

# WELCOME TO



# SUNY ADIRONDACK

## GET TO KNOW YOUR STUDENT HANDBOOK!

### 2023-2024

This handbook provides information to help you make the most of your time at SUNY Adirondack. Familiarize yourself with this important information.

***FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE STUDENTS FROM THE REQUIREMENTS AND REGULATIONS HEREIN.***

The printed version of this document is slightly abridged and updated once a year. The most up to date Student Handbook version is located online at <https://www.sunyacc.edu/student-life>.

SUNY Adirondack does not discriminate on the basis of sex, religion, national origin, age, physical disability, sexual orientation, or marital status in admissions, employment, and the treatment of students and employees. Information and assistance may be obtained from the Associate Vice President of Human Resources.

SUNY Adirondack is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



powered by **SDI INNOVATIONS**

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.

© 2023. SDI Innovations. All Rights Reserved.

2880 OLD US HIGHWAY 231 S, LAFAYETTE IN 47909-2414 • 765.471.8883  
[www.schooldatebooks.com](http://www.schooldatebooks.com) • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

# TABLE OF CONTENTS

<b>The Student Association and Student Organizations</b> .....	<b>4</b>
The Student Association and the Student Senate .....	4
<b>Academic Information for Students</b> .....	<b>5</b>
Academic Expectations .....	5
Academic Advising .....	6
Understanding the Academic Experience .....	7
Transfer Opportunities .....	8
Academic Grievance Procedure .....	9
Immunization Requirements .....	9
Saratoga Center (Saratoga County) .....	9
2023 - 2024 SUNY Adirondack Calendar .....	10
<b>Campus Offices and Resources</b> .....	<b>11</b>
<b>Residence Life Handbook</b> .....	<b>18</b>
<b>Technology at SUNY Adirondack</b> .....	<b>31</b>
Get Online and Get Connected .....	32
<b>Helpful Information</b> .....	<b>32</b>
Public Safety .....	33
SUNY Adirondack Closing Information .....	33
<b>Safety and Emergency Information</b> .....	<b>34</b>
General Security & Safety Information .....	34
Preventive Measures .....	37
Missing Persons Policy .....	37
Bias Crimes Prevention .....	39
Sexual Harassment and Sexual Violence Prevention and Response .....	40
<b>Code of Conduct</b> .....	<b>43</b>
<b>Campus Policies and Procedures</b> .....	<b>52</b>
Bulletin Board Posting Policy .....	52
Distribution of Materials on Campus .....	52
Statement of Non-Discrimination & Equal Opportunity .....	52
Hazing .....	53
HIPAA Compliance .....	53
Parking Regulations and Enforcement .....	53
Policy on Maintaining the Security, Confidentiality, and Integrity of Student Information .....	55
Policy on Maintaining Student Records .....	56
Policy on Returning to Campus After Emergency Medical Care .....	57
Policy on Sexual Violence, Prevention and Response .....	57
Solicitation .....	58
Student Trip Policy .....	58
Children on Campus Policy .....	58
Tobacco Free Campus Resolution .....	58
<b>Drug-Free Campus Policy (Alcohol and Controlled Substances)</b> .....	<b>60</b>

Dear SUNY Adirondack Student,

On behalf of the faculty and staff, I would like to welcome you to SUNY Adirondack. Higher education is one of the most important investments you can make to grow personally and professionally, and I congratulate you for making the decision to pursue this challenging and rewarding goal.

Whether you choose to study on one of our campus locations, remotely, or a combination of both, we offer an affordable, high-quality education that serves a diverse student body with many different life experiences and goals. I invite you to engage in your education with an open mind and open heart. You will meet new people who may differ from you, but share the common goal of education. Our job is to stretch your mind in new ways, consider alternative perspectives and prepare you for an ever-changing world where learning never stops.



This handbook provides answers to the many questions you may have, and I am certain you will find it helpful. However, do not let your guidance end with this book. Please feel free to take advantage of as many of our student services as you need in order to successfully complete your higher education goals. Ask us, we are here to help. Best wishes for an enjoyable and successful college experience, and I hope to interact with you during your time at SUNY Adirondack.

Sincerely,

Kristine D. Duffy, Ed.D.  
SUNY Adirondack President

# THE STUDENT ASSOCIATION AND STUDENT ORGANIZATIONS

## THE STUDENT ASSOCIATION AND THE STUDENT SENATE



All students who enroll at SUNY Adirondack automatically become a member of the Student Association (SA). With over 2,500 members per year, it is the largest organization on campus.

The Student Senate governs the Student Association. These seventeen students, with the assistance of faculty and staff advisors, maintain the SA's budget which comes directly from student activity fees. This money is disbursed to support a variety of campus programs as well as Athletics and all campus clubs. The Senate also oversees the formation and operation of all student clubs and activity groups, works closely with faculty, staff, and administration regarding issues that directly affect students, and provides an important opportunity

for leadership development to all members of the campus community.

Senate membership includes four (4) At-Large Senators, eight (8) Division Senators, and Five (5) Executive Board Members. The executive board members are the President, Executive Vice President, Vice-President of Business and Finance, Vice-President of Marketing & Communications, and The Student Trustee. There are also three representatives' one (1) College Activity Board (CAB) Representative, one (1) College Activity Board Saratoga (CAB-S) Representative, and one (1) Plattsburgh Representative.

The Senate holds meetings twice per month (on the 2nd and 4th Wednesday during the Fall and Spring semesters from 12:40 until 1:50 p.m.). Meetings are open to all and address a variety of issues, including disbursement of funds to student organizations and other activities and scheduling special events. The Senate also examines ways to improve the campus atmosphere and listens to student concerns and ideas about campus issues. The Senate then addresses any issues with the appropriate campus official.

The Student Activity Fee (currently \$120/semester for full-time students, \$9.00/credit hour for part-time students) supports a wide variety of activities and services through the Student Association (SA) at SUNY Adirondack. These activities and services include:

### **ATHLETICS**

Conference Memberships ▪ Transportation ▪ Meal allowances (away contests) ▪ Official's fees for home contests ▪ Rental fees for fields and other facilities ▪ Athletic Uniforms ▪ Athletic Head Coaches and Assistant Coaches salary contributions ▪ Intramurals

### **CLUBS AND ORGANIZATIONS**

American Association of University Women, Adirondack Broadcasting Association, Adventure Sports Club, Anime Club, Anthropology Club, Black & Latinx Student Union, Business Club, Chemistry Club, Chi Alpha Bible Study, College Activity Board, E-Sports and Streaming Club, Culinary Club, Forest Bathing Book Club, Fishing Club, Media Arts Club, Phi Theta Kappa, Pride Club, Student Senate, International Club, Theater Club, Social Justice Scholars, and The Veterans Club.

The Student Activity Fee also supports campus services, activities, and events. For additional information or if you would like to get involved, please stop in the Student Engagement & Diversity Initiatives Office or call (518) 743-2251

### **Intramural Sports**

Football ♦ Basketball ♦ Volleyball ♦ Badminton ♦ Softball (and others as requested)

## Forming a New Student Organization

Students interested in forming a student organization, which will contribute to the cultural, social, and/or physical improvement of students at SUNY Adirondack, and which is of educational value visit <https://www.sunyacc.edu/packlife> to 'register an organization'. All student organizations must be officially recognized by the Student Senate to receive a budget from Student Activity fees.

All SUNY state-operated and community colleges require that student leaders and offices of registered/recognized student organizations and those seeking recognition complete training on sexual violence prevention as part of the approval process and require student-athletes to complete training prior to participating in intercollegiate athletics.

## STUDENT PARTICIPATION IN SUNY ADIRONDACK COLLEGE ADMINISTRATION

### Campus Advisory Committees

Student participation on campus committees is welcome. It is an effective way to incorporate student feedback into college decisions. Listed below are some committees. If you would like to become involved, please contact the Dean for Student Affairs in Warren Hall or call (518) 743-2277.

- **Facilities and Safety** make recommendations concerning the personal safety of students, staff, and visitors.
- **Professional Recognition** makes recommendations for the SUNY Chancellor's Awards, the President's Award, and other awards.
- **Student Affairs** focuses on student services, i.e., counseling, student activities, financial aid, etc

**Faculty-Student Association (FSA)** is an educational corporation designed to provide to the College, and particularly to the students and faculty, services that are not provided for in the College budget. General policies regarding operation of Chartwells Food Service and the Bookstore are determined by the FSA with guidelines established by the College and the Board of Trustees.

**Student Disciplinary Review Board** is comprised of 3 students and 3 full-time faculty members. This review board hears appeals of decisions of the Dean for Student Affairs related to violations of the Student Code of Conduct.

# ACADEMIC INFORMATION FOR STUDENTS

## ACADEMIC EXPECTATIONS

It is important that students adjust to the academic rigors of college early in their college careers and the following academic expectations:

- (1) College is the foundation for a lifetime of continued learning and growth. One of the main goals of college is to help students to develop a sense of responsibility for their own learning and the ability to learn independently.
- (2) Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside of class.
- (3) Students should expect to spend several hours studying outside of class for every hour in class. For students carrying a full-time course load, this could mean that they will be spending 40-50 hours a week (or more) on their academic work, the equivalent of a full-time job.
- (4) Students are responsible for learning a great deal of the material on their own outside of the classroom.
- (5) Students should expect that course material will be covered at a more rapid pace than they have experienced before. This expectation assumes that students are preparing carefully for class so that more material can be covered in class.
- (6) Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the texts and used other required material carefully and comprehensively before the class session.
- (7) Students are expected to seek additional help, either from their instructors or the tutoring labs, as soon as they encounter a problem.
- (8) Plagiarism, or the use of another person's ideas without giving the appropriate credit, is prohibited.

Adapted with Permission from DePauw University

## ACADEMIC ADVISING

At SUNY Adirondack, all enrolled students are assigned an academic advisor. This advisor serves as a guide to educational and career planning, and a resource in their pathway to success here at SUNY Adirondack. Students can view their advisor's name in the Student Portal, Degree Works or in Self-Service Banner. Students can access advising services in the Student Success Center in Warren Hall, by emailing [advising@sunyacc.edu](mailto:advising@sunyacc.edu), in advising zoom rooms hosted by Student Success, or by calling 518-832-7708.

### STUDENT SUCCESS CENTER (ADVISING)

Located in Warren Hall, the Student Success Center (Advising Center) provides academic advising, placement testing, and career planning services that empower all members of our diverse student body and improves students' education, career and personal goal completion. This office provides standardized placement testing in Math and English for entering and continuing students. Student Success Advisors are available throughout the year to help students with academic, career and transfer planning including course selection, degree management and establishing career goals. This office coordinates the matriculation process, Starfish Retentions System, Midterm Outreach, advising technologies, advising communications and advisement training. This office serves as the primary student resource for Priority Registration, Change of Major, Withdrawal from a class, identifying students eligible for Graduation, and Add/Drop. Visit the Advising section of the college website for even more tips and resources to help you make the most of your educational journey.

### PLACEMENT TESTING

Placement testing is required before students register for classes. Placement test scores are used to place students in first semester courses. Non-Matriculated students must also test prior to registering for any classes requiring placement test scores as a prerequisite. Placement test scores do not impact admission to the College. SUNY Adirondack utilizes the College board's ACCUPLACER and a Writing Sample for placement testing. The ACCUPLACER assesses skills in Math and English. The Math portion consists of: Arithmetic, Algebra and College Level Math. The English portion consists of Reading Comprehension and a Writing Sample. Students in need of special testing accommodations should contact the Student Success Center at (518) 832-7708.

Math placement test scores are valid for four years and math tests will need to be retaken if math courses are not taken during that period. Students may request to retake the math placement test once in four years if they have not enrolled in a math course during that time. Once a student has enrolled in a math course the student must successfully complete that course before continuing to the next level of mathematics.

English placement test scores do not have a time limit. Students may request to retake the English placement once and will re-test based on their initial placement criteria.

Placement test waivers may be available to students with prior college-level math and English credit. Requests for a placement test waiver must be accompanied by a transcript of previous college coursework. An unofficial transcript is acceptable.

Placement in first semester courses can greatly affect the amount of time required to graduate. Students are strongly encouraged to review English (reading and writing) and math (arithmetic and basic algebra) topics before taking the placement tests. For resources to prepare for the placement tests visit: <https://www.sunyacc.edu/academic-advisement-student-success/placement-testing>.

# UNDERSTANDING THE ACADEMIC EXPERIENCE

## ASSESSMENT

SUNY Adirondack is committed to the continuous assessment of student learning and institutional effectiveness in order to improve the education provided by the College. Assessment is an ongoing process of administering and reviewing the results of an array of assessment instruments including surveys, objective examinations, essay assignments, and performances. Students and faculty are asked to participate in the assessment process in association with various courses, programs, and student services in a way that preserves the anonymity of each student and faculty member. The participation of members of the Campus community in the assessment process helps the College to continuously improve the quality of its academic programs and student services as well as to meet the rigorous assessment standards set forth by the State University of New York and the College's accrediting body, the Middle States Commission on Higher Education.

## ATTENDANCE

You are expected to assume responsibility for regular attendance at all classes and laboratory sessions unless prevented by illness or other unavoidable situation. Faculty members determine their own policy regarding class attendance, so be aware of the requirements of each of your instructors. Explain any absences to your instructors to determine whether penalties may be avoided. Numerous absences, especially without good reason, may have negative consequences. Withdrawals may affect academic standing, academic honors and financial aid. A student who stops attending a course(s) for a sustained period (or fails to demonstrate active online participation) during the reporting period will be reported as an unofficial withdrawal and assigned an X grade. Unofficial withdrawal may have financial aid consequences. **It is your responsibility to officially withdraw from a class.** If you must miss class for an extended period, notify the Dean for Student Affairs and/or the counseling office. They will notify your instructors.

## CHANGE OF PROGRAM

A Student Success Advisor can help to clarify your interests and offer you options relating to choosing the major that best suits your goals. Emailing [advising@sunyacc.edu](mailto:advising@sunyacc.edu) for more information.

## CREDIT-BY-EXAM

If you feel that you already possess the knowledge being covered in a course (whether from practical experience, previous structured study, or personal reading), you may be able to earn credit by passing a competency exam. The Registrar's Office has the required forms and can direct you to the appropriate faculty member or testing service.

## DROP/ADD

The first **five** days of the fall and spring semesters are set aside for schedule adjustments. Students need to be aware of their program requirements if they are going to make changes, to ensure that they will be taking appropriate classes. Students are strongly encouraged to speak with a Student Success Advisor prior to making schedule adjustments. Students receiving any financial aid, including loans, should also consult with Financial Aid prior to making any changes to their schedules.

## GPA

Your **G**rade **P**oint **A**verage (GPA) is calculated by dividing your total credits attempted into your quality points earned. SUNY Adirondack students are required to have a minimum overall GPA of a **2.0** in order to graduate, as well as to avoid academic probation or dismissal.

## GRADE REPORTING

All student grades (midterms and finals) are available online in Banner. Midterm grades are "unofficial" and are not part of your permanent record.

## SALE OF TERM PAPERS

According to New York State law, prosecutors can seek fines of up to \$1,000 against persons caught selling term papers for submission by other students. In addition, it is a violation of the SUNY Adirondack Code of Conduct.

## WITHDRAWAL FROM SUNY ADIRONDACK

**Officially withdrawing from the College is the responsibility of the student.** To withdraw from a class, you will first need to meet with a Student Success Advisor or email advising@sunyacc.edu. They may be able to offer you alternatives such as withdrawing from one or two classes or applying for resources to help with financial issues. If you are receiving financial aid, you should check with the Financial Aid Office before final withdrawal, as it may impact both current and future semester eligibility.

## WITHDRAWAL FROM A COURSE

**Officially withdrawing from a class is the responsibility of the student.** Withdrawing from a course after the first week of the semester will result in the grade of “W” on your transcript. Through the first 10 weeks of classes, withdrawals are processed by the Registrar’s Office and require a Student Success Advisor and your signature on the form; an instructor signature is not required. After the first ten weeks of the semester until the last day of classes before finals begin, the faculty member must approve and sign the withdrawal form as well. If you have questions, talk to an advisor or consult the Registrar’s Office. Remember to always talk to the Financial Aid Office (if receiving any aid) before withdrawing as even one withdrawal can affect present and future financial aid.

## BILL ADJUSTMENT

To be eligible for a bill adjustment (see billing schedule in the college catalog showing percentage rates by date), you must officially drop or withdraw from a course(s). Official withdrawal requires your signature on a withdrawal form or a letter informing the College of your intentions. The College cannot assume that you have withdrawn because you have stopped attending classes. Failure to officially withdraw may have a negative impact to your GPA and financial aid eligibility.

## TRANSFER OPPORTUNITIES

SUNY Adirondack graduates have successfully transferred to colleges and universities throughout the nation. **The key to successful transfer is planning.** SUNY Adirondack has many degrees, programs, and courses that are transferable, but much is up to you. There are many benefits of completing an associate degree at SUNY Adirondack before transferring. If you plan to transfer, you should:

1. Investigate possible transfer colleges before admission to SUNY Adirondack. Have two or three specific transfer colleges in mind. The catalog for each transfer college should be studied carefully, with particular reference to the statements regarding “Admission with Advanced Standing” and “Requirements for the Bachelor’s Degree.”
2. Plan your program of courses at SUNY Adirondack so that it coincides with courses normally required of freshmen and sophomores at the transfer institution.
3. Investigate costs at the transfer institution and design a sound financial plan.
4. Talk with Student Success Center as part of your transfer plan.
5. Attend **SUNY Adirondack’s FREE Transfer Day or College Night**

There are more than 1,000 four-year colleges in the United States and most accept transfer students and grant transfer credit. SUNY at Albany, SUNY at Plattsburgh, Siena College, and others guarantee full transfer admission into baccalaureate degree programs for SUNY Adirondack students completing parallel associate degree areas of study. (See a counselor about required grade point average and recommended courses). SUNY Adirondack also has formal transfer agreements with other colleges. For more information, visit the transfer website at <http://www.sunyacc.edu/academics/transfer-opportunities>.

## ACADEMIC GRIEVANCE PROCEDURE

In order to provide a fair and workable academic grievance procedure, students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students remain responsible for learning the content of the courses in which they are enrolled. When a student thinks his or her rights and freedoms as a student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College, he or she should follow these steps in a timely manner:

1. Speak to the faculty member.  
*If this interaction does not produce an appropriate solution,*
2. Discuss the matter with the faculty member's division chair.  
*If this interaction does not produce an appropriate solution,*
3. Appeal to the Associate Vice President for Academic Affairs.  
*If this interaction does not produce an appropriate solution,*
4. Appeal to the Vice President for Academic Affairs in writing.

In all matters concerning academic inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve academic grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith academic inquiry.

## IMMUNIZATION REQUIREMENTS

Students are required to be immunized per New York State Public Health Law and State University of New York (SUNY). Complete immunization records or exemption requests must be submitted to the college in accordance with all posted deadlines. Detailed information related to all Immunization requirements (Measles, Mumps, Rubella [MMR] and Meningococcal Meningitis, COVID-19, and Exemption Requests) are available in the College Catalog: <http://catalog.sunyacc.edu/admissions/immunizations>. Contact the Registrar's Office via email at [immunizations@sunyacc.edu](mailto:immunizations@sunyacc.edu) with questions.

## SARATOGA CENTER (SARATOGA COUNTY)

The SUNY Adirondack Saratoga Center is located at 696 Route 9 in Wilton. Offering comprehensive academic offerings, students can pursue classes for all SUNY Adirondack degree programs. The center provides comprehensive student services and a wide array of student activities. Hours of operation are Monday through Thursday from 7:30 a.m. until 10:00 p.m., Friday 7:30 a.m.-3:30p.m. During the fall and spring semesters, summer hours vary. Saratoga Center staff may be reached by calling (518) 584-3959.



Photo By:  
John Bollentin  
(518) 788-1192



Check out our webpage to see more of what the Wilton Center has to offer!

## 2023 - 2024 SUNY ADIRONDACK CALENDAR

<b>FALL 2023</b>	
Move In Day-New Students	August 31
New Student Orientation	September 1 -4
Move In Day-Returning Students	September 4
Faculty Prof. Development Day	September 5
Welcome Back Timberwolves Day	September 5
First Day of Classes	September 6
Drop/Add Late Registration	September 6-12
First Day of 2nd Half Classes	October 25
Thanksgiving Break	November 22-24
Last Day of Classes	December 15
Study Day	December 18
Exams	December 19-21

<b>WINTER 2024</b>	
First Day of Classes-Online	December 22
Drop/Add, Late Reg-Online	December 22
First Day of Classes-Regular	January 3
Drop/Add, Late Registration	January 3
Martin Luther King, Jr. Day	January 15
Last Day All Classes/Exams	January 18

<b>SPRING 2024</b>	
Move In Day-All Students	January 19
Student Orientation Week	January 22 - 28
First Day of Classes	January 22
Drop/Add Late Registration	January 22 - 26
Spring Break	March 11 - 15
First Day of 2nd Half Classes	March 18
Last Day of Classes	May 3
Study Day	May 6
Exams	May 7 - 9
Commencement Ceremony	May 11

<b>SUMMER I 2024</b>	
First Day of Classes	May 20
Drop/Add, Late Registration	May 20
Memorial Day	May 27
Juneteenth	June 19
Last Day of Classes/Exams	June 28

<b>SUMMER II 2024</b>	
First Day of Classes	July 8
Drop/Add, Late Registration	July 8
Last Day of Classes/Exams	August 16

\* All dates in each semester were accurate at the time of printing but may be subject to change.

# CAMPUS OFFICES AND RESOURCES

## TITLE IX COORDINATORS

The Title IX Coordinators are extensively trained in sexual violence response and have broad knowledge of available resources and services both on and off campus. The Title IX Coordinators are here to help navigate the process should anyone wish to report any instance of sex discrimination, sexual harassment, and/or sexual violence.

The SUNY Adirondack Title IX Coordinator, Cornelius Gilbert, can be reached at [gilbert@sunyacc.edu](mailto:gilbert@sunyacc.edu), or in Scoville Hall. The Deputy Title IX Coordinator, Mindy Wilson can be reached at [wilsonm@sunyacc.edu](mailto:wilsonm@sunyacc.edu), or in Washington Hall.

## ACCESSIBILITY SERVICES

The Accessibility Services Office (ASO) is committed to providing an equal educational opportunity to students with disabilities by ensuring equal access to all programs and activities of the College, in accordance with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.

Under these federal laws, students are eligible for services through this office if they have a physical or mental impairment which substantially limits a major life activity. Within post-secondary education, these laws further define eligible students as those who are, independent of disability, otherwise qualified for admission and participation in SUNY Adirondack's programs and activities. Our goal is to ensure that all qualified students are provided the same opportunities available to the general college population. We achieve this goal by providing our students with accommodations and a variety of auxiliary aids and support services. The Director of Accessibility Services and/or Coordinator of Accessibility Services meet with each student wishing to register with the ASO and to discuss the procedure for arranging accommodations based on each student's disability(s), needs and appropriate documentation. Students who wish to use the accommodations for which they are eligible should meet early in the semester to have accommodations arranged in advance and work closely together with the ASO to ensure accommodations are pursued and received appropriately.

For more information or to register with the Accessibility Services Office, please call (518)-743-2282 or email the office at [access@sunyacc.edu](mailto:access@sunyacc.edu).

## ATHLETICS

SUNY Adirondack offers a variety of athletic opportunities. From our intercollegiate athletic programs to our recreation programs, students at SUNY Adirondack have a broad choice in their level of involvement.

**Team Mascot:** Timberwolves

**Team Colors:** Forest Green and Gold

### WOMEN

Basketball    Golf    Baseball    Basketball  
Soccer    Softball    Golf    Soccer  
Volleyball

### MEN

All programs are affiliated with the National Junior College Athletic Association, NJCAA Division III, Region III and the Mountain Valley Collegiate Conference.

For further information on intercollegiate programs, contact Julie Clark, Assistant Director of Athletics at [clarkju@sunyacc.edu](mailto:clarkju@sunyacc.edu) or follow on social media at SUNYADK\_Sports.

## **CAMPUS SAFETY**

At SUNY Adirondack, the safety and well-being of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can be achieved only through the cooperation of all members of the campus community. Everyone must assume responsibility for their personal safety and the security of their personal belongings by taking common-sense precautions.

### *Campus Reporting and Prevention*

Campus safety and law enforcement is coordinated by the campus Public Safety Office. The office has a force of sworn officers that meet the high standards of training administered by New York State's Division of Criminal Justice Services. The officers also undergo continuous training to improve their skills.

Campus Public Safety Officers conduct foot and vehicle patrols throughout the campus and residence halls 24 hours a day 365 days a year. The office of Public Safety's objective is to provide a safe learning environment and protect the lives and property of students, employees and visitors pursued within the framework of the College's policies, rules and regulations and all local, state and federal laws.

Victims and witnesses are encouraged to report crimes to be investigated or can do so on a voluntary and confidential basis. These reports will be filed for informational purposes only for inclusion in the College's annual crime reporting.

Official investigations of criminal offenses are conducted by Public Safety and the appropriate local law enforcement authority.

The investigation of crimes committed on College property falls under the jurisdiction of the Public Safety Office. Public Safety works closely with local law enforcement agencies including the Warren and Saratoga County Sheriffs and/or the New York State Police to assist with incidents that occur on or off campus and involve College students or employees. If Public Safety determines that a serious crime or felony has been committed, Public Safety will refer the case to the appropriate local law enforcement agency and assist in its investigation.

If an incident occurs that the College feels may have an effect on the safety and wellbeing of the College community, information concerning the incident will be communicated by one or more of the following communication channels: College Emergency Notification System text or email, paper flyers, bulletin boards and the College's web-site.

### *Safety Related Programming*

Periodically, the College offers presentations about personal safety to the College community. A Safety Committee meets throughout the year to keep abreast of current issues and concerns. The committee suggests methods of keeping staff and students informed of campus safety issues.

## **COLLEGE BOOKSTORE**

The College Bookstore, operated by Barnes and Noble and the Faculty Student Association, carries a wide variety of school supplies, College apparel, textbooks, and other related materials. The Bookstore's income helps to support a variety of college activities.

Hours: Monday - Friday: 8 a.m. - 4 p.m.

At the beginning of each semester, the Bookstore will post additional hours for students to purchase textbooks and materials. Call the Bookstore at (518) 681-5621 for further information or visit their website at: <http://sunyacc.bncollege.com>

## **COUNSELING**

You will be making many choices and facing many challenges as a college student. You may find it beneficial to talk with a professional staff member who can help with matters surrounding your decisions. The counseling staff is available to help you with your mental health and wellness goals including support for anxiety and depression, effective communication, managing stress, and personal and relationship issues. Call (518) 743-2278 for an appointment or stop by the Counseling Office in Washington Hall. The

## COMMUNITY HUB

The Community Hub at SUNY Adirondack was established to identify and assist students with non-academic needs. We want you to reach your educational goals at SUNY Adirondack and beyond! The Hub provides one-on-one confidential support and connections to community and campus resources such as, on campus counseling and tutoring, health insurance, SNAP benefits, community counseling, treatment for substance & alcohol use disorders, housing resources, transportation assistance and more. To access Hub Services please use the referral form located at <http://www.sunyacc.edu/student-life/community-hub> and someone will contact you within 48 hours; or email Hub Coordinator Tara Booth at [bootht@sunyacc.edu](mailto:bootht@sunyacc.edu).

## THE FOOD SOURCE

The Food Source is part of the Community Hub and offers a variety of free groceries and personal care items to all students with sites in Washington Hall and the Residence Hall. To make an appointment please fill out the Hub Services request form located at <http://www.sunyacc.edu/student-life/community-hub> and someone will contact you within 48 hours. If you have questions, call (518) 743-2247.

## DINING SERVICES

SUNY Adirondack offers several dining options on campus. There is a full-service food court serving breakfast, lunch, and dinner daily operated by Chartwells located on the ground floor of the Student Center. In addition, there is an Einstein Bros. Bagels location in the Scoville Learning Center, next to the campus library. For hours of operation, visit <https://dineoncampus.com/sunyacc>.

For student clubs and other larger functions, Chartwells Dining Services provides catering experiences. For more information about catering services, please contact the Catering Manager at ext. 5606 or (518) 681-5606.

SUNY Adirondack has partnered with Chartwells Dining Services to provide discounted, tax-free meal plans for both residential and commuter students. For more information, please visit <https://dineoncampus.com/sunyacc> and click the meal plan tab at the top of the page.

Beverage and snack vending machines are also available in each building, including Saratoga. For more information, please contact the Faculty-Student Association of SUNY Adirondack at (518) 681-5610.

## EVENTS SERVICES

Events Services works with outside organizations to manage rental and event coordination for the College's Queensbury campus and Saratoga Center. The College offers a variety of exceptional event venues, anchored by the Northwest Bay Conference Center, a 3,500-square-foot, state-of-the-art facility in Adirondack Hall. For further information, please call (518) 743-2296 or email [events@sunyacc.edu](mailto:events@sunyacc.edu).

## FINANCIAL AID

The mission of the SUNY Adirondack Financial Aid Office is to promote equal access to higher education by providing assistance to students who, without such aid, would be unable to attend college. Approximately **77%** of all SUNY Adirondack students (almost **80%** of full-time freshmen) receive some form of financial assistance, sharing over **\$20 million** annually.

Financial aid comes in three forms: *grants and scholarships* (which do not have to be repaid), *loans* (which must be repaid with interest after separation from the College), and *jobs on campus* (students receive bi-weekly paychecks for hours worked). For names, descriptions, and eligibility requirements of each program refer to either the *SUNY Adirondack Catalog*, or the Financial Aid section of the SUNY Adirondack web site at [www.sunyacc.edu](http://www.sunyacc.edu). At SUNY Adirondack, the optimal time to apply for aid is **June 1** for the fall semester and **December 1** for spring classes. However, you may apply after the academic year has begun but may not be eligible for as much funding. Common financial aid applications include the Free Application for Federal Student Aid (**FAFSA**) for federal aid, the Express TAP Application (**ETA**) & Excelsior Scholarship application for state aid, and the Master Promissory Note (**MPN**) for loans.

**You must reapply for aid and file a FAFSA every academic year.**

After you have been deemed financially eligible for aid by federal and/or state agencies, you must meet certain standards of academic progress to continue to receive funding in subsequent semesters. These are referred to as standards of **Satisfactory Academic Progress**, and are different for the federal aid programs (Pell Grant, SEOG Grant, Direct Stafford and PLUS Loans, and federal work-study), and the New York State programs (TAP, APTS, state scholarships).

The financial aid section of the *SUNY Adirondack Catalog* and website contain charts showing the specific standards which students must meet as they progress toward completion of their SUNY Adirondack degree or certificate.

**Only classes required for a SUNY Adirondack degree or certificate qualify for financial aid eligibility so be mindful of repeated classes or excessive electives.**

Financial aid recipients will also want to check with the Financial Aid Office before withdrawing from a class or classes due to a mandate which requires SUNY Adirondack to recalculate award amounts **within** a semester. As such, ask the Financial Aid Office if your current and/or future semester aid will be affected if you withdraw from a class or from the College.

In other words, the amount which you were awarded for a particular semester may have to be reduced if you withdraw from class(es).

**You may be required to repay a portion of your financial aid to the College.**

The Financial Aid Office is located in Warren Hall and is open 8 a.m. to 4 p.m. each weekday. If you need to make an evening appointment with a representative, please call (518) 743-2223 or email [finaidoffice@sunyacc.edu](mailto:finaidoffice@sunyacc.edu).

We encourage all students to regularly monitor their Self-Service Banner account and student portal. Students can review financial awards, monitor outstanding requirements (documents); accept offered awards (loans and work-study); and view how their financial aid is applied to their bill (in the Student Accounts section under Account Detail by term).

## **SUNY ADIRONDACK FOUNDATION**

The SUNY Adirondack Foundation secures financial support from the community for scholarships to students, to enhance the teaching and learning environment, and for the College's strategic initiatives.

All members of the campus community who wish to solicit any off-campus entity in support of an approved project must integrate their efforts with the Foundation in order to coordinate the College's case for support in the community, ensure that gifts are consistent with the College's priorities and policies, and reduce duplicative request to potential donors.

## **LIBRARY**

The SUNY Adirondack Library, located in the Scoville Learning Center, provides a variety of services that support the college curriculum.

- Reference librarians are available to assist students with research assignments when the library is open. Students can stop by the reference desk on the second floor to consult a librarian. Students can text, email, call or chat online with a librarian for help with their research. They can also arrange research appointments with a librarian in person, by phone or by videoconference.
- A limited collection of textbooks for heavily enrolled courses is on reserve at the circulation desk on the main floor. Reserve items must be used in the library. To borrow library books at the circulation desk, students need to show a SUNY Adirondack student ID or other photo ID.
- The library's top floor is a quiet study area. Students can research, write papers, and do other assignments using computers near the reference desk. A variety of seating is offered on the top floor: cozy study pods, large tables, individual study carrels, and comfortable chairs with views of the campus and Southern Adirondack Mountains, perfect for reading and studying. Wireless internet access is available.
- Students can meet in the library's three group study rooms. Group study rooms can be reserved through the library website's Group Study Room link, with a librarian at the Reference Desk, or with a staff person at the Circulation Desk on the main floor.

- The library maintains a circulating collection of more than 34,000 books on the upper level. Students may browse more than 150 print periodicals and view hundreds of academic DVDs in the library. Students may request materials not owned by the library through the interlibrary loan resource-sharing service.
- On the library's website, students can access 120 research databases, more than 200,000 electronic books, millions of articles from more than 80,000 magazines, newspapers and journals, and more than 100,000 streaming videos and documentaries.
- Librarians have created more than 100 library research guides posted on the library's website, customized to course assignments, as well as tutorials on doing effective college-level research.
- To access library databases from off-campus, students log on with their SUNY Adirondack network username and password. Students can look up their usernames and passwords in Banner.
- Introduction to library research and resources is provided through course-integrated and one-to-one instruction. The college also offers a one-credit online course, Library Research Methods (LIB 187), taught by a librarian in the spring semester.
- SUNY Adirondack Library website: <http://library.sunyacc.edu/home>
- Chat with a Librarian: a chat box is active on library website when library is open, monitored by the reference librarian on duty
- Text a Librarian: (518) 203-1073
- Email a Librarian: [librarian@sunyacc.edu](mailto:librarian@sunyacc.edu)
- SUNY Adirondack Library phone number: (518) 743-2260 (staffed when library is open).

Current hours are posted on the library's website <https://library.sunyacc.edu>. Hours vary during the summer, holidays and college breaks.

### **THE CENTER FOR READING AND WRITING (CRW)**

The Center for Reading and Writing offers students the opportunity to discuss papers and reading materials from any discipline or course. Writing consultants will help with brainstorming ideas, organizing, revising and editing, and can share strategies for successful textbook reading.

The CRW is located on the first floor of the library and is open five days a week. Students can be tutored in person or online. Assistance is also available at the Saratoga Center. Check the Center's web page at <http://www.sunyacc.edu/academics/center-reading-and-writing> for hours and schedule.

### **MATH ENGINEERING AND COMPUTER SCIENCE (MECS) TUTORING CENTER**

The MECS Tutoring Center provides SUNY Adirondack students with free tutoring in math, computer science, and information technology. The Center is located in the rear of the Library (first floor). Faculty and student tutors are available on a friendly "walk-in" basis, and the lab is open six days a week. A schedule of hours and tutors is posted early each semester.

Math tutoring is also available at the Saratoga Campus Monday – Thursday. Please call (518) 584-3959 for available hours.

### **OFFICE OF CONTINUING EDUCATION**

The Office of Continuing Education is located in the north end of Adirondack Hall. It is committed to providing a comprehensive variety of high-quality non-credit programs and courses that reflect the lifelong learning interests of our local community. Open enrollment classes are offered in the fall, spring and summer terms, and contract training is available year-round based on business and industry needs. Courses are taught in the areas of: youth programming, professional development and career training, personal enrichment and adventure sports. This office is dedicated to enhancing the personal and professional development of individuals in the public sector, private industry, and the community at large. Classes vary in length and scope and are held on the Queensbury campus, Saratoga Center, on-line and at various locations throughout the community. For further information, please call (518) 743-2238, email [conted@sunyacc.edu](mailto:conted@sunyacc.edu) or visit <https://www.sunyacc.edu/continuing-ed>.

## **REGISTRAR'S OFFICE**

### **Change of Address**

The College will need to communicate with students on a recurring, as well as on an emergency basis. Students should make timely updates to their telephone and address changes via Self-Service Banner or with the Change of Address Form available on the Registrar website: <https://www.sunyacc.edu/registrar-forms>. This will ensure the College's ability to contact students as necessary.

### **Chosen First and Legal Name**

SUNY Adirondack welcomes and supports student's personal expression, within community standards, to use a chosen first name other than their legal first name to identify themselves. Information on the Chosen First and Legal Name policy for the College is available in the College Catalog: <http://catalog.sunyacc.edu/regulations/name>.

Students can request a chosen first name using the Chosen First Name Request Form. The electronic form is available on the Registrar website: <https://www.sunyacc.edu/registrar-forms>.

The student's legal name will be used on all official College correspondence as outlined in the College Catalog. Legal Name changes should be done utilizing the Name Change Authorization form available on the Registrar website <https://www.sunyacc.edu/registrar-forms>

Questions should be referred to the Registrar by stopping at the office located in Warren Hall or by emailing [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

### **Directory Information and FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that establishes the privacy rights of students with regard to educational records. The following information is considered Directory Information as defined by FERPA:

- a. Name
- b. Address
- c. Credit hours earned
- d. Date(s) of attendance
- e. Date of Birth
- f. Enrollment Status
- g. Graduation and degrees awarded
- h. Honors and awards
- i. Major field of study
- j. Phone number
- k. Student campus email address

FERPA states that directory information may be released without student authorization unless the student notifies the Registrar in writing that the following information should not be released. Students who want the information withheld from being released may do so by filing a Request to Withhold Information Form which is available on the Registrar website: <https://www.sunyacc.edu/registrar-forms>. Additional information is available in the College Catalog <http://catalog.sunyacc.edu/regulations/studentrecords>.

### **FERPA Authorization Survey**

The college cannot discuss a student's account with anyone other than the student over the phone or in person unless the student completes the FERPA Waiver Authentication Survey. This Survey authorizes the college to release information to the person if the individual provides the password the student created on their survey. To create a FERPA password and setup access, the student must complete the FERPA Waiver Authentication Survey in Self-Service Banner.

### **Priority Registration**

Priority Registration is for currently enrolled and matriculated students. The registration eligibility date is based on the number of earned credits. Registration dates and additional information is available on the Registrar website: <https://www.sunyacc.edu/admissions/registrars-office>.

## **Solomon Amendment**

The Solomon Amendment requires by federal law that the College release directory information to military recruiters when requested. Information is released based on the Directory Information and FERPA section noted above.

## **Student Records: Diplomas, Enrollment Verifications, Immunizations and Transcripts.**

Student Records are managed by the Registrar's Office. Students can order official transcripts and replacement diplomas by creating an account with Parchment at <https://www.parchment.com/students/order-status/>. The cost of transcripts and replacement diplomas are available under the Tuition and Fees section of the College Catalog: <http://catalog.sunyacc.edu/content/tuition-and-fee-schedule>.

Unofficial copies of student transcripts are available at no cost online in Self-Service Banner. Enrollment certifications and immunization records are available at no cost via an email request to [registrar@sunyacc.edu](mailto:registrar@sunyacc.edu).

## **RESIDENCE LIFE**

The Residence Life Department focuses its energy on the co-curricular experience, which is an important and valued component of a student's development. Students are provided with opportunities to strengthen their educational objectives through the living and learning process in a residence hall, and through participation in an assortment of student organizations and activities. The program considers students' educational and social needs, safety and health standards, and the overall educational objectives of SUNY Adirondack. For more information, please call 518-832-7785 or email [reslife@sunyacc.edu](mailto:reslife@sunyacc.edu).

## **ROBERT HUTCHINSON CHILD CARE CENTER**

The Robert Hutchinson Child Care Center is managed by the FSA and is operated by the Warren County Head Start Program. The Center is available for children of students, faculty, staff, and the community, with priority given to children of SUNY Adirondack students.

The center is open Monday – Thursday, 7:30 a.m. – 5:00 p.m., Friday, 7:30 a.m. – 2:00 p.m. during the school year, as well as during special vacations of the College. More information and enrollment forms are available through the FSA Office.

## **SCHOLARSHIP WEEK**

Each spring semester, just prior to spring break, there is an opportunity to apply for numerous scholarships through the SUNY Adirondack Foundation and coordinated by the Financial Aid Office. This information is posted when available and scholarships are awarded prior to the next fall semester. For more information, please call the Financial Aid Office at (518) 743-2223.

## **STUDENT ENGAGEMENT & DIVERSITY INITIATIVES OFFICE**

The Student Engagement & Diversity Initiatives Office shares a suite with the Student Senate and the College Activity Board, on the second floor of the Student Center. This office contains information on The Student Senate, College Activity Board, clubs, organizations, events, and volunteer opportunities, as well as marketing for various events on campus. Additionally, the office manages diversity programs, campus ticket sales, student ID's, and Glens Falls Transit Bus services for the campus.

Pack life is the online cloud-based platform that the Student Senate adopted for programs, events, and student organizations on the SUNY Adirondack campus. Pack Life is managed by the Student Engagement and Diversity Initiatives Office and is the official means of communication for all clubs, organizations, Student Senate, and the College Activity Board. Pack Life enhances the way students engage with the campus by providing 24/7 access to information, communications, and activities. For more information about Pack Life refer to the Student Organization Handbook and/or visit <https://sunyacc.campuslabs.com/engage/>

For more information about the Student Center and/or the services provided by the Student Engagement & Diversity Initiatives, call (518) 743-2251 or email [studentactivities@sunyacc.edu](mailto:studentactivities@sunyacc.edu).

## **VETERANS EDUCATION BENEFITS**

The Registrar and School Certifying Officer coordinates veterans educational benefits with the Veterans Administration, including Montgomery GI Bill (Ch. 30), Vocational rehabilitation for veterans with service-connected disabilities (Ch. 31), Post 9/11 GI Bill (CH 33), Dependents Educational Assistance (DEA) \*(Ch. 35),\*MGIB Selected Reserve (Ch. 1606), and Reserve Educational Assistance Program (REAP) (1607). The School Certifying Officer (SCO) certifies all VA education claims and will assist you with any questions you may have regarding your education benefits. The SCO can be reached at (518) 743-2200 ext. 2372. A New York State Veterans Benefit Advisor is available in the Randles Veterans Resource Center on Tuesdays and Thursdays and processes all applications for VA education benefits as well as all other earned benefits. The NYS Veterans Benefit Advisor can be reached at [Jane.Zalsky@veterans.ny.gov](mailto:Jane.Zalsky@veterans.ny.gov) (preferred) or (518) 832-7744. The Student Engagement & Diversity Initiatives office is the primary contact for all veterans on the SUNY Adirondack campus and can be reached at 518-743-2251.

## **FITNESS CENTER**

The Fitness Center is located in the Residence Hall. All current SUNY Adirondack students have access to the Fitness Center.

Students must have their student ID, with current sticker to gain access to the fitness center. Students must present a valid SUNY Adirondack ID card each time they enter the facility. No other form of ID is acceptable. All other eligible participants must present a current membership card, as well as their SUNY Adirondack ID Card.

By entering the SUNY Adirondack Fitness Center, you are entering at your own risk and agreed to abide by the policies and procedures set forth by the Fitness Center staff, the SUNY Adirondack Code of Conduct and Office of Residence Life Handbook. Any participant's failure to adhere to the fitness center policies and procedures, SUNY Adirondack Code of Conduct and Office of Residence Life Handbook will lose their privilege of using the facilities and may be subject to disciplinary action. The fitness center policies and procedures can be found at <https://www.sunyacc.edu/student-life/fitness-center>.

The Fitness Center is equipped with treadmills, recumbent and upright bikes, elliptical, weight machines, and free weights.

The Fitness Center offers fitness and wellness opportunities to a diverse population of students. The programs promote healthy lifestyles and physical wellness through group exercise sessions, fitness events, informal gym activities and access to state-of-the-art equipment.

The Fitness Center and related programs main goals include:

- provide the college community with a facility in which they can make positive use of their leisure time
- influence the other dimensions of wellness while enhancing quality of personal and student life

# **RESIDENCE LIFE HANDBOOK**

(Revised: June 2022)

## **I. RESIDENCE LIFE PHILOSOPHY AND PROGRAM INFORMATION**

- A.** SUNY Adirondack fosters intellectual, emotional, cultural, ethical, philosophical, social, and spiritual growth. Both classroom and out-of-class educational experiences facilitate this growth. Residence hall living is considered an integral part of a student's overall educational and personal development. The Residence Life Department focuses its energy on the co-curricular experience, which is an important and valued component of a student's development. Students are provided with opportunities to broaden their educational objectives through the living and learning process in the residence hall, as well as through participation in an assortment of student organizations and activities. The program considers students' educational and social needs, safety and health standards, and the overall educational objectives of SUNY Adirondack.

**B.** The residence hall is owned and operated by the ADIRONDACK HOUSING ASSOCIATION, LLC (AHA), a not-for-profit corporation affiliated with the Faculty Student Association (FSA). The residence hall is supervised by a team of professional staff who are assisted by a paraprofessional staff of Resident Assistants. Residence hall facilities and programs are provided to satisfy not only the physical needs of residents but their social, academic, and psychological needs as well.

**C. Staffing**

Residence Hall staff members are here to provide a service to residential students. Be assured we will do our best to make sure your experience is as enjoyable and educational as possible.

1. Resident Assistants: Resident Assistants or RA's are student staff members who provide leadership, assistance and support to students living in the residence hall. RA's help foster community, develop programming and assist in policy enforcement.
2. Office Specialist: Our Office Specialist is responsible for receiving and organizing all student mail, managing lost keys, meal plan inquiries/changes and student ID access to the building.
3. Residential Academic Success Coaches: These Academic Coaches are live in professional staff. They assist with academic advising, early academic interventions of residential students, programming and coordinating the residence hall study lounge program.
4. Assistant Director of Residence Life: The Assistant Director of Residence Life is responsible for assisting students with transitioning to residential living, room changes or roommate agreements, damage assessment, supervision of resident assistants and oversight of the Residence Hall Association.
5. Director of Residence Life: The Director of Residence Life is responsible for providing leadership and overall administration of the Residence Life program, including planning new student orientation, personnel and programming oversight and conduct.

**D. Rights and Responsibilities**

As a member of this community, you have both rights and responsibilities.

You have the right to:

- Study, sleep, and socialize in your room.
- Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- Involve yourself and others in promoting the health, safety, and security of all residents.
- Enjoy access to a variety of facilities and services provided by SUNY Adirondack.

You have the **responsibility** to:

- Consider the needs of other residents and balance them with your own needs. Just as you expect other community members to be considerate of your needs, you are responsible for demonstrating consideration for their needs.
- Promote care of the physical facilities, equipment, and services provided by the program.
- Communicate with other residents and staff members. Communication is an important aspect of building relationships with others and in seeking assistance to address academic and personal issues.
- Let other residents know when they are disturbing you. When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. If others do not respond to your request, you should ask other staff members for help and they will assist you.

- Demonstrate a commitment to the SUNY Adirondack community by getting involved.
  - Get to know other residents. Participating in activities and joining the Residence Hall Association are ways to have fun and make your mark at SUNY Adirondack.
  - Promote campus safety and security by locking your room and suite doors at all times, reporting missing or stolen keys, un-propping outside doors, walking with other people at night, and reporting suspicious people and activities to staff members.
  - Demonstrate respect for all individuals and enjoy the benefits of meeting people who are similar to and different from you.
  - Be aware of your behavior and emotions at all times. Expect that differences will arise, and to deal with those differences in a mature and responsible manner.
  - Take precautions for your safety and those around you.
  - Use laundry facilities and all furnishings properly. Please ask if you are unsure about how to use any machine or appliance.
  - Understand and follow all SUNY Adirondack and Residence Life rules and represent SUNY Adirondack responsibly when off campus.
- E.** Solicitation in the residence hall for non-SUNY Adirondack/residence life-related services or programs is not permitted. Students are not permitted to run a business from their residence hall suite.
- F.** Students may not take a roommate, assign, subcontract, lease, or otherwise transfer their interest under this contract, or permit anyone not duly assigned or approved by the Director of Residence Life to share any part of the room or suite.
- G.** Housing application process/timeline

Students must submit a housing application must to Residence Life to be considered for occupancy in the Residence Hall. The deadline to submit this application for Fall 2023 is 8/20/2023 and for Spring 2024 is 1/12/2024. Applications received after the deadline will be forwarded to the Director of Residence Life for review on a case-by-case basis. Any former resident who has received their refund of deposit (less any damage) must complete another application.

**H.** Check in/Out

Established check-in and check-out procedures must be followed by each student. At the beginning of each semester, each new student must check-in at the designated location as indicated in the room assignment letter. Students will then receive keys and sign a completed room condition form. Students will have the opportunity to take a receipt of the room condition form to further assess the room. All damages not noted on the Room Condition form or receipt will be at the responsibility of the student. Failure to hand in keys will result in a lock change charge. Failure to hand in room condition forms will result in an administrative charge for improper check-out. These check-in and check-out procedures are to be followed during the academic year as well.

**I.** Break Info

All students must vacate their suites during breaks. All students must follow correct closing procedures posted by their RA. Students with academic-related reasons or serious personal circumstances may request to stay.

a. Breaks for 2023-2024:

*Thanksgiving Break:*

Residence Hall closes at 6:00PM on 11/21/2023 and reopens at 8am on 11/26/2023.

*Winter Break:*

Residence Hall Closes at 2PM on 12/22/2023 and reopens on 1/19/2024

*Spring Break:*

Residence Hall Tentatively Closes at 6:00PM on 3/8/2023 and reopens at 12pm on 3/15/2024.

b. At Each Break, students should:

- Leave your room in a neat and tidy manner. Excessive trash may be removed at the discretion of residence Life Staff. Trash removal is billed at \$25.00 a bag.
- Turn all lights and electronics off
- Unplug all appliances (excluding refrigerators)
- Set the thermostat to 65 degrees (heat) and fan to auto
- Close and lock all windows and doors

#### J. Plattsburgh Students

Plattsburgh Students enrolled full time at the Queensbury Campus or as online students are eligible for on campus housing at SUNY Adirondack. They will receive a bill from SUNY Adirondack for housing and dining in addition to their bill from Plattsburgh. Plattsburgh Students are responsible for adhering to the guidelines in this handbook and in the SUNY Adirondack Code of Conduct.

#### K. Living Learning Communities

All students living on campus will be required to live within one of our dedicated communities. The living learning communities for the 2023-24 academic year are:

**Freshman Year Experience:** This community groups first year students together and offers programming and services intended to assist with the transition to SUNY Adk.

**Zen/Mindful Living:** This community has extended quiet hours and designed for students looking for a quieter environment

**Gender Inclusive Housing:** With a focus on meeting the needs of our LGBTQ+ students this floor is intended for students who seek housing assignments that are gender-neutral.

**Athlete Living:** Designed for enrolled SUNY Adk athletes to live on campus with their teams

**Health & Wellness floor:** This floor is dedicated for students committed to living healthy and holistic lifestyles. (Please note that students living on this floor found in violation of substance related policies will be required to relocate)

## II. SUITES & ROOMS

### A. Security Deposit

Students are required to pay a \$250 security deposit prior to being assigned a room in the residence hall.

- This deposit is part of the process but does not guarantee a room. At the start of the semester, the deposit will be refunded if you are not offered a room in on-campus housing.
- The deposit is on record for the full academic year from the fall semester move-in date to the spring semester move-out date.
- When you move in, you sign a contract with housing for the academic year.
- You may be released from your obligation under this contract only with the written permission of AHA's Director of Residence Life. As stated above, the license to live agreement is for the entire academic year.
- All requests for release must be submitted in writing to the Director of Residence Life. You must present compelling reasons for the requested release (i.e., marriage, activation for military duty, significant medical reasons, financial hardship).
- The decision as to approve or deny any such request shall lie at the discretion of the Director of Residence Life.
- Your housing deposit will not be refunded if you are released mid-year as you would be breaking your housing contract.

- h. Room damages beyond normal wear and other administrative penalties will be charged against the deposit.
- i. Students who would like to return to the Residence Hall for an additional academic year may rollover their deposit from their current contract year to the next contract year if they are in good standing academically, socially and financially with the College and the AHA.
- j. A deposit rollover will not require any additional payment if no damage is due to the room and/or there are no outstanding financial obligations. This will secure student placement in the building for the next academic year.
- k. Once the deposit is rolled to the next academic term, any bills for damage, cleaning, keys, improper checkout, or prior balances will become immediately due and must be paid in order to remain a student for the next term. Failure to pay would result in the loss of their room and their security deposit.
- l. Once a student authorizes to rollover their deposit, it is no longer refundable if that student later changes his or her mind about living on campus for the following academic year or later chooses to not return to SUNY Adirondack.
- m. Students who are not intending to return for the next academic year, will be refunded their deposit IF they have no financial obligations (outstanding bill, damages, etc.), have not broken the Residence Hall Contract, and have indicated their request via a completed and signed intent form at the end of the academic year prior to student move-out.
- n. If the residence hall contract is broken for any reason, the security deposit will not be refunded.

## B. Room Layout

All housing is suite style, and each suite has a living room and at least one bathroom. Most suites feature double occupancy bedrooms, while there are a few triple occupancy bedrooms available. The layout and size of each room varies, but the average double occupancy bedroom size is 150 sq. ft. The residence hall has a fitness center, a multipurpose room, three classrooms, and a study lounge.

## C. Suite Amenities

Only SUNY Adirondack-provided furniture is permitted in the residence hall.

- Living Room – couch, chair, end table, TV stand, and kitchen table with two chairs
- Bedrooms – twin-size bed (dimensions are 80 inches by 36 inches), wardrobe, desk, and one chair per person
- Kitchenette – One microwave (900 watts maximum) per suite and one micro fridge unit (3 cubic feet) per bedroom is allowed. These items are optional and are to be provided by the resident, they do not come as a part of the room furnishings.
- Most suites have two (2) full bathrooms with showers.
- Cable and Internet services are provided at no additional cost.
  - Cable: Direct TV is provided to the common area of each suite. Each suite should be equipped with a remote to access the channels once connected.
  - Internet Connection: All bedrooms have their own Eproach wifi router. Individual Suite Passwords will be sent to students via email at the start of each semester. Internet use is provided as a privilege and is intended to support your academic experience on campus. Illegal use, or activity that negatively affects the performance of the network, is prohibited.

#### D. Abandoned Property

1. Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by AHA at its sole discretion. AHA may, in its discretion, make efforts to notify student and/or student's emergency contact that property has been found in room. Neither the AHA, the FSA, SUNY Adirondack, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.
2. Residence Life does not store belongings for students between academic years. Students must remove all their belongings from the residence hall. Any belongings left behind will be considered abandoned property.

#### E. Prohibited Items

Being mindful that this handbook and conduct standards promote healthy and respectful behavioral choices, the following are expressly prohibited in and around Residence Hall property.

- Air conditioners
- Alcohol paraphernalia (for example: beer taps, funnels, kegs, empty or full alcohol containers, etc.)
- Animals (including fish) with the exception of approved emotional support animals and service animals.
- Candles/incense
- Collection or display of empty or refilled alcohol containers
- Cooking devices including; electric griddles, hot pots, slow cooker, George Foreman grills, roasting pans and similar cooking items.
- Culinary Arts knives (must be kept in Culinary Arts building)
- Dart boards with sharp point darts
- Drug-related paraphernalia, illegal drugs, non-prescribed narcotics, and/or drug-related devices
- E-Cigarettes, Vapes and charging devices for vapes
- Furniture (unless medically required and pre-approved)
- Halogen light bulbs
- Hover boards should not be used or stored in the Residence Hall
- Lava lamps
- Live Christmas/holiday trees
- Multi-arm floor lamps
- Multi-plug outlets or extension cords unless they are UL approved and have a surge protector
- Nails and foam backed adhesive tape
- Possession and/or use of weapons or firearms of any kind including, but not limited to; bows, arrows, archery equipment, air guns, pellet guns, dart guns, paintball guns, stun guns, chukka sticks, ammunition, CO2 cartridges, laser pointers, fireworks, firecrackers, explosives or dangerous chemicals of any kind, and display weapons.
- Safes
- Space heaters
- Tapestries or any items hung from the ceiling
- Wall units to mount a television
- Waterbeds and any other items imposing unreasonable structural stress
- Any other item deemed dangerous for on campus housing by the Director of Residence Life.

#### F. Property (renters) Insurance.

The AHA, FSA and SUNY Adirondack do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are recommended to carry private insurance either by being included in their parents' home owners' policy, or by purchasing renters' insurance to protect themselves against loss. Information on an optional plan for personal property insurance coverage is available in the Office of Residence Life.

#### G. Decorations

- a. For your comfort, you are encouraged to decorate your suite. We ask that you take care in the decoration of the suite as well as in the removal of those decorations. Please do not use nails. Use thumbtacks, tape, funtac and 3M products sparingly to hang decorations on walls. Nothing is permitted to be on the ceiling.
- b. Students are not allowed to paint walls.
- c. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings. TVs are not allowed to be mounted on the walls.

#### H. Appliances

The only permitted cooking devices in the residence hall are: coffee maker (with automatic shut off), toasters, toaster ovens, and microwaves. Cooking devices are to be used in the kitchenette area of the student's suite only. All appliances must be UL approved.

Appliances shall not be left unattended while in use.

### III. RESIDENCE LIFE SERVICES & OPERATIONS

#### A. Laundry

The laundry room has washers and dryers for resident use only. Washing machines and dryers use is included with payment of your \$30 Residence Hall Fee.

#### B. Lockouts

All residents are expected to carry their own keys and SUNY Adirondack ID Card with them at all times. Residence hall staff members are available to open doors for students on rare occasions and emergency situations.

The first three lock outs of each semester are free of charge. The fourth lock out is \$5.00, the fifth \$10.00, the sixth and all thereafter is \$20.00. All lock out charges will be added to a student's bill. Students who get locked out and attempt to break into the suite will be in violation and held financially responsible for any damage occurring. Students can only be let into their own rooms. Residence Life and Public Safety staff do not have the authority to key someone into another person's room without the direct written consent from the person assigned to that room

#### C. Mail and Deliveries

1. SUNY Adirondack Residence Addresses – U.S. mail is delivered to mailboxes in the residence hall. Packages arriving by UPS or Federal Express are delivered to the Office of Residence Life and may be picked up during business hours with your ID card. The mailing address is:

YOUR NAME  
ROOM #  
SUNY Adirondack  
28 College Drive  
Queensbury, NY 12804

2. All residential students receive their mail in locked mailboxes within the residence hall. Mailboxes are provided for each suite, not individual students. Outgoing stamped mail can be dropped in the mailbox in the Office of Residence Life.

3. Packages can be picked up Monday through Friday from 1pm-4pm.
4. Students may choose to receive deliveries/groceries/food via services such as doordash, grubhub, instacart or similar. The Office of Residence Life does not take responsibility for these deliveries. Students are responsible for meeting their delivery driver to receive their items.

#### D. Maintenance

1. Students should report maintenance concerns to the Office of Residence Life
2. Work orders will be addressed Monday through Friday between 8AM and 4PM, except in cases of emergency.
3. Maintenance personnel may be required to enter a suite at any time to perform emergency repairs.
4. Students may be required to move personal belongings for maintenance to address areas of need.
5. For extenuating maintenance needs, students may be required to relocate their suite or bedroom.

#### E. Residence Hall Association

The Residence Hall Association (RHA) is the governing body for all residence hall students and provides students with an opportunity to play an active role in developing their living environment. RHA is made up of the executive board and student representatives from each of the residence hall floors. The duties of RHA consist of reviewing, recommending, and/or establishing policies/procedures relating to the welfare of residence hall students. RHA is also involved with the development/planning of social and educational programs for students living in the residence hall.

#### F. Meal Plans

All students residing on campus are required to have a meal plan. Meal plan options and costs are:

Plan A: 200 meals per semester, \$100 points (Cost: \$2,020/semester)

Plan B: 150 meals per semester, \$400 points (Cost: \$2,020/semester)

Plan C: 125 meals per semester, \$550 points (Cost: \$2,020/semester)

Plan D: 240 meals per semester, \$100 points (Cost: \$2,395/semester)

#### G. Trash & Recycling

Students are responsible for bagging and placing all refuse in the dumpsters located outside next to the residence hall. Students found leaving garbage in their suite or in public areas will be subject to disciplinary action or cleaning charges. Trash removal typically starts at \$25 a bag.

#### H. Room Changes

1. All room changes must be approved by a member of the residence life professional staff.
2. At the beginning of each semester, there is a freeze on room changes in order to give students the chance to get to know each other, except in cases of emergency. The Resident Assistants can assist with any conflicts that may arise.
3. Fourteen days from the day classes begin, residents may submit a room change request form for review by the Office of Residence Life.
4. There is also a room freeze during the final two weeks of each semester. This can be a busy time for students preparing for and taking finals, therefore only emergency changes are allowed.
5. Students may be required to complete a roommate agreement in lieu of being granted a room change. Agreements can be completed with an RA or the Assistant Director.
6. Any change made without prior consent from a member of the residence life professional staff will result in an administrative charge and possible disciplinary action.

7. Any room change may result in a cleaning fee.
8. The Office of Residence Life reserves all rights concerning assignment and/or reassignment of all students. Requests for change will be considered but not necessarily approved.
9. The Office of Residence Life has the right to administer room changes in order to settle disputes, consolidate rooms for new incoming students and occupancy purposes, and as a disciplinary sanction.
10. In the event of vacancies, the Office of Residence Life will require the lone student in a room either to find a roommate of his/her own choosing or to relocate to another room, if time permits; or to accept another student who is on the priority list or is in a tripled situation; or to pay for single occupancy. Empty beds are rental possibilities for the AHA. Students may not refuse another student equal use of the room to which he/she has been assigned. Penalty incurred may be disciplinary action and/or assessment of full rent for that bed.

#### I. Security Alarms/Doors

1. The front and rear entrances to the building are to be used to enter and exit the building. All other doors are for emergency exit only and have alarms on them. It is a violation of residence hall regulations to exit an alarm-equipped door for non-emergency reasons. During a fire or in an emergency, students must exit through the nearest door immediately.
2. The residence hall is secured 24 hours per day. Residents are issued a SUNY Adirondack ID Card that will admit them into the residence hall through either of the main entrances. All side doors are kept locked and are for emergency exit purposes only. Students will not prop open any doors at any time.

#### J. Health & Safety

1. The Director of Residence Life and his/her designee reserve the right to inspect all or any suites. In addition, all suites are inspected during times of closedown (Thanksgiving break, winter break, and spring break).
2. Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.
3. No notice is necessary when it is reported or suspected that a dangerous condition exists within the suite/room. In addition, AHA, is entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe illegal activity is or may be occurring in such room, or that any of the policies or conditions of occupancy either in the residence hall license or handbook is or may be occurring therein. Public Safety officers may be asked to assist staff or to conduct these inspections in their absence.
4. Window screens are not to be removed at any time. Individuals are not permitted to enter or exit via room windows. Nothing is to be thrown from windows. Students found responsible for throwing trash or items out of residence hall windows or entering and exiting or permitting access through residence hall windows will be subject to disciplinary action or residence hall dismissal. Residents will be fined for the removal of screens
5. Skateboarding, skating, sledding and snow fights – Use of hoverboards, scooters, skateboards, skates, etc. are prohibited in the residence hall and on residence life property. Sledding and snowball/ice fights are not permitted on residence life property.

#### K. Housing Accommodations

1. With the exception of service animals and emotional assistance animals approved by the Office of Accessibility Services, no animals or pets of any kind are permitted in the residence hall. This includes goldfish, hamsters, gerbils, cats, rabbits, reptiles, etc.

2. Single bedrooms are only available when occupancy is not to capacity or due to medical reasons.
3. Students requesting an emotional support animal or other housing accommodations can go to: <https://www.sunyacc.edu/housing/special-housing-consideration>

#### IV. POLICIES

##### A. Alcohol

- a. No student or his/her guest(s), regardless of age, may possess, consume, store, distribute, or be in the presence of alcoholic beverages within the residence hall or on the property. This includes empty alcohol containers.
- b. Any student or his/her guest(s) under the influence of alcohol who brings attention to himself or herself by making noise or general disruption or publicly displaying intoxication is in violation of this policy.
- c. Any alcohol found on the property will be turned over to the residence hall staff or Public Safety and discarded immediately.
- d. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence hall.

##### B. Drugs

No student or his/her guest may possess, consume, distribute, or be in the presence of illegal or un-prescribed drugs anywhere on the premises. Any drug or smoking paraphernalia (pipes, hookahs, rolling papers, scales, etc.) found in student rooms will be viewed as a violation of this policy. In addition, any student, under the influence of illegal or un-prescribed drugs, who brings attention to himself or herself by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy. The Office of Residence Life will work closely with law enforcement officials in all drug-related matters. Possession of illegal drugs is grounds for dismissal from the residence hall and the violator may be subject to arrest.

##### C. Dangerous Materials

1. Firearms and other weapons are not permitted on campus or in the residence hall at any time, not even for display purposes.
2. Weapons are defined as, but are not limited to, hunting rifles, hand guns, paintball guns, BB guns, airsoft guns, stun guns, realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices, ammunition of any kind and any martial arts weapons (ex. chukka sticks, throwing stars, etc.), fireworks, firecrackers, explosives or dangerous chemicals of any kind.
3. Use of any object against another person will be considered a serious breach of the housing license, and is probable cause for removal from housing and/or suspension from the college.

##### D. Fire Safety & Regulations

- a. Law requires fire evacuation drills to be held periodically in the residence hall. All residents must evacuate the halls
- b. Fire safety inspections will occur at sporadic times throughout the semester by the residence life staff. The purpose is to educate students about how the condition of the suite could be a threat to the safety of themselves and others. Corrections will be mandated, with failure to make corrections considered a violation of the housing license.
- c. Students are responsible for taking the proper precautions to prevent unnecessary fire alarms by not smoking in the rooms, not burning candles, potpourri, or incense in the rooms, and by not burning food in the microwave oven. The use of multi-outlet plugs is prohibited, except for those with built-in surge protectors.
- d. Smoking devices of any kind are prohibited. Interior spaces of the residence hall are designated as smoke-free.

- e. Cooking with unapproved cooking devices (as outlined in this handbook) in the residence hall is prohibited.
- f. Each suite should have proper access to doors in their suite. Suites must be kept in a clean and orderly fashion to avoid issues related to egress.
- g. There should not be more than 10 individuals in a suite at a time due to fire code regulations.

#### E. Financial Obligations

Payment and Failure to Make Payment- Students residing in the Residence Hall must have either paid their bill in full, be on a payment plan, or have proof of pending financial aid no later than the end of the first week of classes.

Any students who have not resolved these issues by the end of the second week of classes may be removed from housing.

Any students who have a change in their financial aid status or payment plan status will be reviewed on an ongoing basis throughout the academic year and may be removed if they are not in good financial standing.

Students with outstanding financial obligations will be required to meet with the Director of Residence Life or their designee to discuss the students housing eligibility.

Any balance due at the end of the semester will be deducted from the security deposit when applicable and place the student's account on hold with the college until the outstanding bill is paid in full.

#### F. Short-term and Long-term Guests

##### a. Definitions

- i. A long-term guest is a person who intends to stay overnight (past 11:45PM) in the residence hall and is not a resident of the residence hall. All guests must register (sign-in) with hall staff. Guests are permitted to stay for a period not to exceed 48 hours within a seven-day period. A seven-day period begins at the date of sign in.
- ii. A short-term guest is a person who does not plan to stay overnight and must vacate and sign-out by 11:45 PM on the night they sign-into the building.
  - a. No overnight guests will be permitted during the first and last week of classes each semester, and again during final exam week.
  - b. Students may begin signing in their guests and visitors at 7:00 PM with a Resident Assistant on duty at the main desk. Guests who arrive prior to 7:00 PM must go to the desk at 7 PM to be signed in at that time. Guests, visitors, and their host will be subject to conduct related discipline if the visitor does not sign out.
  - c. Guests and visitors must be with their host resident and carry ID with them at all times.
  - d. It is the resident's responsibility to inform their guests of the rules and regulations and to ensure their compliance. Residents will be held responsible for the behavior and any damage caused by their guests and visitors. Guests or visitors who violate the rules and regulations will be asked to leave the property and, if necessary, be banned from entering the premises. In the event of law violation or noncompliance with a request to leave, s/he shall be considered a trespasser and appropriate law enforcement authorities will be notified. Resident hosts of such guests/visitors will be held responsible for those violations. Residents who host persons that have been banned from the property are in violation of the housing license.
  - e. Residents are expected to be sensitive to the needs of their roommates before inviting or allowing guests to visit.
  - f. There should not be more than 10 individuals in a suite at a time due to fire code regulations. More than 10 will result in conduct charges for those individuals present.
  - g. Minors under age 18 are not permitted to be overnight guests in the residence hall.

## G. Damages

Students are responsible for the proper use of residence hall facilities. Any damages to student rooms are the responsibility of the occupants and will be billed accordingly. Refer to the damage section of this handbook for details related to damage charges. All suites will be inspected at each break period. If common areas are left dirty to a point of causing a health hazard or creating an environment where a new student could not be placed, those areas will be cleaned by residence life staff and all residents will be charged for that cleaning. Whenever damage occurs in a student's room or to any equipment within the hall, it should be reported immediately to the Resident Assistant, Assistant Director or other professional staff members and an incident report should be filed. All damages to common areas caused by misuse, abuse, or vandalism will be assessed against the student population of the appropriate building, floor or area.

- a. All residents will pay a security deposit as stipulated in the current license and outlined in section 2.1 of this handbook. This is to ensure the upkeep of the property, and to pay for damages discovered at the end of the license term.
- b. Upon arrival, each student will receive a Room Condition Form (RCF), to be completed and returned to the Office of Residence Life.
- c. Each student is responsible for the condition and upkeep of their bedroom and, collectively with other suitemates, is responsible for the condition of the common living room, hallway, and bathroom.
- d. At the end of the year, or whenever a student leaves the room, the room will be checked for cleanliness and damages, and an inventory of furniture will be done, with the expectation that the room has been made ready for the next resident.
- e. Students residing within the residence hall will be held accountable for any costs of repairs or replacements to the physical structure, fixtures, equipment and furnishings of areas/rooms which are reasonably determined to be caused by intentional, willful, malicious, negligent, or careless/unjustified damage or destruction to said facilities. The charge will include material, labor and administrative costs. Damage charges are not limited to the amount of the security deposit. Students are required to notify the Office of Residence Life when damage occurs.
- f. When there is damage to common areas and it cannot be ascertained which student(s) are responsible for damage, assessments will be made against all suite residents, corridor residents, and/or all building/hall residents, depending on the situation.
- g. Students may be referred for disciplinary action for extensive or intentional damages. The damage will be repaired, and the students will be billed.
- h. All repairs are to be made by the Office of Residence Life and/or its designee.
- i. Students will be billed either through the disciplinary process or through an administrative damage review process at the time of damage or at the end of each semester. Damage will be added to the responsible student account and a hold will be placed on the account until the damage is paid in full.
- j. Students may appeal administrative damage charges in writing by completing the damage appeal form and clearly explaining why the damage charge should not have been billed to them. The appeal must be received within 30 days of the damage bill being applied to the student account.
- k. Damage bills are paid to the "Adirondack Housing Association" at the Faculty-Student Association office located in the Student Center via cash, check, money order, or credit card (fees will apply).

## H. Complaints

Issues concerning housing should be brought to the attention of the Resident Assistant (RA), and if not resolved, should be brought to the attention of the Assistant Director or the Director of Residence Life.

## I. Quiet Hours

1. Quiet hours: During quiet hours, no noise should be heard beyond a student's closed room window or door. At Final Examination times, 24-Hour Quiet Hours begin the Sunday before final exams begin and extend through the entire period of Final Examinations.
2. Student Residing in the Zen Living Learning Community have extended quiet hours which are as follows: 9:00 p.m. to 9:00 a.m. on Sunday, Monday, Tuesday, Wednesday, Thursday and from 12:00 a.m. to 11:00 a.m. on Friday and Saturday.
  - a. Consideration Hours: At all times noise is to be kept to a level which will not disturb other residents or other community members in the building and adjacent parking lots. This means that at no time will music (including stereos) or other noise-producing activity be loud enough to be heard outside the student's room or the Residence Hall. Residents and staff should feel comfortable to speak with other members of the community regarding their noise level at any point of the day.
  - b. Students are not permitted to put music equipment in the windows. Drums or amplified instruments are not permitted in the residence hall. Students are expected to refrain from any activity that might cause a disturbance in the community. This includes, but is not limited to, yelling out the window or down the hallway, and playing loud music or television in the buildings.

## J. Parking & Snow Removal

Residential Students are eligible to park on campus with the appropriate campus registration sticker. Residential Students should park behind the Residence Hall.

In the event of a snowstorm or other inclement weather students must be prepared to relocate their vehicles or be subject to a ticket from Public Safety.

It is the responsibility of the student to be prepared to move their vehicle during inclement weather. Tickets for failure to relocate a vehicle can be up to \$75. Notification for the need for parking relocation will come via email.

## K. Academic Success

Residential Students are expected to remain enrolled full time (12 credits or more) throughout the semester.

If a student is not able to register for a minimum of 12 credit hours prior to the start of the semester due to academic program or academic status, they may request, in writing, approval by the Director of Residence Life for a reduced course load. Students approved for a reduced course load by the Accessibility Services Office should notify the Director of Residence Life in writing of this accommodation.

Students who fall below full time will be required to meet with the Director of Residence Life to discuss their housing eligibility.

- i. Students who fall below full time may be asked to leave housing.

Students required to leave due to low enrollment will not receive a refund/prorated rate for housing.

Students who are on Academic Probation and those students who drop below 12 credits during the semester will be required to attend academic recovery workshops/planning as designated by the Academic Coaches and the Adirondack Compass Program.

## V. CONDUCT

All Residential Students are responsible for their own behavior and expected to live within the guidelines established by both the Residence Life Section of this handbook and the Student Code of Conduct.

- A. Students in violation of Residence Hall policies will be assigned to meet with the Director of Residence Life or their designee
- B. Students in violation of the campus code of conduct will be referred to the Dean for Student Affairs or their designee

- C. Sanctions are established based on the minimum sanction guidelines and are imposed on a case by case basis depending on the conduct history of the student being found in violation of the code. Potential sanctions include but are not limited to; community service, counseling referral, disciplinary probation, suspension, dismissal, Judicial Educator (educational modules), parental notification (for substance related violations of underage students), reflection papers, restitution, substance contracts, and written warnings.
- D. It is possible that infractions may be a violation of both the Student Code of Conduct and Residence Hall Policies
- E. Students with multiple violations or serious infractions may be removed from the residence hall or the college.
  - a. Students receiving an order to vacate as a result of a disciplinary hearing must vacate immediately.
  - b. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have full liability of their housing costs.
  - c. Students can also be banned from the residence hall and the property grounds, with threat of arrest for violators.
  - d. If a student is deemed to be a potential threat to the community, a temporary suspension may be issued by the Director in consultation with the Dean requiring the student to vacate immediately and remain out of the building until which point a disciplinary hearing can be held and a final determination regarding suspension/dissmial is made.
- F. Prosocial Community Standards

The Residence Hall is a unique community within the greater campus community and society as a whole. As members of the Residence Hall and campus community, residents are encouraged to create and engage in the environment in a positive and responsible manner.

Prosocial behaviors are encouraged in the residence hall. Prosocial behavior is characterized by a concern about the rights, feelings and welfare of other people. Behaviors that can be described as prosocial include feeling empathy and concern for others and behaving in ways to help or benefit other people. Residents are encouraged to live with a prosocial mindset to create a more positive residential experience for all students. All residents, students, guests, faculty, and staff should feel comfortable in the residence hall.

## **TECHNOLOGY AT SUNY ADIRONDACK**

### **STUDENT COMPUTING**

The Information Technology Services (ITS) Computing Lab is located on the main level of the Scoville Learning Center. Students are encouraged to use any of the lab computers to complete course assignments. Software available in the lab includes Microsoft Office (Word, Excel, Powerpoint, Access), Microsoft Visual Studio, Solidworks, Adobe Dreamweaver, Google Suite Apps via any installed browser and many others. All computers are equipped with Windows 10 and DVD burners. Additionally, scanners are available on select computers. High-speed laser printing is also available in the lab. Headsets and other items may be borrowed from the ITS Helpdesk by leaving your student ID, military ID or driver's license. Student Helpdesk Assistants are available to assist with any technical issues you may have.

## GET ONLINE AND GET CONNECTED

### E-MAIL

SUNY Adirondack automatically assigns college e-mail accounts to SUNY Adirondack students. Your e-mail address is *Network ID@wolfmail.sunyacc.edu*. Your Network ID and Password may be obtained by logging into Self-Service Banner at <https://banner.sunyacc.edu> using your Banner ID and PIN, selecting the **Personal Information** tab and clicking on **Lookup Network ID and Password**. Accounts are kept active as long as a student is continuously registered for classes at the college and for a period of time after the end of the semester and graduation.

**Your college e-mail account issued by SUNY Adirondack is the official means of communications** in regards to all business pertaining to the college. You are responsible for checking e-mail frequently and consistently.

### STUDENT PORTAL

The Student Portal provides students with access to e-mail, course schedules, grades, billing, financial aid and the learning management system (the online classroom software). It also allows you to access Starfish which provides an efficient way to communicate with your instructors and advisors, connect with support services that allow you to be a successful college student and schedule in-person appointments with faculty and advisors. Additional information available on the Student Portal includes a calendar of campus events, internship and employment opportunities, career exploration and services (Career Coach), clubs and activities and information about student services including assigned academic advisors, tutoring, library, counseling and ITS Helpdesk services. The student portal may be accessed at <https://mysunyadk.com> using your Network ID and Password.

### SELF-SERVICE BANNER

Self-Service Banner provides web-based access to class schedules, course registration, grades, academic transcripts, financial aid, and other account information. Understanding this system will be essential to your success at SUNY Adirondack. In order to access Self-Service Banner, please log into the Student Portal and click on the Banner link. If you do not have access to Self-Service Banner, please contact the Registrar's Office in Warren Hall for additional information.

**Note:** Your initial Self-Service Banner PIN will be your date of birth in MMDDYY format. You will be prompted to change your initial PIN when you log into Self-Service Banner for the first time.

### ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

Students are responsible for complying with the full Board-approved policy on Acceptable Use of Information Technology Resources, which can be found on the college's website at <https://www.sunyacc.edu/policies>.

## HELPFUL INFORMATION

### ACCIDENT AND SICKNESS PROCEDURE

If you are ill or injured while on campus, you should go to the nearest staff member who will notify appropriate personnel. Should you have an accident while on College property or while engaged in a College activity, it should be reported immediately to the Facilities Office located in Warren Hall. An Incident Report will need to be completed and submitted to the Facilities Office. In case of an emergency, dial 911 first and then contact the Office of Public Safety at (518) 796-1344.

### COMMENCEMENT

Each May, the College holds a commencement ceremony for students who complete their degree in December, May or August of each academic year. More information about commencement will be emailed to all graduates and available on the college website.

## **GREATER GLENS FALLS TRANSIT BUS TRANSPORTATION AND SCHEDULE**

All SUNY Adirondack Students, Faculty and Staff may ride the GGFT route **at no cost**, without limit, upon showing a current, valid College ID with current semester sticker (stickers are available in the Student Engagement & Diversity Initiatives Office).

Bus Schedules are available online at <http://www.agftc.org/ggft/schedule.asp>

## **LOST AND FOUND**

Lost your books? Lost your keys? Found a wallet? Any article which is lost or found should be reported or returned to the Public Safety Office in the Residence Hall. At the end of each academic year, items left in Lost and Found are destroyed or donated to local agencies.

## **ACCESS POLICY**

During business hours, the College is open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by card access, if authorized, or by admittance via Public Safety. The Residence Halls are secured 24 hours a day and are accessed by ID card only.

Authorized College functions that take place during non-business hours are scheduled through the Facilities Office and appropriate access to required facilities will be provided for.

## **STUDENT IDENTIFICATION CARD (WOLF CARD)**

A student identification card is issued to full-time and part-time SUNY Adirondack students, as well as all SUNY Plattsburgh undergraduate students who attend SUNY Plattsburgh @ Queensbury. Nursing students are required to get a separate ID for use in the hospital and it will only be given with clearance from the nursing division. The SUNY Adirondack/ SUNY Plattsburgh ID card is required to access as well as borrow materials from the library, textbook buyback at the SUNY Adirondack Bookstore, and is required for admittance and/or reduced prices to many college functions.

The student identification card also provides access to the campus fitness center, laundry services, computer lab services, admittance to the residence hall, meal plans for commuter and residential students and Timber Bucks -the campus declining balance account. Students may also attend sporting events and theater productions on campus at no charge if they show their student identification card.

Additional benefits of the student identification card are the purchase of discounted Regal and Bow Tie tickets to attend movies at local theaters; students can ride the Greater Glens Falls Transit free, purchase reduced bowling passes to Kingpin's Alley Family Fun Center and receive additional discounts at local retail that offer student discounts. The Student Engagement & Diversity Initiatives Office offers additional discounts throughout the academic year.

## **PUBLIC SAFETY**

All buildings on campus are locked when not scheduled for classes or activities. Off hours use of buildings can be obtained through the issuance of access cards and keys to authorized personnel only. College Public Safety Officers are on duty 24/7 Monday –Sunday throughout the year and can be contacted at (518) 743-SAFE (7233) for assistance.

## **SUNY ADIRONDACK CLOSING INFORMATION**

The College may close for various purposes including weather, security issues, power outages and/or interruption of water/sewer services. Closing announcements will be made over the various radio and TV stations, the **Colleges web site, social media** and the Closing Hotline (518-743-2222).

**Courses held at the Saratoga Center** will follow SUNY Adirondack's decisions on closure. If classes are in session on the Queensbury campus, they are also in session at the Wilton location.

**Extension courses** held at area high schools are cancelled if the secondary school is closed. Alternate arrangements will be made to hold the extension classes at a later date.

In situations of severe weather or other emergencies, it may be necessary to close the campus. This would normally occur in situations where primary roads are impassable or extremely hazardous, or where college roads and parking areas are not able to accommodate vehicles.

Normally, campus closing announcement times will be as follows:

- |                       |   |
|-----------------------|---|
| For day closing       | by <b>6 a.m.</b>                                      |
| For afternoon closing | by <b>11 a.m.</b>                                     |
| For evening closing   | by <b>4 p.m.</b> (for classes beginning at 5:30 p.m.) |

The College may choose to delay morning openings or determine that early closings are necessary and will follow the above times.

*The regular college calendar may be altered as necessary to provide for lost days.*

## **SAFETY AND EMERGENCY INFORMATION**

### **GENERAL SECURITY & SAFETY INFORMATION**

SUNY Adirondack enjoys a full and part-time student population of nearing 3,000 students. The campus employs a workforce of over 300+ full and part-time faculty and staff. The safety of students and college personnel is a top priority on our campus and the College continuously strives to make improvements. Security and safety systems that are in place on the Campus include:

- Building and room card access systems
- Security alarms
- Surveillance systems
- Peace Officer personnel patrolling 24/7
- Facilities and Landscaping designed to minimize hazards
- Emergency telephones in parking lots and building corridors
- MOU's with local Sheriff's Departments
- MOU's with our partner Institutions who share our campus buildings
- SUNY Adirondack Emergency Notification System
- Fully automatic fire detection systems in all buildings
- Emergency telephones in building corridors
- Emergency telephones (Blue Light) located at;
  - East entrance sidewalk to the Residence Hall
  - North of the west door of the Regional Higher Education Building
  - West of Washington Hall, on the upper Quad
  - North of the Gymnasium
  - South of Regional Higher Education Building, west of parking lot #4
- Fully automatic fire detection systems in all buildings

### **REPORTING A CRIME**

Victims and witnesses can report a crime on a voluntary and confidential basis. Report emergency situations directly to Public Safety at (518) 743-SAFE (7233)

### **TIPS LINE**

Non-emergency crimes and concerns can be reported anonymously if desired using the Public Safety Tips line (518) 743-TIPS (8477). Information provided on this communication platform is via voicemail box which is administered by the Public Safety Office.

All members of the campus community are encouraged to report criminal incidents, emergencies, and suspicious activity in a timely manner. All reports are classified, logged and responded to appropriately.

Crimes in progress and/or any other emergencies on campus can also be reported by:

Activating the Emergency Blue Light Phones located on the College grounds next to sidewalks and in parking lots. All Blue Light Phones dial directly to the Warren County Sheriff's Office 911 Center. Public Safety Officers will be dispatched by the 911 Center to the location of the complaint. An incident report will be prepared and filed accordingly.

Using a "Red" phone located in all building corridors.

Or calling the Public Safety Office at (518) 743-SAFE (7233), or the Facilities Office at xt 2246, or by dialing 911.

In any kind of emergency, try to have someone stay with you while another person is sent to get help. In the event you contact medical or police authorities on your own, at the first opportunity contact the Public Safety Office located on the 1st floor of the Residence Life building Room 164 to report the incident and to fill out an incident report. The report will be kept on file in the Public Safety Office.

Public Safety (518) 743-SAFE (7233)

Saratoga County Sheriff's Office 911 or (518) 885-6761

Warren County Sheriff's Office 911 or (518) 743-2500

When a SUNY Adirondack student is involved in an off-campus offense, Public Safety may assist with the investigation in cooperation with local, state or federal law enforcement. Local and state law enforcement agencies routinely work and communicate with Public Safety on any serious incidents occurring on or off campus. SUNY Adirondack Public Safety Officers have direct radio communication with local police, fire and ambulance services to facilitate a rapid response to emergency situations.

## CAMPUS REPORTING AGENTS

These offices allow victims and witnesses to report crime on a voluntary, confidential basis and there is no formal investigation of an incident unless the victim so chooses.

Public Safety (non-emergency) (518) 743-SAFE (7233)

Dean for Students Affairs (518) 743-2277

Counseling Center (518) 743 2247

Residence Life & Housing Office (518) 832-7785

Human Resources (Washington Hall) 518-743-7735

Saratoga Center Administrative Suite 518-584-3959

## CAMPUS CRIME STATISTICS

### *Campus Locations*

Federal law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. Crimes occur in the community beyond what is required to be reported in this document. Students are advised to exercise caution in ALL locations.

**On Campus:** includes all offenses reported on the main campus property located at 640 Bay Rd, Queensbury, NY 12804 and in campus buildings.

**Non-Campus:** includes property owned or leased by the College outside campus boundaries. These properties include the Saratoga Center located at 696 State Rt. 9, Wilton NY, the Culinary Arts building located at 14 Hudson Ave and Crockwell Pond on East Sanford Street, both are located in the City of Glens Falls.

**Public Property:** includes thoroughfares, streets, sidewalks, parking facilities, and public parks or park-like settings immediately adjacent to and accessible from the campus.

## **PERSONA NON GRATA (PNG)**

An order of exclusion from campus to non-students who have demonstrated that their presence on campus would be a threat to the campus and/or campus members. Violators can be arrested for criminal trespass.

## **CAMPUS CRIME INCIDENTS**

In accordance with the Campus Safety Act, the following reflects reportable crime statistics at SUNY Adirondack for the previous (3) years. Statistics are compiled in the Facilities Office.

**Reported On-Campus Crime Statistics at SUNY Adirondack are available at [sunyacc.edu/annual-security-report](http://sunyacc.edu/annual-security-report)**

## **DEFINITIONS OF THE ABOVE CRIMINAL ACTIONS**

**Murder** - the willful killing of one human being by another.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **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.
- B. **Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.
- C. **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.
- D. **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.
- E. **Incest:** Nonforcible sexual intercourse between peoples who are related to each other within the degrees wherein marriage is prohibited by law.
- F. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Note in New York State, the age of consent is 17.

**Robbery** - the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated Assault** - an unlawful attack by one person upon another wherein the offender displays or uses a weapon in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Arson** - Any willful or malicious burning, attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another etc.

**Burglary** - the unlawful entry into a building or other structure with the intent to commit a crime.

**Motor Vehicle Theft** - the theft or attempted theft of a motor vehicle.

**Liquor Law Violations** - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

**Drug Abuse Violations** - violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use

**Weapons Possessions** - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

**Bias Crimes** – refer to page to Bias Crimes

**Hate Crimes**- when a person is victimized intentionally because of her/his actual or perceived race, gender, sexual orientation, ethnicity or disability.

## PREVENTIVE MEASURES

Although SUNY Adirondack is fortunate to have been able to maintain a very safe environment over the years, no one should be lulled into a false sense of security. Here are several common-sense measures to take at all times:

- register your vehicle on campus
- lock all valuables in the trunk of your car
- lock your car doors and secure windows
- park in well-lit areas at night
- inspect the area around your vehicle, including the back seat
- have your keys ready
- avoid strangers and hitch-hikers
- walk with friends
- don't leave books and other valuables unattended
- always lock your bicycle
- do not flash large amounts of cash or credit cards
- report any suspicious activity to security personnel

## CRIME PREVENTION PROGRAMS

Crime Prevention programs on personal safety and theft prevention are sponsored by Public Safety and Student Services throughout the year. Staff facilitate programs for students providing a variety of strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

## MISSING PERSONS POLICY

### 1. Purpose

SUNY Adirondack College is required by the Higher Education Act amended August 14, 2008, to establish protocol for students living in campus housing. The purpose of this policy is to provide guidance to employees handling cases involving missing persons. A student will be considered missing, if the college receives a report that the student has not been seen in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. In most cases a reasonable amount of time is considered 24 hours. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

### 2. Policy

The Warren County Sheriff's Office or the New York State Police are responsible for investigating reports of missing person(s). The Public Safety Office may assist the Sheriff's Office/ State Police by providing them with information on the missing person(s).

### 3. Scope

This policy pertains to all current students of SUNY Adirondack living in the Residence Hall. All students are encouraged to voluntarily provide contact information to the College in the event there is a report of a missing person.

## 4. Procedures

### A. DEFINITIONS

- (1) Missing Person – An individual whose whereabouts are unknown to the reporting party. A reporting party may be:
  - a. a parent
  - b. a guardian
  - c. a roommate
  - d. an employer/employee
  - e. any person who should reasonably know the missing person’s whereabouts
- (2) Missing Persons “At Risk” – Those who fall into any one of the following categories:
  - a. victims of foul play
  - b. persons who need medical attention
  - c. persons physically or mentally impaired and unable to care for themselves
  - d. victims of abduction

### B. NOTIFICATION

1. A reporting party may contact one of the following offices to report a person missing:
  - a. Campus Public Safety (518) 743-SAFE (7233)
  - b. Residence Life (518) 832-7785
  - c. Dean of Student Affairs (518) 743-2277
2. The Office of Public Safety will immediately be notified. The Public Safety Officer receiving the report call must first try and determine the risk status. Persons found to be “At Risk” will require an immediate response and investigation by the local police.
3. If the missing student is found not to be “At Risk,” a Public Safety Officer will take all information from the caller to include a description of the student, the last time he/she was seen, the type/color of clothing worn, conduct an investigation, complete an Incident Report, and notify the Director of Public Safety for further instruction.
4. Upon receiving notification of a student missing who resides on campus, the Public Safety Officer will:
  - a. Respond to the missing student’s room, knock and attempt to make contact with the student. If no answer, using the master key, unlock the door while announcing “Public Safety is there anyone here”? No entry will be made to the student’s room/apartment without at least one of the following present: a Resident Assistant, or Resident Director, another officer or another student. If the room/apartment is empty, note the date and time of entry and who was present at that time for recording later in the Incident report.
  - b. Talk to the neighbors next to and across from the missing student’s room, to determine when was the last time they saw the missing student or heard her/him in the room.
  - c. Attempt to locate the student via telephone, Twitter, Facebook, social media or other means of electronic communications.
  - d. If the above actions are unsuccessful in locating the student within twenty-four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction, etc.), A member of Public Safety will contact the Warren County Sheriff’s Office to report the student as a missing person and the local law enforcement agency will take over the investigation.

5. Notification to Key Campus Personnel – Upon receiving notification of a student missing, Campus Public Safety will make notification by phone, campus email or in person to the following key personnel on this Campus:
  - a. President
  - b. Vice President for Administrative Services and Treasurer
  - c. Dean for Student Affairs
  - d. Director of Residence Life
6. No later than 24 hours after determining that a residential student is missing, the Vice-President, or her designee, will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
7. In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student., The Vice President for Enrollment and Student Affairs (VPESA), or designee, is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Vice President for Enrollment and Student Affairs (VPESA).

### C. EMERGENCY CONTACT INFORMATION

- (1) Students age 18 and older and emancipated minors – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college “in case of emergency.” This person’s identity will be kept confidential and will only be used by authorized personnel. However, if a person is reported missing, the contact information may be provided to Law Enforcement to aid in the investigation. In the event a student is reported missing, college personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.
- (2) Students under the age of 18 – In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth.

Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The Public Safety office will assist outside agencies with these investigations.

## **BIAS CRIMES PREVENTION**

### **HATE CRIMES AND THE LAW**

It is a SUNY Adirondack mandate to protect all members of the campus 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 activity 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, gender, sexual orientation, 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 the Office of the Dean for Student Affairs.

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, SUNY Adirondack also assists in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by SUNY Adirondack as acts of bigotry, harassment, or intimidation directed at a member or group within the SUNY Adirondack community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus Code of Conduct. Bias incidents can be reported to the Dean for Student Affairs or the Associate Vice President of Human Resources.

If you are a victim of, or witness to a hate/bias crime on campus report it to Campus Security personnel by calling (518) 796-1344 or using a Blue Light phone. You can also contact the Dean for Student Affairs. Designated college personnel 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 by contacting the Counseling Office at (518) 743-2278, or stopping by the Office, located in Warren Hall.

For general information on SUNY Adirondack security procedures contact the Office of Facilities at (518) 743-2246. Further information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from Office of the Dean for Student Affairs at (518) 743-2277.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE PREVENTION AND RESPONSE**

SUNY Adirondack reaffirms its policy to provide equal opportunity in employment and education through its commitment to creating an environment that is safe, healthy, fair and respectful for our entire campus community. Sex discrimination, including sexual harassment and sexual violence, is against the law and is a violation of the Non-discrimination Policy of SUNY Adirondack. Sex discrimination in the form of sexual harassment is prohibited by Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It is also a violation of New York State's Human Rights Law.

Title IX is a federal law administered by the Office of Civil Rights. Discrimination on the basis of sex (which includes sexual harassment and sexual violence) is a violation of this law and our Code of Conduct. The protections and sanctions under Title IX pertain to all members of the campus community, as well as third parties to the campus, whether or not the incidents occur on campus or during business hours. Sex discrimination in all its forms will not be tolerated at SUNY Adirondack.

- Sex discrimination includes all forms of sexual harassment (verbal, physical or otherwise), sexual assault and sexual violence by employees, students or third parties against employees, students or third parties.
- Sexual harassment is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive to unreasonably interfere with, limit, or deny someone's ability to participate in or benefit from a college program or activity.
- Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex and does not necessarily involve a perpetrator's conduct being sexual in nature.
- Sexual violence is a physical sexual act 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.
- Consent is clear, unambiguous and voluntary agreement between participants to engage in specific sexual activity. Please visit the website <http://www.sunyacc.edu/title-ix> for more information.

In addition to sex discrimination, other conduct prohibited under Title IX includes unequal facilities, unequal treatment based on gender or gender identity, disparities in pay, employment or admission based on gender, unequal distribution of athletic funds, and discrimination relating to pregnancy. The law applies whether the victim and/or perpetrator are male or female and whether the incident occurs between individuals of the same or the opposite sex.

All students, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, immigration or citizenship status (including international and undocumented students), domestic violence victim status, criminal conviction, and/or part- or full-time status are protected and have rights under Title IX. Additionally, victims are protected under the law whether discrimination is based on actual or perceived sexual orientation, gender identity, or failure to conform to stereotypical notions of masculinity and femininity.

All colleges that are subject to Title IX, including SUNY Adirondack, have a duty promptly respond to all complaints of sex discrimination, sexual harassment and sexual violence; to limit the effects of any incidents that occurred; and to prevent their recurrence. As a resource for the entire SUNY Adirondack community, our campus Title IX Coordinator and Deputy Title IX Coordinator are extensively trained in responding to such incidents and can advise parties about their rights and available resources. The Title IX Coordinator is also responsible for addressing any adverse patterns of behavior on campus; ensuring that students are not discriminated against based on their gender identity; and assuring that transgender students are treated in a manner consistent with their gender identity.

Anyone who experiences, observes or hears about an incident of sex discrimination in any form should report it to the Title IX Coordinator/Deputy Coordinator or another campus official as soon as possible. It doesn't matter where or when it happened; there is no statute of limitations on reporting and we will help a student access resources and navigate the Title IX Grievance Procedure regardless of when the incident occurred.

In addition to receiving help from the Title IX Coordinator, please know that you have the right—but are not required—to make a report to Campus Public Safety, local law enforcement, and/or state police; the right to engage in the Campus Conduct Policy; the right to choose not to engage in the Campus Conduct Process or criminal proceedings; and the right to be protected by the College from retaliation. The Title IX Coordinator/Deputy Coordinator can better explain these options, help you choose which is right for you, and provide access to services, resources and accommodations whether or not you choose to utilize the Campus Conduct Process or contact law enforcement.

SUNY Adirondack Title IX Coordinator: Lottie Jameson

Phone: 518-743-7741

Email: jamesonl@sunyacc.edu

Office: Scoville Hall

SUNY Adirondack Deputy Title IX Coordinator: Mindy Wilson

Phone: 518-743-2252

Email: wilsonm@sunyacc.edu

Office: Human Resources, Washington Hall

The privacy of anyone making a report to a college official and/or the Title IX Coordinator/Deputy Coordinator will be protected at all times and to the greatest extent possible. Students or employees requesting confidentiality should understand that this may limit our ability to respond to the incident, including disciplining the perpetrator. Additionally, there are rare instances in which we may be required to override a request for confidentiality in the interest of safety. If you wish to make a report to someone who has the privilege of full confidentiality under the law, please see the website <http://www.sunyacc.edu/title-ix> for information regarding on- and off-campus resources.

More information on Title IX, Violence Against Women Act, Enough is Enough, and sexual assault/violence prevention can be found on the website <http://www.sunyacc.edu/title-ix>.

## STUDENTS' BILL OF RIGHTS

The State University of New York and SUNY Adirondack are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations—regardless of the victim/survivor's race, color, 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—have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:

1. Make a report to law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the campus conduct process and/or the criminal justice process free from pressure from the College;
4. Participate in a process that is fair, impartial and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services where available;
6. Be free from any suggestion that the reporting individual (including but not limited to the victim) is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College officials as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the College, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the College.

## BILL OF RIGHTS OPTIONS IN BRIEF

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for more detailed information on confidentiality and privacy, visit our website <http://www.sunyacc.edu/title-ix>);
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, Deputy Title IX Coordinator, the Dean for Students, and/or the Associate Vice President of Human Resources;
  - Campus Public Safety;
  - Local law enforcement; and/or
  - Family or Civil Court.

## SEX OFFENDER REGISTRATION

In Accordance with the “campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Act and Family Educational Rights and Privacy Act of 1974, the Office of Public Safety of SUNY Adirondack is providing a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of New York, convicted sex offenders must register with the New York State Department of Criminal Justice Services. The Sex Offender Registry is available via Internet. Registry information is provided is to be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

Follow the link below to access the Registry website: <http://criminaljustice.state.ny.us/nsor/>

REMEMBER: Every emergency situation is different. Only you can decide which course of action is appropriate.

## CODE OF CONDUCT

The Code of Conduct exists as a means to protect the rights of all students and faculty while also holding individual members to the same standards of respect, courtesy, integrity and responsibility. It is in the best interest of all students to review their rights and responsibilities as laid out in the following document. In the event of a violation, students have the right to due process as defined within the code of conduct.

SUNY Adirondack recognizes that its chief responsibility to the community is education. Our Code of Conduct is designed to facilitate an awareness of this community context and to provide meaning to all our lives. Education is primary, as it should be within any educational institution. The Code provides for fair due process, and emphasizes the issuance of sanctions that are positive. Behaviors which interfere with the ongoing daily educational purposes of the college may require intervention and/or disciplinary action. With this in mind, we as a community believe that students enrolling at SUNY Adirondack assume an obligation to conduct themselves in a manner compatible with the functions of the college as an educational institution. While college may present certain stressful situations, it is expected that students will be able to maintain an adequate level of self-control.

The College Code of Conduct expects that all students will conduct themselves as responsible members of society as defined by this Code. It intends to educate individuals regarding the nature of communities and provide opportunities to learn and express positive behavior within those larger contexts. In addition, students and student organizations should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. Nevertheless, in any demonstrations or public expressions of opinion, students or student organizations speak only for themselves.

1. **Code of Conduct infractions include** violations of any federal, state, or local law, where, in the judgment of the College, the person charged endangers the property or threatens the personal safety of an individual and/or the academic community. It is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to the proper authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

**Infractions of Residence Hall Community Expectations and Standards** are defined in the ADIRONDACK HOUSING ASSOCIATION, LLC (AHA) Handbook. It should be noted that a violation of the Community Standards may also be a violation of the College Code of Conduct and students may be held accountable both by the AHA and the College for their actions in the Residence Halls depending on the level of offense.

Disciplinary measures may be taken for the following reasons: (Note, however, these do not cover every single circumstance when disciplinary measures will be enacted. In general, any act that infringes upon the rights of others or that adversely affects the College is prohibited.)

- A. Dishonesty, such as cheating or plagiarism.
- B. Falsifying information to the College, such as forgery, alterations or intentional misuse of College documents, records, or identification.
- C. Obstruction or disruption of any College activities (both in and outside of the classroom) or insult of any person authorized or assigned to address student groups.
- D. Aggressive physical contact and/or physical abuse of any person; or conduct which threatens or endangers health or safety.
- E. Theft of, or damage to, college or personal property.
- F. Non-compliance with SUNY Adirondack's Computer Use Policy and Procedures.
- G. Unauthorized or improper use of, or entry to, College facilities.
- H. Violation of College policies concerning regulation of student organizations.
- I. Disorderly, lewd, indecent, or obscene conduct or expression.
- J. Harassment of any person, sexual or otherwise. This includes harassing electronic communication (texts, emails, Facebook posts, etc.)
- K. Failure to comply with directions of College employees, including resident assistants, acting in the performance of their duties.
- L. Violation of the college tobacco-free policy.
- M. Gambling in any form.
- N. Presence on campus under the influence of alcohol or other drugs.
- O. Possession or use of alcoholic beverages on campus at other-than-approved events and under approved conditions.
- P. Sale, possession, exchange, or use of narcotics or illegal drugs in any form.
- Q. Possession of firearms or any other weapon on campus and college-sponsored events. This includes but is not limited to, hunting rifles, hand guns, paintball guns, BB guns, airsoft guns, stun guns, very realistic looking toy guns, switchblades, gravity knives, bows and arrows, ammunition of any kind and any martial arts weapons.
- R. Recklessly or intentionally endangers mental or physical health or forcing consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
- S. Persistent acts of willful disobedience or defiance toward college staff.
- T. Breach of peace on college property or at college-sponsored events.
- U. Willfully inciting others to commit any of the acts herein prohibited.
- V. Reckless, inappropriate or negligent behavior during an off-campus, college-sponsored activity or course
- W. The act or threat of retaliation, intimidation, or coercion toward another individual for participating in a College process or procedure.
- X. Any other charge deemed necessary by the Dean for Student Affairs.
- Y. Any incident that falls under the federal Clery Act.

- Z. Stalking intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Stalking does not require direct contact between the parties and can be accomplished in many ways, including through the use of electronic media such as Internet, pagers, cell phones or other similar devices.

## **II. Violations of the Code of Conduct**

- A. Academic violations of the Code of Conduct shall be referred to the Associate Vice President for Academic Affairs. All other violations shall be referred to the Dean for Student Affairs and/or the appropriate law enforcement agency.
- B. The Associate Vice President for Academic Affairs and/or the Dean for Student Affairs may initiate an informal inquiry into any alleged violation of the Code of Conduct in order to determine if an incident has occurred. During the inquiry students, faculty, staff or other appropriate parties may be asked to meet with the Associate Vice President or Dean (or his/her designee) in order to clarify the situation.
- C. The Associate Vice President for Academic Affairs and/or the Dean for Student Affairs may intervene or take disciplinary action, either when requested in writing by a faculty member, staff member, Division Chairperson, or on his/her own accord, when student behavior is disruptive to learning or to campus activity or poses a threat to person or property.
- D. The Dean for Student Affairs may designate a College official to act as a conduct officer in his/her place regarding cases that may result in lower level sanctions only (e.g. oral or written reprimand or appropriate education or punitive sanctions).
- E. All formal academic charges of Code infraction shall be submitted in writing and in complete detail to the Associate Vice President for Academic Affairs. All other formal charges of Code infraction shall be submitted to the Dean for Student Affairs in writing and in complete detail. In the event that the Dean is a party to the charges, his/her duties shall be performed by some person designated by the appropriate Vice-President.
- F. Within ten working days of the date of notice, the student shall be notified of the charges in electronic or written format and required to meet with either the Associate Vice President for Academic Affairs (in the case of academic/classroom violations) or the Dean for Student Affairs, or his/her designee (for all other violations) regarding charges. If the student does not report to the Associate Vice President's or the Dean's office or respond in writing to reschedule, the procedure will continue as follows and may result in the actions described below.
- G. Pending action on charges, civil or College, the status of the student shall not be altered or his/her right to be present on the campus and to attend classes denied, except for reasons relating to the safety and wellbeing of students, faculty and staff, or College property. The decision to alter student status under this section shall be made by the Associate Vice President for Academic Affairs (in the case of academic/classroom violations), or the Dean for Student Affairs (for all other violations), upon consultation with the appropriate Vice-President (during normal business hours), or the appropriate Public Safety Official (outside of normal business hours) and shall be final, pending action on the charges. Such decision shall be in writing and the reasons shall be set forth.

## **III. Procedure for Action by the Dean for Student Affairs, Associate Vice President for Academic Affairs, or other designated college authority**

- A. The student will be advised of his/her rights in the interview/inquiry and possible consequences.
- B. Except in cases of sexual harassment and sexual violence (including but not limited to domestic violence, dating violence, and sexual assault and stalking), an effort will be made to resolve the issue by mutual agreement if it is deemed a violation of the Code of Conduct has occurred. An effort will be made to agree on appropriate action where warranted.

- C. Within five working days of a formal meeting, the Associate Vice President for Academic Affairs (in the case of academic/classroom violations), or the Dean for Student Affairs (for all other violations) will either determine there was no violation of the Code of Conduct or take appropriate action and provide notice to the student in electronic or written format. Action can include, but is not limited to, oral or written reprimand and warning, appropriate educational or punitive sanctions determined by the Associate Vice President or Dean; removal from a course or courses with an “AW” grade; suspension or leave of absence; or permanent dismissal.
- D. The following policy applies to the actions described:
1. **Oral or written reprimand and warning:** no transcript record will be made but a letter will be kept on file.
  2. **Appropriate education or punitive sanctions:** i.e. Community service, fines, mandatory counseling etc.
  3. **Administrative withdrawal:** transcript will carry a record of “AW”; decision to impose an administrative withdrawal will be made by the Dean for Student Affairs or Associate Vice President for Academic Affairs. Any transcript notation will be in accordance with college transcript notation policy.
  4. **Administrative Restriction:** student may be restricted from student activities or individual course enrollment for a period specified by the Associate Vice President for Academic Affairs or Dean for Student Affairs; student must request approval for release of restriction; transcript will carry no record of restriction.
  5. **Removal:** student may not attend classes for a period specified by the Associate Vice President for Academic Affairs or Dean for Student Affairs; student must request approval for resumption of schedule and is not exempt from any course work requirements; grades of “AW” or “F” may be assigned. Any transcript notation will be in accordance with college transcript notation policy.
  6. **Disciplinary Probation** is a higher-level sanction imposed for serious violations or a pattern of violations of the conduct code. A student is placed on Disciplinary Probation through graduation and subsequent violations will likely call into question the status of the student at the College.
  7. **Suspension:** student may be suspended for a period up to two years. Suspension can include, but is not limited to, suspension from class, activities, and campus as a whole. During suspension from class or campus, grades of “AW” or “F” will be determined by the Dean for Student Affairs or Associate Vice President for Academic Affairs and instructors; student must request permission of the Associate Vice President for Academic Affairs or the Dean for Student Affairs imposing the sanction to re-enroll; the Associate Vice President for Academic Affairs or Dean for Student Affairs may set terms for re-enrollment. Any transcript notation will be in accordance with college transcript notation policy.
  8. **Dismissal:** student is permanently dismissed from the College and may not re-enroll; grades for the semester in which the action took place may be “AW” or “F”; student may not receive a degree or certificate from SUNY Adirondack. Any transcript notation will be in accordance with college transcript notation policy.
  9. **Transcript Notation:** When Code of Conduct violations involve incidents of violence that meet the reporting requirements for the Clery Act (including but not limited to domestic violence, dating violence, sexual assault and stalking), the College will make a notation on the transcript if a student is suspended or dismissed from the College after a finding of responsibility, as well as to any student who withdraws from the institution with such conduct charges pending. The full Transcript Notation Policy can be found at: <http://catalog.sunyacc.edu/content/transcript-notation-policy>.
- E. Action taken by the Dean for Student Affairs or Associate Vice President for Academic Affairs shall constitute a final resolution of the case subject to appeal.

- F. When either the Dean for Student Affairs or the Associate Vice President for Academic Affairs makes a determination that a conduct violation occurred, and the action taken results in removal from courses, a grade of “AW” or “F” will be applied as of the date of the determination. When applicable a transcript notation will also be made as of the date of the determination.
- G. Removal from courses and/or housing does not release a student from their financial obligations to SUNY Adirondack. In addition, removal does not allow for any refund of charges.

#### IV. Student Disciplinary Review Board (“Review Board”)

- A. The Review Board shall consist of three students, three full-time faculty members, and the Vice President for Academic Affairs or his/her designee (in the case of academic violations) or the Vice President for Enrollment and Student Affairs (for all other violations) or his/her designee. The chairperson of the Review Board will be the Vice-President or the designee. The Associate Vice President for Academic Affairs or the Dean for Student Affairs bringing forth the appeal will attend hearings as a non-voting member. Action of the Review Board shall be determined by a simple majority vote and the board shall follow the latest edition of Robert’s Rules of Order.
- B. The Review Board will be impartial, and no member will be either a witness against the student or a person previously involved in formulating the charge.

#### V. Procedure for Hearing before the Review Board

- A. The Chairperson of the Review Board shall preside at the hearing. **The hearing does not follow trial court procedure.**
- B. The student has the following rights:
  - 1. to present his/her side of the story.
  - 2. to present relevant witnesses and evidence on his/her behalf. Character references shall **not** be heard.
  - 3. to examine witnesses and evidence against the student.
  - 4. to remain silent without assumption of guilt.
- C. An appeal is the process to request a review of the original student conduct outcome. The Referred Party has the right to submit one application for appeal. An appeal does not rehear a student conduct case, but rather determines if the conclusion reached in the original case is valid based on substantiation of a procedural error, new evidence, or the severity of the sanction.
  - 1. An application for appeal must be submitted electronically within seven calendar days of receiving the decision letter via campus e-mail. Instructions on how to file an application for appeal are provided in the decision letter. Applications for appeal may not be submitted by a third party.
  - 2. Applications for appeal are reviewed by the Vice President for Enrollment and Student Affairs or his/her designee to determine if the appeal is timely and meets the grounds for appeal. The original decision will stand if the appeal is not timely or does not meet the grounds for appeal, and the decision is final.
  - 3. If the application is timely and meets the grounds, the appeal will be reviewed based on the preponderance of evidence standard.
  - 4. Appeal outcomes are determined based on the Referred Party’s approved written application for appeal and the rationale of the original student conduct review.
  - 5. A written notification of the appeal decision will be made and the decision is final.
- D. The Review Board shall examine all relevant facts and circumstances without regard to the technical rules of evidence.
- E. A transcript will be kept to enable review of the proceedings. This will be kept by the Office of the Vice-President chairing the hearing.

- F. The student shall be allowed to appear with a campus advocate of his/her choice if they choose. The advocate will be a member of the College's faculty or staff, and is not permitted to speak (except to the student) during the hearing.
- G. If the student does not appear, the action determined by the Associate Vice President for Academic Affairs or Dean for Student Affairs bringing forth the charges shall be implemented.
- H. The student will have a full opportunity to question witnesses who appear against him/her at the hearing. During the hearing the student will have the opportunity to make statements in response to written statements submitted against him/her.
- I. The student shall have the right to summon witnesses to support his/her position, but such witnesses may be interviewed in advance of the hearing by either the Associate Vice President for Academic Affairs or the Dean for Student Affairs and/or the Chairperson of the Review Board.
- J. The decision of the Review Board concerning the current sanction shall be in electronic or written format and submitted to the student within ten days of the hearing. It shall be based solely on evidence given in the hearing and shall constitute a decision which will be final.

## VI. Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the Associate Vice President for Academic Affairs or Dean for Student Affairs. Both the respondent and complainant will be notified in writing of the delay, the reason for the delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than five (5) business days.

## VII. Burden of Proof

The burden of proof in all alleged Code of Conduct violations (including domestic violence, dating violence, sexual assault and stalking) is "the preponderance of the evidence"—whether it is "more likely than not" that the violation occurred. If the evidence presented meets this standard, then the respondent will be found responsible.

## VIII. Disciplinary Procedures Specific to Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment and Stalking

- A. **In addition to those policies listed above, the following disciplinary procedures will apply in all cases where incidents of domestic violence, dating violence, sexual assault, sexual harassment or stalking are reported.** Reported incidents of domestic violence, dating violence, sexual assault, sexual harassment and stalking will be investigated and adjudicated in a prompt, fair, and transparent manner consistent with SUNY Adirondack's Code of Conduct policies.
- B. Time Frames for Case Review Process
  - a. SUNY Adirondack will conduct a timely review of all reports of domestic violence, dating violence, sexual assault and stalking. Absent extenuating circumstances, review and resolution are expected to take place within sixty (60) calendar days of receiving a report.
  - b. If a student engages the Campus Conduct Process, any outcomes and/or sanctions related to the reported incident are typically issued within five (5) business days of a formal hearing.
  - c. An appeal of the outcomes and/or sanctions by either party must be submitted to the Dean for Student Affairs in writing within seven (7) business days of receiving notification of the outcomes. Appeals are heard by the Student Disciplinary Review Board (see Sections IV-V) and, absent extenuating circumstances, decisions on appeals are typically issued within ten (10) business days of a hearing before the Board.

### C. Evidence

1. Reported incidents of domestic violence, dating violence, sexual assault, sexual harassment or stalking will be investigated by campus personnel who receive annual training on such issues, including the Title IX Coordinator, Public Safety Officials, the Dean for Student Affairs, and the Associate Vice President of Human Resources.
2. Evidence presented by the reporting individual(s) and the accused person(s) for any hearing on domestic violence, dating violence, sexual assault, sexual harassment or stalking must be submitted to the Dean for Student Affairs at least two (2) business days in advance of the scheduled hearing so the opposing party may have adequate time to review said evidence.
3. The Dean for Student Affairs or their designee hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review any evidence to be presented during the hearing.
4. The Dean for Student Affairs or their designee hearing the case will make the final decision regarding admissibility of all evidence.
5. Parties' Right to Advisors in Cases Involving Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment or Stalking
  - i. Both the reporting individual and the accused person may be accompanied by an advisor of their choice who may assist and advise them through the conduct process and any related hearings or meetings.
  - ii. Advisors may speak with their respective advisees during hearings and/or meetings, and advisees may request a brief recess from the hearing to consult with their advisor. However, advisors may not participate in the hearing or meeting process, i.e. by asking questions directly to College officials, attempting to present evidence, or speaking on behalf of their advisee.
  - iii. Any advisor who does not abide these instructions will be asked to leave at the discretion of the Dean for Student Affairs.

### D. Hearings

Both parties are allowed to attend all hearings to present their case (although the reporting individual is not required to attend). Parties can question one another through the hearing officer. Hearing officer has the ability to determine if the question is valid to ask, not ask or modify.

### E. Notification of Findings

In cases of sexual misconduct, including violations involving domestic violence, dating violence, sexual assault, sexual harassment and stalking, both the reporting individual and the accused person will receive simultaneous written notice of results within five (5) business days of a formal hearing. The notice will include:

1. Finding of responsibility;
2. What sanctions (if any) have been imposed;
3. Rationale for the result and the sanctions;
4. Notice of the College's appeal process;
5. When the results become final; and
6. Any changes that may occur to the results before that time.

## F. Protective Accommodations

The College is committed to ensuring the safety and well-being of reporting individuals. Following an allegation of sexual misconduct, including but not limited to domestic violence, dating violence, sexual assault or stalking, a student may request certain protective accommodations and interim safety measures. The College will work with students to meet individual requests with appropriate and reasonable accommodations as available. Possible requests include:

1. Change in academic schedule;
2. Access to academic support such as tutoring services;
3. The ability to withdraw from or retake a class without penalty;
4. Relocation of assigned campus residence;
5. Change in transportation and/or work schedules;
6. Scheduled time for use of public facilities (Fitness Center, Dining Hall, etc.).

While we will work to mitigate the impact of these measures on both parties, it is our obligation to minimize the burden placed on the reporting individual and the College will therefore endeavor to the extent practicable to change the schedule or accommodations of the accused person prior to changing the accommodations of the reporting individual.

## G. Interim Measures

In situations where it is necessary, the College will take immediate steps to protect reporting individuals pending the final outcome of an investigation and/or hearing. These steps include the accommodations listed above, as well as issuing No Contact Orders, temporary suspension from the College and/or Residence Hall, and denied access to the campus. Please refer to the Code of Conduct for disciplinary procedures related to acts of sexual misconduct, especially those specific to reports of domestic violence, dating violence, sexual assault and stalking. Interim measures may be deemed permanent by the Dean for Student Affairs following a formal hearing and a finding of responsibility.

Both the accused/respondent and reporting individual may request a prompt review, reasonable under the circumstances and consistent with SUNY Adirondack policies and procedures, of the need for and terms of any interim measure and accommodation that directly affects him or her; parties may submit evidence in support of their request. While reporting individuals may request accommodations through any of the offices referenced in this policy, the Title IX Coordinator or Deputy Title IX Coordinator can serve as a point to assist with these measures.

## H. Possible Sanctions for a Finding of Responsibility in Cases Involving Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment and Stalking

SUNY Adirondack considers domestic violence, dating violence, sexual assault, sexual harassment and stalking to be extremely serious violations of our Code of Conduct. In cases where an accused individual is found responsible, s/he may be subject to suspension or dismissal from the College.

Per New York State legislation (129-B), when Code of Conduct violations involve incidents of violence that meet the reporting requirements for the Clery Act (including but not limited to domestic violence, dating violence, sexual assault and stalking), a transcript notation will be issued to any student suspended or dismissed from the College after a finding of responsibility, as well as to any student who withdraws from the institution with such conduct charges pending. The full Transcript Notation Policy can be found at: <http://catalog.sunyacc.edu/content/transcript-notation-policy>.

## I. Retaliation

1. No member of the SUNY Adirondack community may retaliate against, intimidate, threaten, coerce or otherwise discriminate against persons involved in a sexual misconduct investigation and/or disciplinary proceeding, including the reporting individual, the accused person, and/or any witnesses.
2. Both the reporting individual and the accused person have the right to choose whether to disclose or discuss the outcome of a conduct hearing. However, it should be noted that this does not allow students to unreasonably share private information in a manner intended to harm or embarrass another individual, or in a manner that would recklessly do so regardless of intention. Such sharing may be retaliation, which can result in separate charges under the Code of Conduct.
3. If you feel you have experienced retaliation related to an incident of sexual misconduct, please contact the campus Title IX Coordinator or Deputy Title IX Coordinator.

## J. Policy for Alcohol and/or Drug Amnesty in Cases of Sexual and Interpersonal Violence

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 Adirondack recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of violence (including but not limited to domestic violence, dating violence, stalking or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences related to their conduct. SUNY Adirondack strongly encourages students to report any incidents of sexual or interpersonal violence to campus officials. A bystander or reporting individual (including but not limited to the victim of violence) acting in good faith that discloses any incident of sexual or interpersonal violence to SUNY Adirondack officials or local law enforcement will not be subject to SUNY Adirondack Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time that the violence was committed.

Please note that this amnesty specifically covers SUNY Adirondack Code of Conduct actions of a disciplinary nature. It does not limit the College from seeking help for a student who is struggling with alcohol or drug addiction or who is otherwise in danger.

Additionally:

This amnesty is unrelated to off-campus adjudication such as criminal prosecution or arrest by law enforcement.

This amnesty is available for alcohol and/or drug use by individuals. Dealers and distributors are not shielded from adjudication, nor are those who drug others without their knowledge.

For those in a clinical or similar setting wherein external laws, policies, or accreditation requirements require removal or restrictions for those using drugs or alcohol, this policy does not specifically limit those actions

# CAMPUS POLICIES AND PROCEDURES

## BULLETIN BOARD POSTING POLICY

The following rules and regulations apply to fliers, posters, brochures, notices, etc. from on-campus and off-campus populations. These rules do not apply to class project displays.

1. All items to be posted must be approved and stamped by the Student Engagement & Diversity Office. Items which are not stamped will be taken down.
2. Postings are confined to bulletin boards and “hang-it” spaces only. There is absolutely no posting on glass surfaces (including classroom/building doors and windows), stairwells, classrooms, or interior/exterior walls. Please note the limit of one poster per event per bulletin board.
3. The typical time limit for postings is two weeks. Special arrangements may be made through the Student Engagement & Diversity Office for extended time. All postings must be dated and will be removed once the date has expired. Advertisements for special events should be removed immediately following the event.

For questions or concerns regarding this policy, please contact the Student Engagement & Diversity Initiatives Office at (518) 743-2251.

## DISTRIBUTION OF MATERIALS ON CAMPUS

SUNY Adirondack encourages expressions of free speech and permits the distribution of printed material for non-commercial purposes by the general community in a manner, which does not compete with the ongoing programs or regular business of the College and is in accordance with College policy. Individuals, organizations, or groups must comply with the College Code of Conduct, found in this handbook. Individuals, organizations, or groups who interfere in or compete with ongoing programs or regular business of the College while distributing such material may be charged with an infraction of the appropriate section of the Code of Conduct.

Any individual, organization, or group desiring to distribute such printed material at the College must obtain advance approval from the Director of Student Engagement & Diversity. Approval to distribute printed material will not be based on the content of the printed material. Approval is required only to assure non-interference with the ongoing programs or regular business of the College. The College does not assume any obligation or responsibility for the content of materials distributed. Any denial of the distribution of printed material may be appealed to the Dean for Student Affairs within fifteen (15) days of the denial. The College reminds any individual, organization, or group so distributing materials to be aware of current laws regarding libel, defamation, obscenity, fair labor relations, and other applicable laws. Acceptance of monetary donations for such material is prohibited.

## STATEMENT OF NON-DISCRIMINATION & EQUAL OPPORTUNITY

SUNY Adirondack is committed to fostering a diverse community of outstanding employees and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the SUNY Adirondack 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 may be directed to Lottie Jameson, Title IX Coordinator, Scoville Hall, jamesonl@sunyacc.edu or by calling 518.832.7741. Inquiries regarding the application of other laws, regulations and policies prohibiting discrimination may be directed to Mindy Wilson, Associate Vice President of Human Resources, Washington Hall, at wilsonm@sunyacc.edu, or by calling 518.743.2252. 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, at ocr.newyork@ed.gov, or by calling 646.428.3800.

## HAZING

SUNY Adirondack welcomes and encourages all students to become involved in the many clubs, organizations, and sports that are offered. One's development is enhanced not only in the classroom, but outside as well. Mutual respect of others is part of this process.

As defined by New York State Law, any individual(s) who harass and thereby endanger the mental and physical health of another, and/or force consumption of alcohol or drugs for the purpose of initiation, shall be in violation of the SUNY Adirondack Student Code of Conduct. This rule includes all clubs, athletic teams, and any groups recognized by the College. Further, any student who knowingly withholds such information will likewise be subject to a violation of the SUNY Adirondack Student Code.

## HIPAA COMPLIANCE

The U.S. Department of Health and Human Services has released privacy standards which prohibit the release of individually identifiable health information. These standards, which are part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), legally require entities to safeguard any protected health information that they hold. To be in compliance with these standards, each entity that holds medical information must provide each individual on whom they have such documentation with a Notice of Privacy Practices. This notice describes to you how medical information about you may be used and disclosed, as well as how you may gain access to your medical information that the College has on file. In addition, this notice also describes the rights that you have with regard to your protected health information. You may view the Notice of Privacy Practices by visiting SUNY Adirondack's web page at [www.sunyacc.edu](http://www.sunyacc.edu) and/or requesting a copy from the Office of the Vice President for Administrative Services and Treasurer in Washington Hall.

## PARKING REGULATIONS AND ENFORCEMENT

### CAMPUS PARKING & TRAFFIC REGULATIONS

#### Definitions:

- a. **“College Community Member”** — Every person who is officially affiliated with SUNY Adirondack, in a full-time or part-time capacity, as a student, faculty member, employee, board member, or officer/member of any organization over which SUNY Adirondack has direct or indirect control.
- b. **“Student”** — any person registered as a student on the SUNY Adirondack campus for the purpose of attending credited classes through SUNY Adirondack or any extension center located at the main campus.
- c. **“Subject Premises”** — the campus of SUNY Adirondack and all premises or property under such Colleges control.
- d. **“Vehicle”** — every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power.

## STUDENT PARKING REGULATIONS AND PROCEDURES

1. **Every student** shall register each vehicle which he or she may operate or park on the subject premises **EACH SEMESTER**.
2. **Each vehicle** to be operated or parked on said premises by a member of the college community shall display current, legible college vehicle identification stickers permanently affixed on the INTERIOR of the vehicles. Vehicles having tinted windows may request special application authorization at time of issuance from the Facilities Office. The direction for application is printed on the reverse side of the decal that will make them visible and legible from the rear of the vehicle (not upside down). Parking stickers are not transferable. Taping or clipping such stickers is not considered as being permanently affixed. Motorcycles and motor scooters shall display sticker on front forks next to inspection sticker. Each vehicle registered is assigned a color-coded SUNY Adirondack parking sticker. The following parking restrictions apply.
  - a. **Assigned Parking Lots**
    - i. Student (September 1 – December 31) & Student (January 1 – August 31) - **Student parking allowed in the north & south parking lots only.**
    - ii. Faculty/Staff Parking – All lots including reserved.
    - iii. Wheel Chair Accessible Parking – All Accessible designated parking spaces, all reserved spaces when Accessible spaces are not available and any student lot.  
**All Permit Holders** are to park within their assigned parking lot. Failure to adhere to the regulations will result in administrative or criminal action.
3. **Student Registration Permits** shall be obtained by filing a vehicle registration application for each vehicle. Such registration(s) shall be effective for the semester of which it is issued. Student parking permits are issued as follows:  
Fall & Winter – September 1st - December 31st  
Spring & Summer – January 1st – August 31st
  - a. **Temporary Parking Permits** - When you need to drive a car other than one you have registered, park in the student lot and go to the Facilities Office to obtain a temporary tag for the length of time you will be driving the alternate vehicle. Such application may be filed in the Facilities Office, located in Warren Hall, Monday through Thursday, 8:00am -3:00pm. **The parking permit fee may be paid at the Bursar's Office only.** All persons must present a SUNY Adirondack ID and/or a valid driver's license.
  - b. **Parking Fee Waiver** — Students who will not be operating a motor vehicle as described in section (d) of Definitions, are required to complete a waiver form to be submitted to the Bursar's Office to have the fee removed from their tuition and fee invoice. The parking fee waiver form is available at the Facilities Office or at the Bursar's Office.
  - c. **Continuing Ed students will receive Temporary Parking permits from the Continuing Ed Department and must park in the Student Parking lots only.**
  - d. **Wheel Chair Accessible Parking Permits** Members of the campus community with mobility impairment should contact the Facilities Office. A physician-issued hang-tag will be required to process the college accessible parking permit application. Operators requiring accessibility parking permits will be issued a SUNY Adirondack parking permit contingent upon their application status.
4. **Fees**
  - a. The fee of \$25.00 per semester, per registered student vehicle will apply.
  - b. Multiple vehicle registration by a registered student is allowed at \$5.00 per vehicle, per semester.
  - c. Replacement stickers are available at a cost of \$10.00 per unit unless the owner can provide valid documentation the sticker was destroyed.
  - d. Fines in Visitors, Reserved and other Unassigned areas are: \$15.00 first violation, \$50.00 second violation, \$75.00 third violation, \$100.00 each violation thereafter.

- e. Fines in wheelchair accessible parking spots, roadways, driveways, sidewalks, fire lanes, no parking zones, on the grass, walkways, and over painted parking controls are: \$75.00 first violations, \$150.00 each violation thereafter.

## 5. Billing

Students - shall be managed through the Bursar's Office for all parking permits. Payment is to be made at the **Student Account's Office only**.

- 6. **The Facilities Office** will criminally prosecute any person(s) who forge parking permits or provide false information on registration cards or business records. Vehicles may be towed at the discretion of the Facilities Office and at the owner's expense. All Parking Permits are subject to revocation by the Facilities Office. **Failure to register with the College any vehicle parked on campus is a violation and carries a \$5.00 fine.** Any unregistered vehicle which is in violation will be identified through the NYS Department of Motor Vehicles.
- 7. **All changes in the State license or registration of a motor vehicle** registered as provided herein shall be reported immediately to the Facilities Office and registration(s) shall be revised to reflect current information. Failure to report licensee or registration changes to a vehicle may/will result in revocation of College parking privileges.
- 8. **Permits Assignments**
  - a. **Student** -Parking in student lots only, expiration dated with decal application directions on back of decal.
  - b. **Non- Credit Students** -Parking in student lots only, expiration dated, non transferable permit.
  - c. **Handicapped** - Parking in all handicap, reserved and student parking areas.
- 9. **Drivers Responsibility** - Space availability: a parking decal does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas. Drivers are responsible for finding an authorized parking space. Lack of parking space, mechanical problems, or inclement weather cannot justify an infraction/tow able offense. Parking is never allowed in the visitor parking spaces in the Warren Hall circle.

**STUDENTS ARE NEVER CONSIDERED VISITORS** and must park in the north or south parking lots even if only on campus to pay a bill, register for a class, drop off a paper, meet with a counselor, get a transcript, use the Library, etc.

**Decal Ownership:** a parking decal signifies an individual has been granted the privilege of parking on College property. The College reserves the right to revoke this privilege if the user refuses to comply with the College's Campus Parking and Traffic Regulations. **Decal Display:** parking decals or passes must be displayed according to the parking regulations or the special instructions provided at the time of issuance. A parking decal is not considered valid unless it is displayed correctly on the vehicle. **Overnight parking** is not allowed without notifying the Facilities Office.

## **POLICY ON MAINTAINING THE SECURITY, CONFIDENTIALITY, AND INTEGRITY OF STUDENT INFORMATION**

The College is required to have a written Information Security Program to protect non-public personal information retained on students as mandated by the Gramm-Leach-Bliley Act, also known as the Financial Services Modernization Act of 1999. All paper and electronic student records are controlled and secured by the relevant campus offices and are routinely assessed for risks and safeguards. A complete copy of this program is available in the Office of the Vice President for Administrative Services and Treasurer in Warren Hall.

## **POLICY ON MAINTAINING STUDENT RECORDS**

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the following is a summary of the types of educational records that are maintained by SUNY Adirondack as required by various state and federal agencies record keeping rules.

### **WHAT TYPES OF RECORDS ARE MAINTAINED BY SUNY ADIRONDACK ABOUT STUDENTS?**

1. Transcript of grades for courses completed at SUNY Adirondack and credits transferred in from other colleges, as well as academic honors
2. Immunization history
3. Evaluated transcripts from previously attended colleges
4. Graduation applications
5. Veterans Administration forms for education benefits
6. Results of special tests, i.e., Comparative Guidance and Placement Survey, Advanced Placement and other examinations for credit
7. Financial records of students and/or parents (for only those persons who have applied for aid)
8. Letters of recommendation sent to the College or copies of such letters sent by the College to other institutions

### **WHO HAS ACCESS TO A STUDENT'S RECORDS?**

Any student or former student shall have access to his or her own record while in the presence of an employee of the College named by the Director of Registration and Records. Review of one's record must be by appointment and only during regularly scheduled office hours. Except as allowed or required by law, information from the student's record will only be released with prior written consent of the student. FERPA allows for the release of directory information *without* student consent under certain circumstances.

### **WHO IS RESPONSIBLE FOR MAINTAINING STUDENT RECORDS?**

The Director of Registration and Records

### **WHAT IS THE POLICY FOR ISSUING, PRESERVING, AND DESTROYING STUDENT RECORDS?**

1. For special high school students, grades will be mailed to the respective high school.
2. Education records are destroyed according to the guidelines set forth by the New York State Commissioner of Education.
3. The academic record of a student is permanently maintained by SUNY Adirondack.

### **WHO HAS ACCESS TO A STUDENT'S RECORDS WITHOUT CONSENT OF THE STUDENT?**

1. All SUNY Adirondack administrative officials and their staff members for the performance of their duties
2. All faculty members either full- or part-time for the performance of their duties
3. Members of accrediting agencies for the purpose of accreditation
4. Administrative officers of SUNY System Administration, New York State Education Department, and Federal Education Agencies for the purpose of evaluating federally funded programs
5. Officials of NYSHESC, financial aid agencies, or employers processing student grades for the purpose of reimbursement
6. Research organizations that are conducting studies for the College
7. Parents of students who are listed as dependents for income tax purposes
8. Officials of law enforcement agencies where such an emergency exists that the release of records is necessary to protect the health or safety of the student or others

9. The Adirondack Housing Association, LLC, and the Faculty-Student Association of SUNY Adirondack has access to certain biographical and financial information, including financial aid data on Resident Students for billing purposes

### **WHAT ARE THE PROCEDURES FOR CHALLENGING EDUCATIONAL RECORDS?**

1. This section does not refer to the criteria used for assigning grades, but to any errors that may be involved in the recording of grades.
2. Should a student wish to challenge the content of such student's education records, he/she may request an informal hearing with the Director of Registration and Records or the Director of Financial Aid, depending on the nature of the documents involved.
3. If such an informal hearing between the aforementioned parties does not result in a satisfactory solution, any of these parties may request a formal hearing with the President of the College who will render a final decision, in writing, within two weeks of such hearing.

### **POLICY ON RETURNING TO CAMPUS AFTER EMERGENCY MEDICAL CARE**

Any student who has needed emergency medical evaluation and/or treatment, or who has been transported from the campus by emergency medical personnel, must follow specific procedures to return to campus. The College will determine the student's appropriateness to return to the academic and/or residential environments, including planning for needed follow-up care, arranging for the completion of missed academic work, and assuring the safety and well-being of the whole campus community.

*Psychological/psychiatric incident, including alcohol or other drug-related incident:*

- Before noon of the first business day following the student's wish to return to campus, he/she must contact the following two offices to arrange immediate appointments:
  - The Dean for Student Affairs Office at (518) 743-2277 (information may also be required from the attending physician in the emergency room/hospital)
  - The Office of Residential Life at (518) 832-7785 if the student lives on campus

*Traumatic injury, accident, or illness:*

- Before noon of the first business day following the student's wish to return to campus, he/she must contact the Dean for Student Affairs Office at (518) 743-2277 to arrange an immediate appointment for follow-up care and/or referrals (information will also be required from the attending physician in the emergency room/hospital)

On the basis of all of the above information, an administrative determination will be made about the student's ability to remain in school, any special conditions on his/her continued attendance (i.e., part-time study only, residential status), and any disciplinary action that the College may pursue. This decision will be made by a committee comprised of the Dean for Student Affairs, a Counselor, a Public Safety Officer and (if the student lives on campus) the Director of Residence Life. Following the completion of the reentry assessment, he/she will be contracted by the Office of the Dean for Student Affairs to inform him/her of the administrative determination and any special conditions that apply.

### **POLICY ON SEXUAL VIOLENCE, PREVENTION AND RESPONSE**

Policies and procedures relating to sex discrimination, sexual harassment, and sexual violence can be found in the "Important Information About Sexual Harassment and Sexual Violence" section of this Handbook and the website <http://www.sunyacc.edu/title-ix>.

## SOLICITATION

1. College building or campus spaces may **not** be used to raise money for any individual or organization other than (a) an officially recognized campus organization whether it be faculty, staff, or student, or (b) a not-for-profit, charitable off-campus organization.
2. Organizations intending to use College building or campus spaces to benefit an off-campus effort must satisfactorily prove the tax-exempt status of the benefiting cause.
3. Student organizations shall seek written approval to solicit funds on the College's campus from the Director of Student Engagement & Diversity Initiatives. Faculty, staff, or non-profit organizations desiring to solicit funds on the College's campus must seek written approval for such solicitations from the Director of Facilities. The Offices of Student Engagement & Diversity Initiatives and the Facilities Office will establish uniform procedures relating to the location, duration, and set-up arrangements for such solicitation activities.
4. Any person aggrieved by any act, decision, or directive of either the Director of Student Engagement & Diversity Initiatives or the Director of Facilities may appeal such act, decision, or directive to the College's Vice President for Administrative Services and Treasurer within fifteen (15) days of such act, decision, or directive. The College's Vice President for Administrative Services and Treasurer may affirm, reverse, or modify such act, decision, or directive as he/she deems appropriate within the limitations imposed by this Policy.
5. Any request for the use of campus facilities must follow the Facilities Use Policy and may result in the assessment of rental and/or maintenance fee(s).

## STUDENT TRIP POLICY

Policies are in place for academic and Student Association (SA) sponsored college trips. SA sponsored trips are defined as such if student activity fees or club fundraised monies are approved for use toward the travel. During SA sponsored and academic trips, students are expected to abide by the regulations described in this handbook as well as the Student Organization Handbook. Refer to the SUNY Adirondack Student Organization Handbook available online on Pack Life for specific trip guidelines.

## CHILDREN ON CAMPUS POLICY

We have become aware that, from time to time, children of students and employees have been allowed to spend significant periods of time in classrooms and work spaces. In addition, we have become aware that there are also occasions when children may be in the Student Center or other areas on campus without supervision. These cases can disrupt students who are attempting to study, other classes and affect office performance. They also have health and safety implications, and negatively affect our insurance liability.

Consequently, we would like to inform the SUNY Adirondack community that this tradition of bringing children to the SUNY Adirondack campus when they may be ill, when caregivers have been unavailable, or when their school is not in session will no longer be allowed by the college. We do recognize, of course, that there may be times of transition where children might be on campus for short intervals-usually never more than 15 minutes. This is not a serious problem nor a violation. We thank you in advance for your understanding and your cooperation with this matter.

## TOBACCO FREE CAMPUS RESOLUTION

WHEREAS, SUNY Adirondack is committed to provide students, employees, and visitors with a safe and healthy environment, and

WHEREAS, in the Power of SUNY Report Card, Chancellor Zimpher proclaimed, as one of the Big Ideas of "SUNY and a Healthier New York," that SUNY become the largest system to be entirely tobacco free; and

WHEREAS, in cooperation with this effort, SUNY Adirondack is committed to become a tobacco free institution, and no consumption of tobacco will be allowed on any College facility or grounds, owned, operated or leased, now and in the future.

THEREFORE, BE IT RESOLVED, that the SUNY Adirondack Board of Trustees supports SUNY Adirondack becoming a tobacco free facility in accord with the following guidelines:

- The College administration will continue to work with the College's shared governance bodies to develop policies, procedures and an implementation plan for a tobacco free campus.
- The Tobacco Free Campus policy will have an implementation date in September 2014.
- The policies, procedures and implementation plan will emphasize education and smoking cessation support over punitive measures and
- The College administration will provide policies, procedures and plans to the Board of Trustees at the November 2013 meeting for their review and approval.

## **SUNY ADIRONDACK TOBACCO-POLICY**

Students, employees and visitors are prohibited from possessing or using tobacco, tobacco derived products, and smoking paraphernalia on any College property or in any College facility.

### **APPLICABILITY**

This policy applies to all members of the College community including but not limited to faculty, staff, students, volunteers, trainees, consultants, supplemental staff employed through contract agencies or outside trade unions, vendors, guests, and visitors.

### **RESPONSIBILITY**

Effective implementation of this policy depends on the courtesy, respect, and cooperation of all members of the SUNY Adirondack community.

### **DEFINITIONS**

For the purpose of this policy, "tobacco" is defined as all tobacco-derived or containing products, including but not limited to; cigarettes (e.g., bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less, smokeless, chew, snuff) and nasal tobacco. This ban includes any product intended to mimic tobacco products that contain tobacco flavoring or deliver nicotine other than for the purpose of cessation (vape pens, e-cigarettes, etc).

### **SCOPE**

The use, distribution, or sale of tobacco or any smoking device (such as e-cigarettes), or the carrying of any lighted smoking instrument in College buildings or on College premises, at offsite College-required learning activities, at events on College premises, or in College-owned, rented or leased vehicles, is prohibited. The College requires students, employees, and visitors to respect private property bordering all College locations by refraining from trespassing for purposes of consumption of tobacco products.

### **ENFORCEMENT**

SUNY Adirondack's goal is to achieve 100% voluntary compliance with the tobacco-free policy by educating students, faculty, staff, and visitors about the policy.

Members of the campus community who see individuals using tobacco on college grounds are asked to politely inform these individuals that college policy prohibits tobacco use anywhere on campus grounds. Faculty and staff who do not feel comfortable approaching someone violating the policy should contact a public safety officer, or designated administrator. We expect all members of the college community to treat each other with dignity and respect, support each other, and embrace a spirit of having a healthy living, learning, and working environment.

### **SANCTIONS FOR STUDENTS**

Violators of this policy will be subject to warnings from the college's campus safety officers and/or administrative designees, as well as respectful reminders from campus community members. Repeated offenders will be subject to the college's code of conduct and sanctions will focus on community service and educational programming, as determined by the Dean for Students Affairs.

# **DRUG-FREE CAMPUS POLICY**

## **(ALCOHOL AND CONTROLLED SUBSTANCES)**

### **STATEMENT OF PURPOSE**

SUNY Adirondack has a vital interest in ensuring safe, healthful, and efficient conditions for all students, faculty, and staff and in helping each to become optimally contributing members of society. In addition, as a federal contractor (or grantee), it has a duty to safely and efficiently provide the public with quality education. The unlawful presence of controlled substances and illicit drugs on the campus conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, the College has established, as a condition of one's enrollment and continued enrollment, the following drug-free campus policy.

### **I. STANDARDS OF CONDUCT PROHIBITING ILLICIT DRUG AND ALCOHOL ABUSE**

#### **A. Prohibition against Unlawful Presence of Illicit Drugs and Alcohol On-Campus**

The possession, sale, manufacture or distribution of any controlled substance or drug paraphernalia is illegal under both state and federal laws. Such laws are strictly enforced by the SUNY Adirondack Office of Public Safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the SUNY Adirondack Alcohol Policy for anyone to consume, possess, or be in the presence of alcohol in any public or private area of campus without prior College approval. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions

#### **B. College Sanctions for Violation of Drug-Free Campus Policy**

Any student who violates the foregoing drug-free campus policy shall, subject to provisions of the College's Code of Conduct found in the Student Handbook, be subject to disciplinary procedures consistent with applicable laws, rules and regulations. These sanctions may include expulsion, termination of on-campus employment, referral for prosecution, or participation in an approved drug or alcohol assistance program.

#### **C. College's Code of Conduct**

A student enrolling at SUNY Adirondack assumes an obligation to conduct oneself in a manner compatible with the functions of the College as an educational institution. All conduct which adversely affects the student's suitability as a member of the academic community shall result in appropriate disciplinary action. (See Code of Conduct)

#### **D. Statement on Public Order**

The College is a public institution operated for the purpose of providing educational opportunities to students and to support cultural and intellectual aspects of the area. College students, faculty, staff, employees and visitors to the campus are required to conduct themselves in accordance with the law and with College rules and regulations at all times.

The College rules and regulations prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. Such rules and regulations shall be deemed to be part of the by-laws of all organizations operated on campus which shall review annually such by-laws with individuals affiliated with such organizations. In addition to the penalties outlined below for individuals, an organization which authorizes such conduct will be subject to the revision of permission for the organization to operate on campus property and to continue as a sanctioned organization.

## **E. Statement on College's Cooperation with Law Enforcement Officials**

The College will cooperate fully and completely with local or state authorities on any case of suspected use, possession or distribution of illicit drugs and alcohol. In the event that any student is apprehended by local, state or federal authorities for the offense of use, possession or distribution of illicit drugs or alcohol, that student will not be in any way protected by the College. A student convicted of violating civil law may be subject to separation from the College.

## **II. HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL**

In order to be informed citizens, we all need to be aware of the health risks associated with the use of illicit drugs and alcohol abuse. The following is a brief summary of some of the health hazards caused by the use of:

### **A. Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Studies show that alcohol is involved in:

95% of all campus violent crime

90% of rapes, where alcohol was used by the assailant, victim or both.

### **B. Controlled Substances**

There is overwhelming evidence that illegal drug use leads to academic failure, failure to get a job, failure to keep a job and maintenance of good health, as well as creating other problems.

While alcohol remains the primary drug of choice among college students. Some of the more common date rape drugs are Special K (the street name for ketamine hydrochloride);

Rohyponol (roofies, roopies, circles, the forget pills); and GHB (Grievous Bodily Harm), Liquid X, Liquid E, Liquid Ecstasy, Easy Lay, G, Vita G, G-juice, Georgia Home boy, Great Hormones, Somatomax, Bedtime Scoop, Soap, Gook Gamma 10, and Energy Drink). Molly is slang for "molecular" and refers to the pure crystalline powder form of MDMA also known as ecstasy.

## **III. LEGAL SANCTIONS IMPOSED FOR ILLICIT DRUG AND ALCOHOL ABUSE**

The sale, use, possession, manufacture or distribution of prohibited drugs, other controlled substances, drug paraphernalia, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property.

The term "drug" includes all controlled substances defined in section 220.00 of the New York State Penal Law.

The term “drug paraphernalia” includes any materials, or tools used for inhaling, ingesting, or otherwise metabolizing drugs into the human body. It also includes the possession of all implements, or equipment designed for use, in growing, manufacturing, processing, storing, or concealing drugs. Examples include but are not limited to;

- **Marijuana**- SUNY campuses are bound by the federal requirements under the Drug-Free Schools and Communities Act- use, possession, cultivation and sale of marijuana remains prohibited as it remains illegal at the federal level.

New York State Law regarding recreational use of marijuana changed on March 31, 2021. A person guilty of unlawful possession of cannabis when he or she knowingly and unlawfully possesses cannabis and such cannabis weighs more than three ounces or concentrated cannabis and such concentrated cannabis weighs more than twenty-four grams. Unlawful possession of cannabis is a violation punishable by a fine or not more than one hundred twenty-five dollars under New York Law.

- **Cocaine & Heroin** – crack pipes, straws, dollar bills, razor blades, mirrors, spoons, needles, syringes, tubes or hoses
- **Other** – pill presses, capsules, crackers, whip-its, aerosol spray cans; paint, glue and other chemicals; as well as, light bulbs, aluminum cans, plastic bottles, and other makeshift devices

The College will cooperate fully and completely with Local or State authorities on any case of suspected illegal use, possession or redistribution of State controlled drugs.

Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. Any student or employee who is apprehended for the same will in no way be protected by the College. The offender may also face separate disciplinary action by the College.

An exception to the alcohol possession and use rule may be made by direction of the president or his designee in specific circumstances and designated campus areas.

Preventing the spread of unlawful possession, use and distribution of illicit drugs and alcohol is everyone’s responsibility. If you wish to report illegal drug activity, you can make a toll-free call to: 1-800-GIVE-TIP. Calls will be received in complete confidence and will be referred to the appropriate Federal, State, or local authority. Considerations regarding a few of the state legal sanctions follow:

Articles **220** and **221** of the *Penal Law* are directly aimed at unlawful traffic in mind-affecting drugs. They are compatible with the *Public Health Law* and the provisions of the latter are often cross-referenced in the *Penal Law* sections that deal with the different drugs. Articles **220** and **221** set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold.

Section **220.44** makes a sale of a controlled substance in or near school grounds, to a person less than 19 years of age, Class B felony. **220.45** makes criminal possession of a hypodermic instrument a Class A misdemeanor. **220.46** makes criminal injection of another person with a narcotic drug, with consent of that person, a Class E felony. **220.50** bans possession or sale of drug paraphernalia; deals with things that dilute drugs, like dextrose or mannite; and gelatin capsules, plastic envelopes, etc., considered commercial preparation materials (Class E felony). **220.60** makes criminal possession of certain “precursors” of controlled substances used in their preparation or manufacture but not the drugs themselves a Class E felony (for example, ergot or diethylamide).

It is important to be aware that under the *Penal Law*, a gift of drugs, including marijuana, is treated as a sale. New York State *Penal Law* defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

#### **IV. ASSISTANCE IN MATTERS RELATED TO DRUG AND ALCOHOL ABUSE**

Each Semester the Counseling Division will present a workshop related to substance abuse. HRD instructors are provided with educational materials related to substance abuse.



**21 MONDAY**


AUGUST

**22 TUESDAY**


AUGUST

**23 WEDNESDAY**


AUGUST

**24 THURSDAY**


AUGUST



**28 MONDAY**


AUGUST

**29 TUESDAY**


AUGUST

**30 WEDNESDAY**


AUGUST

**31 THURSDAY**


AUGUST



**4 MONDAY**

*Labor Day*

SEPTEMBER

**5 TUESDAY**

SEPTEMBER

**6 WEDNESDAY**

SEPTEMBER

**7 THURSDAY**

SEPTEMBER



**11 MONDAY**

*Patriot Day*

SEPTEMBER

**12 TUESDAY**

SEPTEMBER

**13 WEDNESDAY**

SEPTEMBER

**14 THURSDAY**

SEPTEMBER



**18 MONDAY**

SEPTEMBER

**19 TUESDAY**

SEPTEMBER

**20 WEDNESDAY**

SEPTEMBER

**21 THURSDAY**

SEPTEMBER



**25 MONDAY**


SEPTEMBER

**26 TUESDAY**


*Mawlid al-Nabi begins at sundown*

SEPTEMBER

**27 WEDNESDAY**


SEPTEMBER

**28 THURSDAY**


SEPTEMBER



**2 MONDAY**


OCTOBER

**3 TUESDAY**


OCTOBER

**4 WEDNESDAY**


OCTOBER

**5 THURSDAY**


OCTOBER



<b>9 MONDAY</b>           	<i>Columbus Day</i>          <p style="text-align: right;">OCTOBER</p>
<b>10 TUESDAY</b>           	          <p style="text-align: right;">OCTOBER</p>
<b>11 WEDNESDAY</b>           	          <p style="text-align: right;">OCTOBER</p>
<b>12 THURSDAY</b>           	          <p style="text-align: right;">OCTOBER</p>





**16 MONDAY**


OCTOBER

**17 TUESDAY**


OCTOBER

**18 WEDNESDAY**


OCTOBER

**19 THURSDAY**


OCTOBER



**23 MONDAY**


OCTOBER

**24 TUESDAY**


OCTOBER

**25 WEDNESDAY**


OCTOBER

**26 THURSDAY**


OCTOBER



**30 MONDAY**


OCTOBER

**31 TUESDAY**

*Halloween*


OCTOBER

**1 WEDNESDAY**


NOVEMBER

**2 THURSDAY**


NOVEMBER







**13 MONDAY**


NOVEMBER

**14 TUESDAY**


NOVEMBER

**15 WEDNESDAY**


NOVEMBER

**16 THURSDAY**


NOVEMBER



**20 MONDAY**


NOVEMBER

**21 TUESDAY**


NOVEMBER

**22 WEDNESDAY**


NOVEMBER

**23 THURSDAY**


*Thanksgiving*

NOVEMBER



**27 MONDAY**


NOVEMBER

**28 TUESDAY**


NOVEMBER

**29 WEDNESDAY**


NOVEMBER

**30 THURSDAY**


NOVEMBER



**4 MONDAY**


DECEMBER

**5 TUESDAY**


DECEMBER

**6 WEDNESDAY**


DECEMBER

**7 THURSDAY**

*Hanukkah begins at sundown*

DECEMBER




**11 MONDAY**


DECEMBER

**12 TUESDAY**


DECEMBER

**13 WEDNESDAY**


DECEMBER

**14 THURSDAY**


DECEMBER



**18 MONDAY**


DECEMBER

**19 TUESDAY**


DECEMBER

**20 WEDNESDAY**


DECEMBER

**21 THURSDAY**


*First day of winter*

DECEMBER



**25 MONDAY**

*Christmas*


DECEMBER

**26 TUESDAY**

*Kwanzaa begins*


DECEMBER

**27 WEDNESDAY**


DECEMBER

**28 THURSDAY**


DECEMBER







**8 MONDAY**


JANUARY

**9 TUESDAY**


JANUARY

**10 WEDNESDAY**


JANUARY

**11 THURSDAY**


JANUARY



**15 MONDAY**

*Martin Luther King Jr. Day*


JANUARY

**16 TUESDAY**


JANUARY

**17 WEDNESDAY**


JANUARY

**18 THURSDAY**


JANUARY



**22 MONDAY**


JANUARY

**23 TUESDAY**


JANUARY

**24 WEDNESDAY**


JANUARY

**25 THURSDAY**


JANUARY



**29 MONDAY**


JANUARY

**30 TUESDAY**


JANUARY

**31 WEDNESDAY**


JANUARY

**1 THURSDAY**


FEBRUARY



**5 MONDAY**


FEBRUARY

**6 TUESDAY**


FEBRUARY

**7 WEDNESDAY**


FEBRUARY

**8 THURSDAY**


FEBRUARY



**12 MONDAY**

*Lincoln's Birthday*

FEBRUARY

**13 TUESDAY**

FEBRUARY

**14 WEDNESDAY**

*Ash Wednesday  
Valentine's Day*

FEBRUARY

**15 THURSDAY**

FEBRUARY







**26 MONDAY**


FEBRUARY

**27 TUESDAY**


FEBRUARY

**28 WEDNESDAY**


FEBRUARY

**29 THURSDAY**


FEBRUARY



**4 MONDAY**


MARCH

**5 TUESDAY**


MARCH

**6 WEDNESDAY**


MARCH

**7 THURSDAY**


MARCH



**11 MONDAY**


MARCH

**12 TUESDAY**


MARCH

**13 WEDNESDAY**


MARCH

**14 THURSDAY**


MARCH



**18 MONDAY**


MARCH

**19 TUESDAY**

*First day of spring*


MARCH

**20 WEDNESDAY**


MARCH

**21 THURSDAY**


MARCH



**25 MONDAY**


MARCH

**26 TUESDAY**


MARCH

**27 WEDNESDAY**


MARCH

**28 THURSDAY**


MARCH







**8 MONDAY**


APRIL

**9 TUESDAY**

*Eid al-Fitr begins at sundown*


APRIL

**10 WEDNESDAY**


APRIL

**11 THURSDAY**


APRIL



**15 MONDAY**


APRIL

**16 TUESDAY**


APRIL

**17 WEDNESDAY**


APRIL

**18 THURSDAY**


APRIL



**22 MONDAY**


Earth Day  
Passover begins at sundown

APRIL

**23 TUESDAY**


APRIL

**24 WEDNESDAY**


APRIL

**25 THURSDAY**


APRIL

**26 FRIDAY**

APRIL

**27 SATURDAY**

APRIL

**28 SUNDAY**

APRIL

**THIS WEEK  
IN HISTORY**

April 22, 1970 – People in the United States celebrate the first Earth Day to increase public awareness of the world's environmental problems.

**NOTES**

**29 MONDAY**


APRIL

**30 TUESDAY**


APRIL

**1 WEDNESDAY**


MAY

**2 THURSDAY**


MAY



**6 MONDAY**


MAY

**7 TUESDAY**


MAY

**8 WEDNESDAY**


MAY

**9 THURSDAY**


MAY

**10 FRIDAY**

MAY

**11 SATURDAY**

MAY

**12 SUNDAY***Mother's Day*

MAY

**THIS WEEK  
IN HISTORY**

May 6, 1889 – The Eiffel Tower opens to the public at the Universal Exposition in Paris. For 41 years, the tower is the world's tallest building.

**NOTES**

**13 MONDAY**


MAY

**14 TUESDAY**


MAY

**15 WEDNESDAY**


MAY

**16 THURSDAY**


MAY



**20 MONDAY**


MAY

**21 TUESDAY**


MAY

**22 WEDNESDAY**


MAY

**23 THURSDAY**


MAY



**27 MONDAY**

*Memorial Day*


MAY

**28 TUESDAY**


MAY

**29 WEDNESDAY**


MAY

**30 THURSDAY**


MAY



**3 MONDAY**


JUNE

**4 TUESDAY**


JUNE

**5 WEDNESDAY**


JUNE

**6 THURSDAY**


JUNE



**10 MONDAY**


JUNE

**11 TUESDAY**


JUNE

**12 WEDNESDAY**


JUNE

**13 THURSDAY**


JUNE



**17 MONDAY**


JUNE

**18 TUESDAY**


JUNE

**19 WEDNESDAY**


*Juneteenth*

JUNE

**20 THURSDAY**


*First day of summer*

JUNE



# JUNE 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19 <i>Juneteenth</i>	20 <i>First day of summer</i>
24	25	26	27

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
7	8	9	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Flag Day</i> 14	15	<i>Eid al-Adha begins at sundown Father's Day</i> 16	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
21	22	23	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
28	29	30	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# JULY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4 <i>Independence Day</i>
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7 <i>Muharram begins at sundown</i>	
12	13	14	
19	20	21	
26	27	28	
2	3	4	

# AUGUST 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/>
9	10	11	<hr/> <hr/> <hr/> <hr/> <hr/>
16	17	18	<hr/> <hr/> <hr/> <hr/> <hr/>
23	24	25	<hr/> <hr/> <hr/> <hr/> <hr/>
30	31	1	<hr/> <hr/> <hr/> <hr/> <hr/>

# LANGUAGE ARTS *parts of speech*

<b>NOUN</b>	A WORD THAT NAMES A PERSON, PLACE, THING, QUALITY, ACT, OR FEELING.
-------------	---

**Common nouns** are general and do not refer to a specific person, location, or object.  
 → *Examples:* man, city, tonight, honesty, happiness

**Proper nouns** are capitalized and refer to a particular person, place, or thing.  
 → *Examples:* Reggie, Market Square Arena, Saturday

<b>PRONOUN</b>	A WORD THAT TAKES THE PLACE OF A NOUN.
----------------	--

**Nominative Case Pronouns** replace the subject of a sentence or clause.  
 → *Examples:* *She* took the bus to visit Aunt Jane. We are looking forward to visiting Oregon.

**Objective Case Pronouns** receive a verb's action or follow a preposition.  
 → *Examples:* Please give *me* the papers. Timothy's outstanding service earned *him* the award.

**Possessive Case Pronouns** show ownership or possession.  
 → *Examples:* The cougar escaped from *its* cage. *Their* car slid off the icy road.

<b>VERB</b>	A WORD THAT EXPRESSES ACTION OR A STATE OF BEING. IT ALSO INDICATES THE TIME OF ACTION OR STATE OF BEING. A VERB HAS DIFFERENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE, AND MOOD.
-------------	---

**Number** indicates whether a verb is singular or plural. The verb and its subject must agree in number.  
 → *Examples:* One dog barks. Two dogs bark.

**Person** indicates whether the subject of the verb is 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> person and whether the subject is singular or plural. Verbs usually have a different form only in *third person singular* of the *present tense*.  
 → *Examples:* *Singular*      *Plural*  
 1<sup>st</sup> Person: I stop.      We stop.  
 2<sup>nd</sup> Person: You stop.      You stop.  
 3<sup>rd</sup> Person: He/She/It stops. They stop.

**Voice** indicates whether the subject is the doer or the receiver of the action verb.  
 → *Examples:* Cathy wrote the letter. (active voice)  
 The letter was written by Cathy. (passive voice)

**Tense** indicates when the action or state of being is taking place.  
 → *Examples:* We need the information now. (present)  
 Reggie shot the ball. (past)  
 You will enjoy the school play. (future)

<b>ADVERB</b>	A WORD THAT DESCRIBES OR MODIFIES A VERB, AN ADJECTIVE, OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN, AND HOW MUCH.
---------------	--

→ *Examples:* The ball rolled *slowly* around the rim. Soccer scores are reported *daily* in the newspaper.

<b>ADJECTIVE</b>	A WORD THAT DESCRIBES OR MODIFIES NOUNS AND PRONOUNS. ADJECTIVES SPECIFY COLOR, SIZE, NUMBER AND THE LIKE.
------------------	--

→ *Examples:* red, large, three, gigantic, miniature  
 Adjectives have three forms: **positive**, **comparative**, and **superlative**.

The **positive** form describes a noun or pronoun without comparing it to anything else.  
 → *Example:* My apple pie is *good*.

The **comparative** form compares two things.  
 → *Example:* Aunt Betty's apple pie is *better* than mine.  
 The **superlative** form compares three or more things.  
 → *Example:* Mom's apple pie is the *best* of all!

<b>PREPOSITION</b>	A WORD (OR GROUP OF WORDS) THAT SHOWS HOW A NOUN OR PRONOUN RELATES TO ANOTHER WORD IN A SENTENCE.
--------------------	--

→ *Examples:* The man walked *into* the gym. The horse leaped *over* the fence. Their team won the meet *in spite of* several players being injured.

<b>CONJUNCTION</b>	A WORD THAT CONNECTS INDIVIDUAL WORDS OR GROUPS OF WORDS.
--------------------	---

**Coordinating conjunctions** connect a word to a word, a clause to a clause, or a phrase to a phrase. The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: *and, but, or, nor, for, yet, so*. Coordinating conjunctions used in pairs are called **correlative conjunctions**. Common correlative conjunctions are: *either, or; neither, nor; not only, but also; both, and; whether, or*.  
 → *Examples:* Both raccoons *and* squirrels frequently invade our bird feeders.  
*Neither* Mary Ann *nor* Julie will be able to go with you.

**Subordinating conjunctions** connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: *until, unless, since, where, before, as, if, when, although, after, because, while, as long as, as if, though, whereas*.  
 → *Examples:* *Until* you decide to study, your grades won't improve.  
*If* I hadn't already made plans, I would have enjoyed going to the mall with you.

<b>INTERJECTION</b>	A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SURPRISE. PUNCTUATION IS USED TO SEPARATE AN INTERJECTION FROM THE REST OF THE SENTENCE.
---------------------	---

→ *Examples:* *Hooray!* We finally scored a touchdown. *Oh, no!* I forgot the picnic basket. *Yes!* Her gymnastic routine was perfect. *Ah*, we finally get to stop and rest.

# LANGUAGE ARTS *capitalization & plurals*

## CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

All proper nouns → Shannon O'Connor, Orlando, Bill of Rights  
All proper adjectives → Kraft cheese, Bounty paper towels, Phillips screwdriver  
The first word in every sentence → Her dress is stunning.  
Races, languages, nationalities → Asian, French, African-American  
Nouns/Pronouns that refer to a supreme being → God, Allah, Yahweh  
Days of the week → Sunday, Monday, Tuesday  
Formal epithets → Ivan the Terrible  
Bodies of water → Amazon River, Lake Huron, Wea Creek  
Cities, towns → Houston, Lafayette, Dearborn  
Countries → Tippecanoe, Cork  
Countries → U.S.A, Mexico, Canada  
Continents → Africa, North America  
Landforms → Mojave Desert, the Appalachians  
Holidays and holy days → Veterans Day, Christmas, Yom Kippur  
Months → January, February  
Official documents → Emancipation Proclamation  
Official titles → President Obama, Mayor Bradley  
Periods and events in history → Middle Ages, Renaissance  
Planets, heavenly bodies → Mars, Jupiter, Milky Way  
Public areas → Yellowstone National Park  
Sections of a country or continent → the Northwest, the Middle East  
Special events → Battle of Lexington  
Streets, roads, highways → Rodeo Drive, Route 66, Interstate 65  
Trade names → Honda Accord, Kellogg's Corn Flakes



## PLURALS

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF PLURALIZATION RULES.

The plurals of most nouns are formed by adding *s* to the singular.

→ Examples: pie = pies | desk = desks | machine = machines

The plural forms of nouns ending in *s*, *sh*, *x*, *z* and *ch* are made by adding *es* to the singular.

→ Examples: bus = buses | dish = dishes | fox = foxes | buzz = buzzes | church = churches

The plurals of common nouns that end in *y* preceded by a consonant are formed by changing the *y* to *i* and adding *es*.

→ Examples: fly = flies | copy = copies

The plurals of words that end in *y* preceded by a vowel are formed by adding only *s*.

→ Examples: holiday = holidays | monkey = monkeys

The plurals of words ending in *o* preceded by a vowel are formed by adding *s*.

→ Examples: studio = studios | rodeo = rodeos

The plurals of words ending in *o* preceded by a consonant are formed by adding *s* or *es*.

→ Examples: hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

The plurals of nouns ending in *f* or *fe* are formed in one of two ways:

{1} If the *f* sound is still heard in the plural form, simply add *s*.

→ Examples: roof = roofs | chief = chiefs

{2} If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.

→ Examples: wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.

→ Examples: crisis = crises | criterion = criteria | goose = geese | ox = oxen

The plurals of symbols, letters, and figures are formed by adding an *s*.

→ Examples: 5 = 5s

The plural of nouns that end in *ful* are formed by adding *s* at the end of the word.

→ Examples: handful = handfuls | pailful = pailfuls | tankful = tankfuls

# LANGUAGE ARTS *sentence structure & spelling rules*

## SENTENCE STRUCTURE

A **complete sentence** must express a complete thought and must have a subject and a verb.

→ *Example:* He lost the game.

A **sentence fragment** results from a *missing* subject, verb or complete thought.

→ *Example:* Because he was lost.



### THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND, COMPLEX, OR COMPOUND-COMPLEX

1

A **simple sentence** consists of one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, compound verb, or both.

→ *Examples:* We enjoyed the concert.

Amy and Scott were married yesterday. (compound subject: Amy and Scott)

Ben is leaving work and going home. (compound verb: leaving and going)

2

A **compound sentence** contains two or more main clauses (in italics) connected by a conjunction, a semicolon, or a comma with a conjunction.

→ *Examples:* *I'd like to double-major, but the workload would be too overwhelming.* (conjunction)

*Andy's suit looks new; it just got back from the cleaners.* (semicolon)

*Erin came home for Easter, and Courtney went to Florida.* (comma/conjunction)

3

A **complex sentence** has one main clause (in italics) and one or more subordinate clauses (underlined).

→ *Example:* *Dad says that good grades are the result of diligent studying.* (main clause, one independent clause)

*Diligent studying is difficult, because I have to work several hours before I can start studying.* (main clause, two dependent clauses)

4

A **compound-complex sentence** has two or more main clauses (in italics) and one or more subordinate clauses (underlined).

→ *Examples:* *Because the bus broke down, the team rode in a van, and the cheerleaders rode in cars. Unless my eyes are deceiving me, Kristi is on that runaway horse, and Dale is behind her.*

## SPELLING RULES

Write *i* before *e* except after *c*, or when sounded like *a* as in *weigh* and *eight*.

→ *Exceptions:* seize, weird, either, leisure, neither

When the *ie/ei* combination is not pronounced *ee*, it is usually spelled *ei*.

→ *Examples:* reign, weigh, neighbor

→ *Exceptions:* friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last syllable and the suffix begins with a vowel — the same rule holds true when you double the final consonant.

→ *Examples:* prefer = preferred | allot = allotted | control = controlling

If a word ends with a silent *e*, drop the *e* before adding a suffix that begins with a vowel.

→ *Examples:* use = using | like = liking | state = stating | love = loving

When the suffix begins with a consonant, do not drop the *e*.

→ *Examples:* use = useful | state = statement | nine = ninety

→ *Exceptions:* argument, judgment, truly, ninth

When *y* is the last letter in a word and the *y* is preceded by a consonant, change the *y* to *i* before adding any suffix except those beginning with *i*.

→ *Examples:* lady = ladies | try = tries | happy = happiness | ply = pliable | fly = flying

# LANGUAGE ARTS *the writing process*

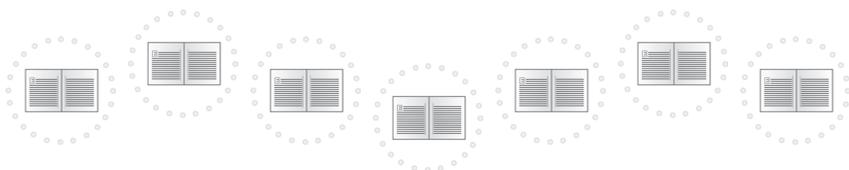
## WRITING VARIABLES

BEFORE BEGINNING ANY ASSIGNMENT, IT WILL HELP YOU TO FOCUS AND REMAIN CONSISTENT IN STYLE IF YOU CONSIDER THE FOLLOWING VARIABLES.

- Audience** For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format, and sentence complexity than one written to your senator.
- Topic** About what subject should I write? If possible, choose a subject that interests you. Research your subject well.
- Purpose** Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, instruct, inform, or persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.
- Voice** What point of view or “voice” will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. This can add variety and help you see your subject in a new way. Make sure your “voice” remains consistent.
- Format** What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

## PLANNING AND WRITING AN ESSAY OR COMPOSITION

- {1} Select a general subject area that interests you.
- {2} Make a list of your thoughts and ideas about the subject.
- {3} Use your list to help focus on a specific topic within the subject area.
- {4} Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
- {5} Make a list of details to support your statement.
- {6} Arrange the list of details into an outline.
- {7} Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
- {8} Write a first draft.
- {9} Revise your first draft, making sure that:
  - (a) The introduction includes a clear statement of purpose.
  - (b) Each paragraph begins with some link to the preceding paragraph.
  - (c) Every statement is supported or illustrated.
  - (d) The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
  - (e) Words are used and spelled correctly.
  - (f) Punctuation is correct.
- {10} Read your revised paper aloud to check how it sounds.
- {11} Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.



# LANGUAGE ARTS *punctuation*

## PERIOD



**Use:** to end a sentence that makes a statement or that gives a command not used as an exclamation.

→ *Example:* Wash the dishes, and then take out the garbage.

**Use:** after an initial or an abbreviation.

→ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

## COMMA



**Use:** to separate words or groups of words in a series.

→ *Example:* I used *worms, minnows, larva, bread balls, and bacon* for bait.

*Note:* Some stylebooks and instructors require a comma before “and” in a series.

→ *Example:* He *ran, jumped, and yelled.*

**Use:** to separate an explanatory phrase from the rest of the sentence.

→ *Example:* Escargots, *or snails*, are a delicacy that I relish.

**Use:** to distinguish items in an address and in a date.

→ *Examples:* John Doe, 290 Main St. Midtown, IN 48105  
September 20, 1960

**Use:** to separate a title or an initial that follows a name.

→ *Example:* Joseph Jones, Ph.D.

## QUESTION MARK



**Use:** at the end of a direct or indirect question.

→ *Example:* Did your relatives invite you to visit them this summer?

**Use:** to punctuate a short question within parentheses.

→ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

## APOSTROPHE



**Use:** to show that one or more letters or numbers have been left out of a word to form a contraction.

→ *Examples:* do not = don't | I have = I've

**Use:** followed by an *s* is the possessive form of singular nouns.

→ *Example:* I clearly saw this young *man's* car run that stop sign.

**Use:** possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.

→ *Example:* bosses = bosses', children's

## COLON



**Use:** after words introducing a list, quotation, question, or example.

→ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework, and makeup.

## SEMICOLON



**Use:** to join compound sentences that are not connected with a conjunction.

→ *Example:* It's elementary, my dear Watson; the butler is clearly responsible.

**Use:** to separate groups of words.

→ *Example:* I packed a toothbrush, deodorant, and perfume; jeans, a raincoat, and sweatshirts; and boots and tennis shoes.

## QUOTATION MARKS



**Use:** to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.

→ *Example:* “I don't know,” she said, “if I will be able to afford the vacation.”

**Use:** to distinguish a word that is being discussed.

→ *Example:* Mr. Jones suggested I replace the word “always” with “often” in my theme.

**Use:** to indicate that a word is slang.

→ *Example:* Julie only bought that outfit to show that she's “with it.”

**Use:** to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books, and articles found in magazines, newspapers, and encyclopedias.

→ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

## SINGLE QUOTATION MARK



**Use:** to punctuate a quotation within a quotation.

→ *Example:* “As a child, my favorite movie was ‘Wizard of Oz,’” answered Joe.

## EXCLAMATION MARK



**Use:** to express strong feeling.

→ *Example:* Help! Help!



# LANGUAGE ARTS *outlining*

## OUTLINING

OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION, OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.

### formal

A **formal outline** lists the main points of a topic and shows the relative importance of each and the order in which these points are presented. It also shows the relationships among them.

*Formal Outline Format:*

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
        - (1)
        - (2)
          - (a)
          - (b)

II.

No new subdivision should be started unless there are at least two points to be listed in the new division. This means that each *I* must have a *2*; each *a* must have a *b*. Formal outlines may be either a **sentence outline** or a **topic outline**.

A **sentence outline** uses a complete sentence for each point and subpoint. A **topic outline** uses words or phrases for each point and subpoint.

→ *Here is an example of a topic outline.*

Thesis or Introductory Statement

- I. Gasoline shortage
  - A. Long lines
  - B. Gas "rationing"
- II. Voluntary energy conservation
  - A. Gasoline
  - B. Electricity
  - C. Home heating fuel
- III. Forced energy conservation
  - A. Fuel allocation
  - B. Speed limit
  - C. Airline flights
  - D. Christmas lighting

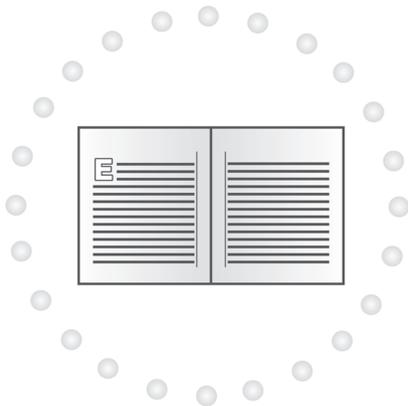
Conclusion

### informal

An **informal outline** uses as few words as possible. Supporting details are written below each heading. Numerals, letters, or dashes may be used. Informal outlines are especially useful for taking notes.

→ *Here is an example of a informal outline.*

- I. How lightning occurs
  - cloud's particles collide and become electrically charged
  - positively and negatively charged particles separate
  - positively charged particles in cloud collide with negatively charged particles on ground
- II. Forms of lightning
  - forked
  - streak
  - ribbon
  - bead or chain
  - ball



# LANGUAGE ARTS *MLA style of documentation*

<b>YOUR WORKS-CITED LIST</b>	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
------------------------------	---

According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

<b>ANY CITATION</b> (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
<b>PAGE ON A WEBSITE</b>	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
<b>ARTICLE IN A JOURNAL FROM A WEBSITE</b> (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
<b>ARTICLE IN A PERIODICAL</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
<b>BYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
<b>UNBYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
<b>ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE</b>	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
<b>ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE</b>	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
<b>EDITORIAL</b>	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

# LANGUAGE ARTS *MLA style of documentation*

<b>BOOK (GENERAL GUIDELINES)</b>	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
<b>BOOK BY ONE AUTHOR</b>	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
<b>TWO OR MORE BOOKS BY THE SAME AUTHOR</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
<b>BOOK BY TWO OR THREE AUTHORS</b>	Purves, Alan C., and Victoria Ripperre. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
<b>BOOK BY FOUR OR MORE AUTHORS</b>	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
<b>BOOK BY A CORPORATE AUTHOR</b>	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
<b>BOOK BY AN ANONYMOUS AUTHOR</b>	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
<b>BOOK WITH AN AUTHOR AND AN EDITOR</b>	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
<b>A WORK IN AN ANTHOLOGY</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
<b>AN EDITION OTHER THAN THE FIRST</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
<b>SIGNED ARTICLE IN A REFERENCE BOOK</b>	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



# LANGUAGE ARTS *APA style of documentation*

## YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

## BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2014 article would appear before a 2015 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

## BASIC FORMS FOR SOURCES IN PRINT

**An article in a periodical (such as a journal, newspaper, or magazine)**

- Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article. *Title of Periodical*, volume number (issue number), pages.

*You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well* → *Title of Periodical*, volume number (issue number), pages.

**A nonperiodical (such as a book, report, brochure or audiovisual media)**

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Edition). Publisher. *Do not include the location of the publisher in the citation.*

**Part of a nonperiodical (such as a book chapter or an article in a collection)**

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

*When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.*

## BASIC FORMS FOR ELECTRONIC SOURCES

**A web page**

- Author, A. A. (Date of publication or revision). *Title of page*. Site name. URL

**An online journal or magazine**

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number), page range. doi:00000000/000000000000

*Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.*

**An online journal or magazine (with no DOI assigned)**

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number), page range. URL

**E-mail**

*Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).*

# LANGUAGE ARTS *APA style of documentation*



## EXAMPLES

### Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles.

*Journal of Comparative and Physiological Psychology*, 55, 893-896.

### Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

*Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:*

- In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

### Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

### An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

### A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

### A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. *For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).*

### A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814).

### A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

### An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

### An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.buddhistethics.org/2/inada1>

### A web page

- Daly, B. (1997). *Writing argumentative essays*. <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

# SCIENCE *Periodic table of the elements*

GROUP	1	2	Transition Metals										11	12	13	14	15	16	17	18
IA	IIA	Transition Metals										IB	IIB	IIIA	IVA	VA	VIA	VIIA	VIIIA	
1	<b>H</b> hydrogen 1.008	<b>He</b> helium 4.003	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8	9 VIIIb	10	11 IB	12 IIB	13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	18 VIIIA		
2	<b>Li</b> lithium 6.941(2)	<b>Be</b> beryllium 9.012	21 IIB	22 IIIB	23 IVB	24 VB	25 VIB	26 VIIB	27 VIIIb	28 VIIIb	29 IB	30 IIB	31 IIIA	32 IVA	33 VA	34 VIA	35 VIIA	36 VIIIA		
3	<b>Na</b> sodium 22.99	<b>Mg</b> magnesium 24.31	39 IIB	40 IIIB	41 IVB	42 VB	43 VIB	44 VIIB	45 VIIIb	46 VIIIb	47 IB	48 IIB	49 IIIA	50 IVA	51 VA	52 VIA	53 VIIA	54 VIIIA		
4	<b>K</b> potassium 39.10	<b>Ca</b> calcium 40.08	57-71 Lanthanoids	72 IIIB	73 IVB	74 VB	75 VIB	76 VIIB	77 VIIIb	78 VIIIb	79 IB	80 IIB	81 IIIA	82 IVA	83 VA	84 VIA	85 VIIA	86 VIIIA		
5	<b>Rb</b> rubidium 85.47	<b>Sr</b> strontium 87.62	89-103 Actinoids	104 IIIB	105 IVB	106 VB	107 VIB	108 VIIB	109 VIIIb	110 VIIIb	111 IB	112 IIB	113 IIIA	114 IVA	115 VA	116 VIA	117 VIIA	118 VIIIA		
6	<b>Cs</b> cesium 132.9	<b>Ba</b> barium 137.3		119 IIIB	120 IVB	121 VB	122 VIB	123 VIIB	124 VIIIb	125 VIIIb	126 IB	127 IIB	128 IIIA	129 IVA	130 VA	131 VIA	132 VIIA	133 VIIIA		
7	<b>Fr</b> francium (223)	<b>Ra</b> radium (226)		151 IIIB	152 IVB	153 VB	154 VIB	155 VIIB	156 VIIIb	157 VIIIb	158 IB	159 IIB	160 IIIA	161 IVA	162 VA	163 VIA	164 VIIA	165 VIIIA		
				171 IIIB	172 IVB	173 VB	174 VIB	175 VIIB	176 VIIIb	177 VIIIb	178 IB	179 IIB	180 IIIA	181 IVA	182 VA	183 VIA	184 VIIA	185 VIIIA		
				191 IIIB	192 IVB	193 VB	194 VIB	195 VIIB	196 VIIIb	197 VIIIb	198 IB	199 IIB	200 IIIA	201 IVA	202 VA	203 VIA	204 VIIA	205 VIIIA		
				211 IIIB	212 IVB	213 VB	214 VIB	215 VIIB	216 VIIIb	217 VIIIb	218 IB	219 IIB	220 IIIA	221 IVA	222 VA	223 VIA	224 VIIA	225 VIIIA		
				231 IIIB	232 IVB	233 VB	234 VIB	235 VIIB	236 VIIIb	237 VIIIb	238 IB	239 IIB	240 IIIA	241 IVA	242 VA	243 VIA	244 VIIA	245 VIIIA		
				251 IIIB	252 IVB	253 VB	254 VIB	255 VIIB	256 VIIIb	257 VIIIb	258 IB	259 IIB	260 IIIA	261 IVA	262 VA	263 VIA	264 VIIA	265 VIIIA		
				271 IIIB	272 IVB	273 VB	274 VIB	275 VIIB	276 VIIIb	277 VIIIb	278 IB	279 IIB	280 IIIA	281 IVA	282 VA	283 VIA	284 VIIA	285 VIIIA		
				291 IIIB	292 IVB	293 VB	294 VIB	295 VIIB	296 VIIIb	297 VIIIb	298 IB	299 IIB	300 IIIA	301 IVA	302 VA	303 VIA	304 VIIA	305 VIIIA		
				311 IIIB	312 IVB	313 VB	314 VIB	315 VIIB	316 VIIIb	317 VIIIb	318 IB	319 IIB	320 IIIA	321 IVA	322 VA	323 VIA	324 VIIA	325 VIIIA		
				331 IIIB	332 IVB	333 VB	334 VIB	335 VIIB	336 VIIIb	337 VIIIb	338 IB	339 IIB	340 IIIA	341 IVA	342 VA	343 VIA	344 VIIA	345 VIIIA		
				351 IIIB	352 IVB	353 VB	354 VIB	355 VIIB	356 VIIIb	357 VIIIb	358 IB	359 IIB	360 IIIA	361 IVA	362 VA	363 VIA	364 VIIA	365 VIIIA		
				371 IIIB	372 IVB	373 VB	374 VIB	375 VIIB	376 VIIIb	377 VIIIb	378 IB	379 IIB	380 IIIA	381 IVA	382 VA	383 VIA	384 VIIA	385 VIIIA		
				391 IIIB	392 IVB	393 VB	394 VIB	395 VIIB	396 VIIIb	397 VIIIb	398 IB	399 IIB	400 IIIA	401 IVA	402 VA	403 VIA	404 VIIA	405 VIIIA		
				411 IIIB	412 IVB	413 VB	414 VIB	415 VIIB	416 VIIIb	417 VIIIb	418 IB	419 IIB	420 IIIA	421 IVA	422 VA	423 VIA	424 VIIA	425 VIIIA		
				431 IIIB	432 IVB	433 VB	434 VIB	435 VIIB	436 VIIIb	437 VIIIb	438 IB	439 IIB	440 IIIA	441 IVA	442 VA	443 VIA	444 VIIA	445 VIIIA		
				451 IIIB	452 IVB	453 VB	454 VIB	455 VIIB	456 VIIIb	457 VIIIb	458 IB	459 IIB	460 IIIA	461 IVA	462 VA	463 VIA	464 VIIA	465 VIIIA		
				471 IIIB	472 IVB	473 VB	474 VIB	475 VIIB	476 VIIIb	477 VIIIb	478 IB	479 IIB	480 IIIA	481 IVA	482 VA	483 VIA	484 VIIA	485 VIIIA		
				491 IIIB	492 IVB	493 VB	494 VIB	495 VIIB	496 VIIIb	497 VIIIb	498 IB	499 IIB	500 IIIA	501 IVA	502 VA	503 VIA	504 VIIA	505 VIIIA		
				511 IIIB	512 IVB	513 VB	514 VIB	515 VIIB	516 VIIIb	517 VIIIb	518 IB	519 IIB	520 IIIA	521 IVA	522 VA	523 VIA	524 VIIA	525 VIIIA		
				531 IIIB	532 IVB	533 VB	534 VIB	535 VIIB	536 VIIIb	537 VIIIb	538 IB	539 IIB	540 IIIA	541 IVA	542 VA	543 VIA	544 VIIA	545 VIIIA		
				551 IIIB	552 IVB	553 VB	554 VIB	555 VIIB	556 VIIIb	557 VIIIb	558 IB	559 IIB	560 IIIA	561 IVA	562 VA	563 VIA	564 VIIA	565 VIIIA		
				571 IIIB	572 IVB	573 VB	574 VIB	575 VIIB	576 VIIIb	577 VIIIb	578 IB	579 IIB	580 IIIA	581 IVA	582 VA	583 VIA	584 VIIA	585 VIIIA		
				591 IIIB	592 IVB	593 VB	594 VIB	595 VIIB	596 VIIIb	597 VIIIb	598 IB	599 IIB	600 IIIA	601 IVA	602 VA	603 VIA	604 VIIA	605 VIIIA		
				611 IIIB	612 IVB	613 VB	614 VIB	615 VIIB	616 VIIIb	617 VIIIb	618 IB	619 IIB	620 IIIA	621 IVA	622 VA	623 VIA	624 VIIA	625 VIIIA		
				631 IIIB	632 IVB	633 VB	634 VIB	635 VIIB	636 VIIIb	637 VIIIb	638 IB	639 IIB	640 IIIA	641 IVA	642 VA	643 VIA	644 VIIA	645 VIIIA		
				651 IIIB	652 IVB	653 VB	654 VIB	655 VIIB	656 VIIIb	657 VIIIb	658 IB	659 IIB	660 IIIA	661 IVA	662 VA	663 VIA	664 VIIA	665 VIIIA		
				671 IIIB	672 IVB	673 VB	674 VIB	675 VIIB	676 VIIIb	677 VIIIb	678 IB	679 IIB	680 IIIA	681 IVA	682 VA	683 VIA	684 VIIA	685 VIIIA		
				691 IIIB	692 IVB	693 VB	694 VIB	695 VIIB	696 VIIIb	697 VIIIb	698 IB	699 IIB	700 IIIA	701 IVA	702 VA	703 VIA	704 VIIA	705 VIIIA		
				711 IIIB	712 IVB	713 VB	714 VIB	715 VIIB	716 VIIIb	717 VIIIb	718 IB	719 IIB	720 IIIA	721 IVA	722 VA	723 VIA	724 VIIA	725 VIIIA		
				731 IIIB	732 IVB	733 VB	734 VIB	735 VIIB	736 VIIIb	737 VIIIb	738 IB	739 IIB	740 IIIA	741 IVA	742 VA	743 VIA	744 VIIA	745 VIIIA		
				751 IIIB	752 IVB	753 VB	754 VIB	755 VIIB	756 VIIIb	757 VIIIb	758 IB	759 IIB	760 IIIA	761 IVA	762 VA	763 VIA	764 VIIA	765 VIIIA		
				771 IIIB	772 IVB	773 VB	774 VIB	775 VIIB	776 VIIIb	777 VIIIb	778 IB	779 IIB	780 IIIA	781 IVA	782 VA	783 VIA	784 VIIA	785 VIIIA		
				791 IIIB	792 IVB	793 VB	794 VIB	795 VIIB	796 VIIIb	797 VIIIb	798 IB	799 IIB	800 IIIA	801 IVA	802 VA	803 VIA	804 VIIA	805 VIIIA		
				811 IIIB	812 IVB	813 VB	814 VIB	815 VIIB	816 VIIIb	817 VIIIb	818 IB	819 IIB	820 IIIA	821 IVA	822 VA	823 VIA	824 VIIA	825 VIIIA		
				831 IIIB	832 IVB	833 VB	834 VIB	835 VIIB	836 VIIIb	837 VIIIb	838 IB	839 IIB	840 IIIA	841 IVA	842 VA	843 VIA	844 VIIA	845 VIIIA		
				851 IIIB	852 IVB	853 VB	854 VIB	855 VIIB	856 VIIIb	857 VIIIb	858 IB	859 IIB	860 IIIA	861 IVA	862 VA	863 VIA	864 VIIA	865 VIIIA		
				871 IIIB	872 IVB	873 VB	874 VIB	875 VIIB	876 VIIIb	877 VIIIb	878 IB	879 IIB	880 IIIA	881 IVA	882 VA	883 VIA	884 VIIA	885 VIIIA		
				891 IIIB	892 IVB	893 VB	894 VIB	895 VIIB	896 VIIIb	897 VIIIb	898 IB	899 IIB	900 IIIA	901 IVA	902 VA	903 VIA	904 VIIA	905 VIIIA		
				911 IIIB	912 IVB	913 VB	914 VIB	915 VIIB	916 VIIIb	917 VIIIb	918 IB	919 IIB	920 IIIA	921 IVA	922 VA	923 VIA	924 VIIA	925 VIIIA		
				931 IIIB	932 IVB	933 VB	934 VIB	935 VIIB	936 VIIIb	937 VIIIb	938 IB	939 IIB	940 IIIA	941 IVA	942 VA	943 VIA	944 VIIA	945 VIIIA		
				951 IIIB	952 IVB	953 VB	954 VIB	955 VIIB	956 VIIIb	957 VIIIb	958 IB	959 IIB	960 IIIA	961 IVA	962 VA	963 VIA	964 VIIA	965 VIIIA		
				971 IIIB	972 IVB	973 VB	974 VIB	975 VIIB	976 VIIIb	977 VIIIb	978 IB	979 IIB	980 IIIA	981 IVA	982 VA	983 VIA	984 VIIA	985 VIIIA		
				991 IIIB	992 IVB	993 VB	994 VIB	995 VIIB	996 VIIIb	997 VIIIb	998 IB	999 IIB	1000 IIIA	1001 IVA	1002 VA	1003 VIA	1004 VIIA	1005 VIIIA		
				1011 IIIB	1012 IVB	1013 VB	1014 VIB	1015 VIIB	1016 VIIIb	1017 VIIIb	1018 IB	1019 IIB	1020 IIIA	1021 IVA	1022 VA	1023 VIA	1024 VIIA	1025 VIIIA		
				1031 IIIB	1032 IVB	1033 VB	1034 VIB	1035 VIIB	1036 VIIIb	1037 VIIIb	1038 IB	1039 IIB	1040 IIIA	1041 IVA	1042 VA	1043 VIA	1044 VIIA	1045 VIIIA		
				1051 IIIB	1052 IVB	1053 VB	1054 VIB	1055 VIIB	1056 VIIIb	1057 VIIIb	1058 IB	1059 IIB	1060 IIIA	1061 IVA	1062 VA	1063 VIA	1064 VIIA	1065 VIIIA		
				1071 IIIB	1072 IVB	1073 VB	1074 VIB	1075 VIIB	1076 VIIIb	1077 VIIIb	1078 IB	1079 IIB	1080 IIIA	1081 IVA	1082 VA	1083 VIA	1084 VIIA	1085 VIIIA		
				1091 IIIB	1092 IVB	1093 VB	1094 VIB	1095 VIIB	1096 VIIIb	1097 VIIIb	1098 IB	1099 IIB	1100 IIIA	1101 IVA	1102 VA	1103 VIA	1104 VIIA	1105 VIIIA		

# SCIENCE *physics laws & formulas*

## Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

## Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

## Acceleration

$$a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_F - v_I}{t_F - t_I}$$

(a=average acceleration; v=velocity;  
t=time;  $v_F$ =final velocity;  $v_I$ =initial velocity;  
 $t_F$ =final time;  $t_I$ =initial time)

## Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{d^2}$$

(F=force of attraction;  $m_1$  and  $m_2$ =the masses of the two bodies; d=distance between the centers of  $m_1$  and  $m_2$ ;  
G=gravitational constant)

## Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

## Power

$$\text{power} = \frac{\text{work}}{\text{time}} \quad (\text{see above formula for work})$$

## Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

## Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat;  
m=mass;  $\Delta t$ =change in temperature)

## Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge;  
t=time)

## Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

## Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent to a mass m [measured in grams]; c=speed of light [measured in centimeters per second])

## Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

## Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

## Torque

$$T = FR$$

(T=torque; F=force; R=radius)

## Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

( $p_1$ =original pressure;  $p_2$ =new pressure;  
 $V_1$ =original volume;  $V_2$ =new volume)

## Wave Motion

$$V = nl$$

(V=wave velocity; n=wave frequency;  
l=wavelength)

## Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source;  
r=distance from source to surface perpendicular to the beam)

## Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length;  $d_o$ =object distance;  
 $d_i$ =image distance)

## Images in Mirrors and Lenses

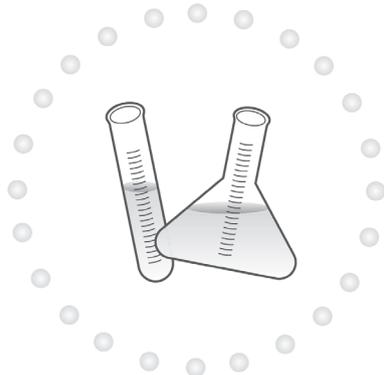
$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

( $h_i$ =image height;  $h_o$ =object height;  
 $d_i$ =image distance;  $d_o$ =object distance)

## Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a conductor; V=the potential difference applied to its ends; R=its resistance)



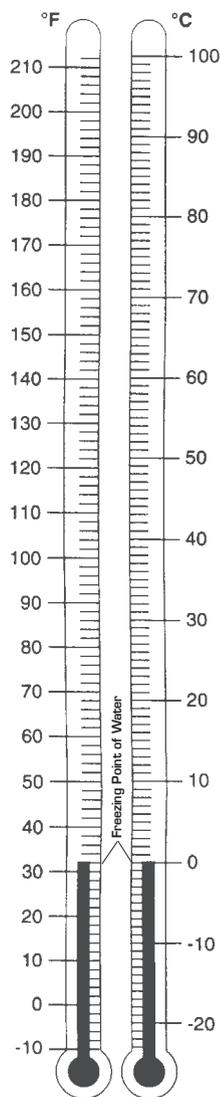
# SCIENCE *unit conversions*

## ENGLISH TO METRIC CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
<b>AREA</b>		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
<b>LENGTH</b>		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
<b>MASS AND WEIGHT</b>		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
<b>VOLUME</b>		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

## METRIC TO ENGLISH CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
<b>AREA</b>		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
<b>LENGTH</b>		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	0.62	miles
<b>MASS AND WEIGHT</b>		
grams	0.04	ounces
kilograms	2.20	pounds
newtons	0.23	pound-force
metric tons	1.10	short tons
<b>VOLUME</b>		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons



### TEMPERATURE

**Fahrenheit to Celsius:**  
 subtract 32,  
 then multiply by 5  
 and divide by 9.

**Celsius to Fahrenheit:**  
 multiply by 9,  
 divide by 5,  
 then add 32.

# SCIENCE *weights & measures & formulas*



## WEIGHTS AND MEASURES

### ENGLISH

#### Area

1 square foot (ft <sup>2</sup> )	-----	144 square inches (in <sup>2</sup> )
1 square yard (yd <sup>2</sup> )	-----	9 square feet
1 acre	-----	43,560 square feet
1 square mile (mi <sup>2</sup> )	-----	640 acres

#### Capacity

1 cup (c)	-----	8 fluid ounces (fl oz)
1 pint (pt)	-----	2 cups
1 quart (qt)	-----	2 pints
1 quart	-----	4 cups
1 gallon (gal)	-----	4 quarts

#### Length

1 foot (ft)	-----	12 inches (in)
1 yard (yd)	-----	36 inches
1 yard	-----	3 feet
1 mile (mi)	-----	5,280 feet
1 mile	-----	1,760 yards

#### Time

1 minute (min)	-----	60 seconds (s)
1 hour (h)	-----	60 minutes
1 day (d)	-----	24 hours
1 week (wk)	-----	7 days
1 year (yr)	-----	12 months (mo)
1 year	-----	52 weeks
1 year	-----	365 days
1 century (c)	-----	100 years

#### Weight

1 pound (lb)	-----	16 ounces (oz)
1 short ton (T)	-----	2,000 pounds

## FORMULAS

Perimeter of a rectangle	-----	$P = 2(l+w)$
Perimeter of a square	-----	$P = 4s$
Perimeter of a regular polygon	-----	$P = ns$ (n = number of sides)
Area of a rectangle	-----	$A = lw$
Area of a square	-----	$A = s^2$
Area of a parallelogram	-----	$A = bh$
Area of a triangle	-----	$A = \frac{1}{2}bh$
Area of a trapezoid	-----	$A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle	-----	$A = \pi r^2$
Circumference of a circle	-----	$C = \pi d$ , or $2\pi r$
Volume of a rectangular prism	-----	$V = lwh$
Volume of any prism	-----	$V = Bh$
Volume of a cylinder	-----	$V = \pi r^2h$
Volume of a pyramid	-----	$V = \frac{1}{3}Bh$
Volume of a cone	-----	$V = \frac{1}{3}\pi r^2h$
Surface area of a cylinder	-----	$SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem	-----	$a^2 + b^2 = c^2$ (sides of a right triangle)

Simple interest-----  $I = prt$

Distance-----  $d = rt$

### METRIC

#### Area

1 sq centimeter (cm <sup>2</sup> )	-----	100 sq millimeters (mm <sup>2</sup> )
1 sq meter (m <sup>2</sup> )	-----	10,000 sq centimeters
1 hectare (ha)	-----	10,000 square meters
1 sq kilometer (km <sup>2</sup> )	-----	1,000,000 sq meters

#### Capacity

1 milliliter (ml)	-----	.001 liter (L)
1 centiliter (cl)	-----	.01 liter
1 deciliter (dl)	-----	.1 liter
1 dekaliter (dal)	-----	10 liters
1 hectoliter (hl)	-----	100 liters
1 kiloliter (kl)	-----	1,000 liters

#### Length

1 millimeter (mm)	-----	.001 meter (m)
1 centimeter (cm)	-----	.01 meter
1 decimeter (dm)	-----	.1 meter
1 dekameter (dam)	-----	10 meters
1 hectometer (hm)	-----	100 meters
1 kilometer (km)	-----	1,000 meters

#### Mass/Weight

1 milligram (mg)	-----	.001 gram (g)
1 centigram (cg)	-----	.01 gram
1 decigram (dg)	-----	.1 gram
1 dekagram (dag)	-----	10 grams
1 hectogram (hg)	-----	100 grams
1 kilogram (kg)	-----	1,000 grams
1 metric ton (t)	-----	1,000 kilograms

## FORMULA KEY

A	=	area
b	=	base, length of any side of a plane figure
B	=	area of base
d	=	diameter
h	=	height, perpendicular distance from the furthest point of the figure to the extended base
l	=	length
P	=	perimeter
r	=	radius
s	=	side
sa	=	surface area
V	=	volume
w	=	width

I = interest, p = principal, r = rate, t = time

d = distance, r = rate, t = time

# MATHEMATICS *algebra & mathematical symbols*

## ALGEBRA

### Expanding

- {1}  $a(b+c) = ab+ac$
- {2}  $(a+b)^2 = a^2+2ab+b^2$
- {3}  $(a-b)^2 = a^2-2ab+b^2$
- {4}  $(a+b)(a+c) = a^2+ac+ab+bc$
- {5}  $(a+b)(c+d) = ac+ad+bc+bd$
- {6}  $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7}  $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8}  $a^2-b^2 = (a+b)(a-b)$
- {9}  $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10}  $a^3b-ab = ab(a+1)(a-1)$
- {11}  $a^2-2ab+b^2 = (a-b)^2$
- {12}  $a^3-b^3 = (a-b)(a^2+ab+b^2)$

### Laws of Exponents

- {1}  $a^r a^s = a^{r+s}$
- {2}  $a^r/a^s = a^{r-s}$
- {3}  $a^r a^p = a^{r+p}$
- {4}  $(a^r)^s = a^{rs}$
- {5}  $(ab)^r = a^r b^r$
- {6}  $(a/b)^r = a^r/b^r$  ( $b \neq 0$ )
- {7}  $a^0 = 1$  ( $a \neq 0$ )
- {8}  $a^{-r} = 1/a^r$  ( $a \neq 0$ )

*if r and s are positive integers*

### Logarithms

- {1}  $\text{Log}(xy) = \text{Log } x + \text{Log } y$
  - {2}  $\text{Log } x^r = r \text{Log } x$
  - {3}  $\text{Log } x = n \iff x = 10^n$  (Common log)
  - {4}  $\text{Log}_a x = n \iff x = a^n$  (Log to the base a)
  - {5}  $\text{Ln } x = n \iff x = e^n$  (Natural log)
  - {6}  $\text{Log}(x/y) = \text{Log } x - \text{Log } y$
- $e = 2.71828183$

### Quadratic Formula

When given a formula in the form of a quadratic equation  $\rightarrow$

$$ax^2+bx+c=0$$

The solution can be derived using the quadratic formula  $\rightarrow$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

## MATHEMATICAL SYMBOLS

+	plus	>	greater than	○	circle
-	minus	<	less than	⌒	arc of circle
±	plus or minus	≥	greater than or equal to	□	square
X	multiplied by	≤	less than or equal to	▭	rectangle
÷	divided by	∞	infinity	▭	parallelogram
=	equal to	:	is to (ratio)	△	triangle
≠	not equal to	∝	as (proportion)	∠	angle
≈	nearly equal to	π	pi (-3.14159)	⊥	right angle
$\sqrt{x}$	square root of x	∴	therefore	⊥	perpendicular
$\sqrt[n]{x}$	nth root of x	∵	because		parallel
%	percentage	x	absolute value of x	°	degrees
Σ	sum of	...	and so on	'	minutes

# MATHEMATICS *fractions & percentages & multiplication table*

## FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	16.7%
1/7	=	0.142	=	14.2%
1/8	=	0.125	=	12.5%
1/9	=	0.111	=	11.1%
1/10	=	0.1	=	10%
1/11	=	0.091	=	9.1%
1/12	=	0.083	=	8.3%

## WORKING WITH FRACTIONS

The top number of a fraction is called the **numerator**.

The bottom number of a fraction is called the **denominator**.



To multiply:

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

To divide, multiply the first fraction with the reciprocal of the other:

$$\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = \frac{12}{3} = 4$$

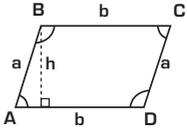
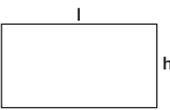
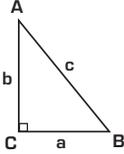
To add or subtract, first find the common denominator:

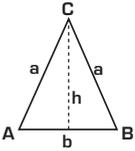
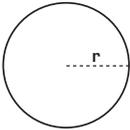
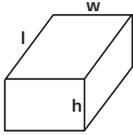
$$\frac{1}{3} + \frac{2}{5} = \left(\frac{1 \times 5}{3 \times 5}\right) + \left(\frac{2 \times 3}{5 \times 3}\right) = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$$

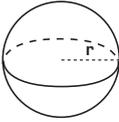
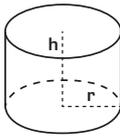
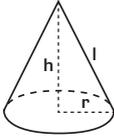
## MULTIPLICATION TABLE

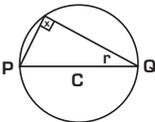
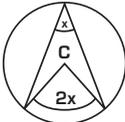
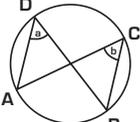
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

# MATHEMATICS *area & volume*

<p><b>PARALLELOGRAM</b></p>  <p>Area of ABCD = <math>bh</math></p>	<p><b>RECTANGLE</b></p>  <p>Perimeter = <math>2(l + h)</math> Area = <math>l \times h</math></p>	<p><b>RIGHT TRIANGLE</b></p>  <p>Area = <math>ab/2</math> <math>c^2 = a^2 + b^2</math> (Pythagorean Theorem)</p>
---	---	---

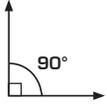
<p><b>ISOSCELES TRIANGLE</b></p>  <p>Area = <math>bh/2</math></p>	<p><b>CIRCLE</b></p>  <p>Circumference of a circle = <math>2\pi r</math> Area of a circle = <math>\pi r^2</math></p>	<p><b>RECTANGULAR PRISM</b></p>  <p>Surface area of a prism = <math>2(wl + lh + wh)</math> Volume of a prism = <math>l \times w \times h</math></p>
--	---	--

<p><b>SPHERE</b></p>  <p>Surface area of a sphere = <math>4\pi r^2</math> Volume of a sphere = <math>4\pi r^3/3</math></p>	<p><b>CYLINDER</b></p>  <p>Surface area of a cylinder = <math>2\pi rh + 2\pi r^2</math> Volume of a cylinder = <math>\pi r^2 h</math></p>	<p><b>CONE</b></p>  <p>Surface area of a cone = <math>\pi r l + \pi r^2</math> (<i>l</i> = slant height) Volume of a cone = <math>\pi r^2 h/3</math></p>	<p><b>PYRAMID</b></p>  <p>Surface area of a pyramid = <math>B + \text{Lateral Area}</math> (<i>Lateral area</i> = sum of triangular faces) Volume of a pyramid = <math>Bh/3</math> (<i>B</i> = area of base)</p>
--	---	--	--

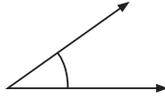
<p><b>CIRCLE THEOREMS</b></p>  <p><math>\angle x = 90^\circ</math> (<i>PQ</i> is the diameter)</p>	 <p><i>C</i> is the center of the circle</p>	 <p><math>\angle a = \angle b</math> (Both angles intercept arc <i>AB</i>)</p>
---	---	---

# MATHEMATICS *geometric angles & congruence cases*

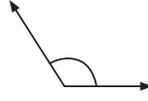
## GEOMETRIC ANGLES



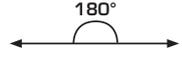
A right angle is exactly  $90^\circ$



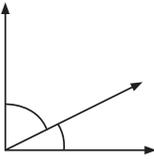
An acute angle is less than  $90^\circ$



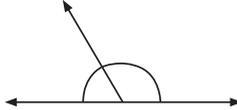
An obtuse angle is greater than  $90^\circ$



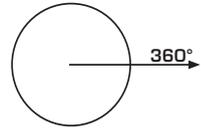
A straight angle is exactly  $180^\circ$



Complementary angles add up to  $90^\circ$



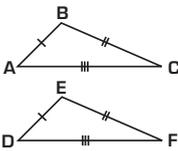
Supplementary angles add up to  $180^\circ$



One complete angle of rotation =  $360^\circ$

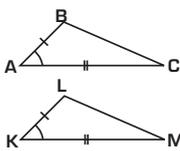
## GEOMETRIC CONGRUENCE CASES

### S.S.S. POSTULATE



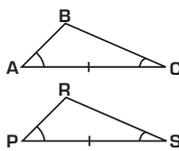
Side-Side-Side  
 $\triangle ABC \cong \triangle DEF$

### S.A.S. POSTULATE



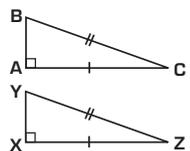
Side-Angle-Side  
 $\triangle ABC \cong \triangle KLM$

### A.S.A. POSTULATE



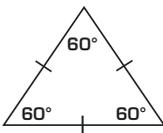
Angle-Side-Angle  
 $\triangle ABC \cong \triangle PRS$

### H.S. POSTULATE (RIGHT $\Delta$ 'S ONLY)



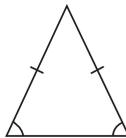
Hypotenuse-side  
 $\triangle ABC \cong \triangle XYZ$

### EQUILATERAL TRIANGLE



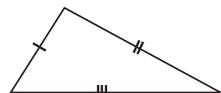
3 Sides of Equal Length  
3 Angles of  $60^\circ$  Each

### ISOSCELES TRIANGLE



2 Sides of Equal Length  
2 Base Angles are Equal

### SCALENE TRIANGLE



3 Unequal Sides  
3 Unequal Angles

# CIVICS *Bill of Rights*

## AMENDMENT

## I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

## AMENDMENT

## II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

## AMENDMENT

## III

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

## AMENDMENT

## IV

The right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

## AMENDMENT

## V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

## AMENDMENT

## VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

## AMENDMENT

## VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

## AMENDMENT

## VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

## AMENDMENT

## IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

## AMENDMENT

## X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.





# SUCCESS SKILLS *listening & homework skills*

## LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the instructor's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

### To help develop listening skills:

- *Approach the classroom ready to learn;* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the instructor;* focus your attention directly on them.
- *Pay attention to the instructor's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

## HOMEWORK SKILLS

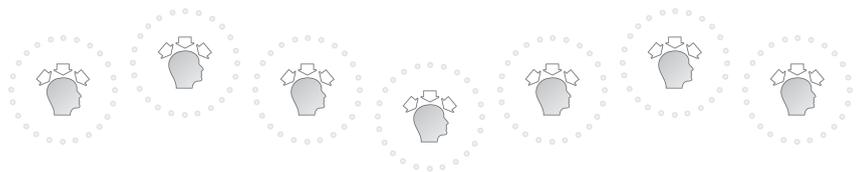
- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or instructor what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



# SUCCESS SKILLS *successful notetaking*

## SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each instructor's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your instructor may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some instructors provide outlines that tell you how a series of lectures will be organized; other instructors will deliver their lectures and expect you to write the information in your notes. Most instructors will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the instructor specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your instructors say. Some instructors will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



# SUCCESS SKILLS *plan for success*

## PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Make sure you have a datebook to write down your homework, extracurricular activities, community activities, and other responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.



{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities, as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your bedroom door, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, roommates, instructors, classmates, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

# SUCCESS SKILLS *basic résumé writing*

## BASIC RÉSUMÉ WRITING

### The Functional Résumé Format

*The functional format is useful for graduating students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships, and in life.*

*These are the 5 basic parts →*

- {1} **Header:** your name, address, phone number, email address.
- {2} **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} **Qualifications:** a brief list or statement highlighting your background, your strengths, and what you want your employer to know about you. This can be optional.
- {4} **Skills/Achievements:** a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as *Office Skills*, *Technical Experience*, or *Planning/Organization*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.

### Remember:

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper; A neutral color, such as white or ivory, is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion, or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

### Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
applied	critiqued	implemented	refined
arranged	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote

SAMPLE RÉSUMÉ

## Joe Anybody

---

**Campus Address**

44 Residence Hall Drive  
Campus Town, OH 45628  
(123) 987-6543  
j.anybody@e-mail.com

**Permanent Address**

1234 Oak Street  
Anytown, MD 21113  
(555) 123-4567  
<http://www.mywebsite.html>

**OBJECTIVE** A web design position that allows me to utilize my computer graphic and illustration skills and apply my knowledge of the online sales industry.

**EDUCATION** *State University, Campus Town, OH* May 2016  
School of Technology Major GPA: 3.25/4.0  
B.S. in Computer Graphic Design GPA: 3.6/4.0  
Visual Communications Design minor

**EXPERIENCE** *Design Assistant, internship* May-August 2015  
Wicked Web Design, Cincinnati, OH

- Created templates for multi-use applications
- Designed and updated client websites
- Reorganized digital file storing system

*Webmaster* August 2015-present  
Kappa Sigma Fraternity, Campus Town, OH

- Designed and maintained website
- Established internal e-mail server
- Collaborated on intercampus fraternity website

**TECHNICAL SKILLS** CSS, HTML, Java Script, PhotoShop, Illustrator, Microsoft Office

**MEMBERSHIPS**

- Kappa Sigma Fraternity
- Student Volunteer Outreach Summit
- Campus Town Big Brothers/Big Sisters

**REFERENCES** Available upon request

# SUCCESS SKILLS *keeping a monthly budget*

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda; drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as streaming services or eating out.

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School Yr. Actual
<b>INCOME</b>						
From Jobs						
From Parents						
From Student Loans						
From Scholarships						
From Financial Aid						
Miscellaneous Income						
<b>INCOME TOTAL</b>						
<b>EXPENSES</b>						
Rent or Room and Board						
Utilities (Gas, Electric, Water)						
Cell phone						
Cable TV or Streaming Services						
Groceries						
Car Payment/Transportation						
Insurance						
Gasoline/Oil						
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
<b>EXPENSES TOTAL</b>						
<b>NET INCOME</b> (Income minus expenses)						

# SUCCESS SKILLS *manual alphabet*

## AMERICAN SIGN LANGUAGE



A



B



C



D



E



F



G



H



I



J



K



L



M



N



O



P



Q



R



S



T



U



V



W



X



Y



Z















