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section F1, a through g.
 - b. Deactivation: Loss of all privileges, including SUNY Poly recognition, for a specified period of time.
 - 6. Penalty Enhancement for Bias-Related Offenses: For any violation where there is a preponderance of the evidence that the conduct was directed toward the reporting individual's race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender, a penalty enhancement will be added to the sanction.
 - 7. SUNY Poly considers sexual harassment, sexual violence, dating violence, domestic violence, and stalking as extremely serious violations and subject to suspension, expulsion and those sanctions listed in section F.1., b through n of the Student Code of Personal Conduct. For respondents found responsible for sexual assault, the available sanctions are suspension, with additional requirements, or expulsion from SUNY Poly.
 - 8. As permitted by law, the judicial officer may notify a student's parents or legal guardian of violations of the Student Code of Personal Conduct.

G. Transcript Notation

A respondent's transcript may be subject to disciplinary notation for the following reasons:

- a. Hazing, and other serious violations which may include, but are not limited to, physical abuse, sexual harassment, sexual violence, dating or domestic violence, stalking, weapons possession, burglary, arson, theft, drug or alcohol sale, or any conduct that could lead to the death or physical injury of another person.
 - 1. If a respondent is found responsible and suspended a notation of "suspension after a finding of responsibility for a code of conduct violation," along with the date the suspension is imposed, shall be noted on his or her transcript.
 - 2. If a respondent is found responsible and dismissed from SUNY Poly, a notation of "expelled after a finding of responsibility for a code of conduct violation," along with the date the expulsion is imposed, shall remain on his or her transcript permanently.
 - 3. If an accused or respondent withdraws from SUNY Poly while Student Code of Personal Conduct charges are pending and he or she declines to complete the judicial process, SUNY Poly shall notate on the accused's or respondent's transcript "withdrew with conduct charges pending."
- b. After a significant passage of time (no less than one (1) year from the date the suspension concludes) and with written documentation of rehabilitation or other good cause shown, a respondent who was suspended may appeal in writing to the Vice President for Student Affairs to remove these notations. The decision of the Vice President for Student Affairs on whether to remove the notation is final.
- c. If a finding of responsibility is vacated, transcript notations shall be removed.

H. Interim Actions

In certain circumstances, the Vice President for Student Affairs or designee may impose a SUNY Poly or residence hall suspension and/or issue a no contact order prior to the judicial proceeding before a judicial body.

1. Interim suspension may be imposed (a) to ensure the safety and well-being of members of the SUNY Poly community or preservation of SUNY Poly property; (b) if the accused or respondent poses a definite threat of disruption of or interference with the normal operations of SUNY Poly; or (c) in the case tampering has occurred with any fire detection, notification, suppression, protection system or equipment.
2. During the interim suspension, the accused or respondent shall be considered persona non grata from the residence halls, campus (including classes), and/or other SUNY Poly activities or privileges for which the accused or respondent might otherwise be eligible, as deemed appropriate by the Vice President for Student Affairs, his/her designee or the judicial officer. The accused or respondent must have written permission from the judicial officer prior to coming to campus for any reason.
3. Interim suspension will be imposed for the length of time determined to be appropriate by the Vice President for Student Affairs, designee or the judicial officer.
4. An accused/respondent placed on interim suspension pending a hearing before a judicial body or the reporting individual in cases involving sexual harassment, sexual violence, dating and domestic violence and stalking shall be entitled to a prompt review of the need for interim suspension and the terms of such. Any party seeking a review shall submit a written request to the Vice President for Student Affairs, his/her designee or the judicial officer within three (3) business days of the interim suspension or notification of the alleged complaint. Upon receipt of the request to review, the Vice President for Student Affairs, designee or judicial officer shall allow the accused/respondent and the reporting individual to present evidence relating to the need for or terms of the interim suspension. The decision of the Vice President for Student Affairs, designee or judicial officer shall be made within two (2) business days of the review and shall be final. The accused/respondent and reporting individual shall be notified of the decision with respect to the review.
5. No Contact Order: In certain cases, prior to a hearing before a judicial body, an appropriate SUNY Poly official may issue a directive informing an accused/respondent that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, email or other electronic communication, telephone, or via third parties. It is the responsibility of the accused/respondent to immediately leave the area where the reporting individual may be and without directly or indirectly contacting the reporting individual.
 - a. Any violation of a no contact order by the accused/respondent shall be considered a separate violation of the Student Code of Personal Conduct.
 - b. In all cases involving alleged sexual harassment, sexual violence, dating and domestic violence and stalking SUNY Poly shall issue a no contact order.
 - c. The accused/respondent and the reporting individual in cases involving sexual harassment, sexual violence, dating and domestic violence and stalking shall be entitled to a prompt review of the need for a no contact order. Any party seeking such a review shall submit a written request to the Vice President for Student Affairs, his/her designee or the judicial officer within three (3) business days of the issuance of the no contact order. Upon receipt of the request to review, the Vice President for Student Affairs, designee or judicial officer shall allow the accused/respondent and the reporting individual to present evidence relating to the need for a no contact order. The decision of the Vice President for Student Affairs, designee or judicial officer shall be made within two (2) business days of the review and shall be final. The accused/respondent and reporting individual shall be notified of the decision with respect to the review.

I. Appeals

1. The respondent or student organization found responsible may appeal the decision in writing to the Vice President for Student Affairs or designee. The appeal must be received in the Vice President for Student Affairs' office by the close of business on the fifth (5th) business day following the date the decision is delivered. The Appellate Board will be convened within five (5) business days of receipt of the appeal. 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 judicial proceeding process;

- b. New information is discovered that was not available at the time of the judicial proceeding;
 - c. The information presented does not support the decision;
 - d. The sanction(s) imposed were not appropriate for the violation.
- 2. An appeal shall be limited to a review of the verbatim record of the judicial proceeding, any new submitted information that was not previously available, and supporting documents submitted at the judicial proceeding.
- 3. A quorum of three (3) Appellate Board members composed of at least one (1) student and at least one (1) faculty or staff shall be required for an appeal of a judicial proceeding. The SUNY Poly president shall appoint the membership from the SUNY Poly community (excluding visitors) as necessary. One member of the Appellate Board shall serve as the chair of the body. Members of the Appellate Board must deliberate in a fair and impartial manner and may not have a conflict of interest.
- 4. The Appellate Board shall consider appeals by students or student organizations from findings and/or recommendations of the Administrative Judicial Board. The Appellate Board may choose one of the following courses of action by majority vote of all voting members (no abstentions):
 - a. Uphold the decision of the Administrative Judicial Board and implement the sanction(s), if any.
 - b. Uphold the decision of the Administrative Judicial Board, but change the sanction(s).
 - c. Overturn the decision of the Administrative Judicial Board and, if appropriate, implement sanctions.
- 5. Reasons must be provided for the Appellate Board's decision, including a decision on each accusation, any findings of fact, and the sanction imposed, if any.
- 6. The Appellate Board shall report its decision via letter to the Vice President for Student Affairs or designee within three (3) business days. The Vice President for Student Affairs or designee shall communicate the decision of the Appellate Board to the respondent or student organization, via certified letter and/or email, within three (3) business days of receipt of the board's decision. If the Vice President for Student Affairs or designee determines that the Appellate Board's decision is arbitrary or capricious, the Vice President for Student Affairs or designee may send it back to the Appellate Board for further review.
- 7. A respondent may appeal the decision of the Appellate Board to the SUNY Poly president only when the sanction involves separation from SUNY Poly. This appeal must be submitted to the SUNY Poly president by close of business on the fifth (5th) business day following receipt of the Vice President for Student Affairs' letter. If the president agrees to consider an appeal, in his or her sole discretion, he/she shall review the records of the Appellate Board, judicial officer and/or the Administrative Judicial Board and such written submissions and oral arguments as the president requests. The president shall make such disposition of the case as he/she deems appropriate, which disposition shall be final.
- 8. In cases where the reporting individual is a victim of sexual harassment, sexual violence, dating or domestic violence or stalking, he or she has the right to appeal the finding or sanction under the same rules, and for the same grounds, as the respondent may appeal. In such cases, the respondent and reporting individual shall be notified concurrently in writing of the appeal decision within six (6) business days of the decision.

J. Timeline for Proceedings

If extraordinary circumstances prevent any step from occurring within the stated time frame, all parties will be promptly notified in writing of the delay, the reason for the delay, and an estimated time for the step to occur. Participants may also request an extension from SUNY Poly, which may be granted, in the discretion of the appropriate SUNY Poly official, if it will not unduly prejudice the rights of the other party.

Article VII: Interpretation and Revision

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

SUNY Board of Trustees Rules for the Maintenance of Public Order

Summary

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

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

Policy

I. Rules for the Maintenance of Public Order

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

A. Prohibited Conduct – No person either singly or in concert with others shall:

1. willfully cause physical injury to another person, nor threaten to do so;
2. physically restrain or detain any other person;
3. remove anyone from any place where he or she is authorized to remain;
4. willfully damage or destroy property of the campus or property under its care;
5. remove property of the campus or property under its care;
6. use campus property or property in the campus's care without authorization;
7. enter into any private office of an administrative officer, member of the faculty or staff member without implied or explicit permission;
8. enter into and remain in any campus building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use;
9. remain in any building or facility after it is closed without authorization;
10. refuse to leave a campus building or facility after being required to do so by an authorized administrative officer;
11. obstruct the free movement of people and vehicles in any place to which these rules apply;
12. deliberately disrupt or prevent the peaceful and orderly conduct of classes, lecture and meetings;
13. deliberately disrupt or prevent the freedom of any person to express his or her views, including invited speakers;
14. knowingly have in his or her possession upon the premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the president whether or not a license to possess the weapon has been issued to the person;
15. willfully incite others to commit any of the acts prohibited in this section with the specific intent to procure them to do so; or
16. take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone for the initiation into or affiliation with any organization.

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

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

2. 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.
3. 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.
4. Organizations which operate upon any campus of the University or upon the property of any University campus used for educational purposes shall be prohibited from authorizing the conduct described in section I.A.16. of this policy.
 - a. The president at each campus shall be responsible for the enforcement of this section.
 - b. Whenever the president has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of section I.A.16. of this policy by any organization, the president shall prepare or cause to be prepared written charges against the organization, which shall state the rule, and section violated and shall specify the ultimate facts alleged to constitute such violation.
 - c. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within 10 days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within 10 days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in section II.A.7.g. of this policy. The response shall be submitted to the president and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charges. The president may allow an extension of the 10-day response period.
 - d. Upon written request, by an authorized representative of the organization, the president shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the president shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against and may produce witnesses and documentary evidence on its behalf.
 - e. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the president within 20 days after the close of the hearing.
 - f. Final authority to dismiss the charges or to make a final determination shall be vested in the president. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in section II.A.7.c. of this policy within a reasonable time after such decision is made.
 - g. Any organization, which authorizes the prohibited conduct described in section I.A.16. of this policy, shall be subject to the rescission of permission to operate upon the campus or upon the property of the campus. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the penal law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this policy or the student code of conduct for the campus.

c. The Hearing Committee and Its Procedures for Charges against Students

- i. There shall be constituted at each campus a hearing committee to hear charges against students of violation of the rules for the maintenance of public order entailed to in section I.A. of this policy. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the president, and three students who shall be designated by the members named by the president. The president shall appoint a chairperson of the committee.
- ii. Each such member shall serve until his or her successor or replacement has been designated.
- iii. No member of the committee shall serve in any case where he or she is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the president shall designate an alternate member of the administrative staff and an alternate member of the faculty, and the president's principal designees shall designate an alternate student member, to serve in such cases.
- iv. Any five members of the committee may conduct hearings called by the chairperson and make findings and recommendations as hereinafter provided. At any campus where the president determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he or she may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him or her and of six students who shall be designated by

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

v. The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon.

vi. A student against whom the charges are made may appear by and with representatives of his or her choice. The charged student but not his or her representatives or witnesses may confront and examine witnesses against him or her and may produce witnesses and documentary evidence in their own behalf.

vii. There may be present at the hearing: the student charged and his or her representatives and witnesses; other witnesses; representatives of the campus's administration; and, unless the student shall request a closed hearing, such other members of the campus community or other persons, or both, as may be admitted by the hearing committee.

viii. A transcript of the proceedings shall be made.

ix. Within 20 days after the close of a hearing, the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the president together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his or her representative. Within 10 days thereafter the president shall make his determination thereon.

x. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the president. If the president shall reject the findings of the hearing committee in whole or in part, he or she shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of the final determination which shall be served upon the student or students with respect to whom it is made.

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

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

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

Enforcement Program

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

Definitions

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

College Policies and Additional Information

Absentee Policy for Student Athletes

During the season, the athlete may occasionally have to miss classes for scheduled athletic events. In these instances, the student athlete is responsible for notifying the faculty members 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 and faculty member), and for fulfilling any other class requirements. An absence due to a scheduled athletic contest does **not** mean the student is excused from completing the work.

It is required that the student athlete submit the Notice of Class Absence sheet to each professor, the first week of classes. This will give the student athlete the opportunity to discuss their schedule with the professor 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 may be obtained from the IRB Coordinator.

CARE Team

CARE is a SUNY Polytechnic Resource Team that addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success. CARE exists to connect students who are struggling to find services on campus, which may include mental health care and/or safety intervention.

The team prioritizes privacy and discretion and maintains communication only with appropriate offices and individuals. 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.

Report a concern about anyone on campus if:

- You observed something in someone that has you worried.
- You have seen a classmate or hall mate begin to act differently or strangely.
- You are uncertain about a concern and you just want someone at SUNY Poly to know about it.

There are a number of ways to report to the CARE Team:

- 1) Contact the CARE Team Chair/Assistant Vice President of Student Affairs at 315-792-7810
- 2) Submit a report at https://cm.maxient.com/reportingform.php?SUNYInstofTech&layout_id=91
- 3) Contact a counselor at the Wellness Center at 315-792-7172 (Note: this method of report will be a confidential contact and will not be forwarded to the CARE Team without your permission).

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 or University Police - Albany 518-437-8600.

Cancellation of Classes Due to Inclement Weather or Other Emergency

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

In the event of severe weather, Snowline will announce only the cancellation of ALL classes. The cancellation of all classes will also be posted online, at 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 sunypoly.edu/apps/canceled_classes.

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.

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

Fees for Copies of Records

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

Types, Locations, and Custodians of Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, establishes federal guidelines for the maintenance and access of student records. Questions about access to student records should be directed to the registrar's office. Student educational records at 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 A221 (Utica)
Nano Fab South, Suite 318 (Albany)
Custodian: PDSO

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

Type: Disciplinary Records
Location: Vice President for Student Affairs Office
Kunsela Hall, Suite B246
Custodian: Vice President for Student Affairs

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 or student's family, such as health care, counseling, job placement, or financial aid;

- Maintaining the safety and security of the campus.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and New York state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs.
 4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of SUNY or 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@sunyvit.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, class schedule/roster, full- or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, email address, and photograph. SUNY Poly may disclose any of those items without prior written consent, unless the public affairs office is notified in writing to the contrary before the first Friday of each semester.

Correction of Education Records

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

1. A student must ask the registrar to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. 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.

Medical Review Policy

A medical review proceeding can be initiated for a student by directing information to the Vice President of Student Affairs or designee for an initial judgment of whether the process should be invoked. If information indicates that a student's continued presence on campus constitutes a serious threat to the health or safety of individuals of the campus community or a serious disruption of the normal conduct of SUNY Poly functions, the Vice President of Student Affairs or designee will give written notice to the student requiring that the student cooperate in an appropriate medical or psychological evaluation as determined by the Vice President of Student Affairs or designee. This notification will advise that the student has the right to present medical documentation secured independently and to be accompanied by a support person (friend, relative, faculty member, medical/mental health staff person). Failure to appear for a medical evaluation may result in an involuntary medical dismissal without further process. Official notification of the involuntary medical dismissal will be sent from the president of SUNY Poly. Interim suspension may be invoked by the provost or designee while proceedings for medical review are in progress.

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

Notification of Student Fatality or Serious Injury

Members of the 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 his/her family.

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

SUNY Poly's 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.

SUNY Poly's 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 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:

Rhonda Haines

VP for Human Resources, Affirmative Action Officer, Ethics Officer, Chief Diversity Officer

Utica Campus: Kunsela Hall, Room A011 (P) 315-792-7191

Albany Campus: NFE Suite 2100 (P) 518-956-7362

rhaines@sunypoly.edu

Katie Tynan-Simon

Title IX Coordinator

Utica Campus: Student Center S228 (P) 315-792-7235

Albany Campus: NFE 4250 (P) 518-956-7317

ktynan@sunypoly.edu

Evelyn Lester (Inquiries regarding ADA and Section 504)

Director of the Office of Disability Services

Kunsela Hall B101 (P) 315-792-7170

lestere@sunyit.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;

Email OCR.NewYork@ed.gov.

An Equal Employment and 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.

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:

Rhonda Haines

VP for Human Resources, Affirmative Action Officer, Ethics Officer, Chief Diversity Officer

Utica Campus: Kunsela Hall, Room A011 (P) 315-792-7191

Albany Campus: NFE Suite 2100 (P) 518-956-7362

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Albany Campus: NFE 4250 (P) 518-956-7317

ktynan@sunypoly.edu

Sexual Harassment Policy Statement

SUNY Poly is committed to maintaining a learning and working environment which is free of inappropriate and unwelcome sexual conduct and communication that creates a hostile or intimidating learning and working environment for a student or employee. Employees, students and agents of SUNY Poly are prohibited by policy from engaging in any behavior which could be defined as sexual harassment. Please see SUNY Poly's Sexual Prevention Policy at <https://sunypoly.edu/human-resources> (click Policies and Procedures) for more information, including reporting options. Sexual harassment is defined as unwelcome behavior which may include verbal, non-verbal or physical conduct that is sexual in nature and sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from SUNY Poly's educational programs and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

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