

# WELCOME TO SUNY ADIRONDACK

## GET TO KNOW YOUR STUDENT HANDBOOK!

Inside this handbook you will find an incredible amount of information to help you make the most of your time here at SUNY Adirondack. Take a few minutes to check this out...it is very likely that the questions you have today will be answered by the time you reach the end.

***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 version is located online at <http://www.sunyacc.edu/studentlife/handbook>

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.

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.

We are committed to your success and look forward to returning to more in person instruction and services and are eagerly awaiting your arrival. 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

Each student who enrolls at SUNY Adirondack, regardless of whether he or she is a traditional (recent high school graduate), non-traditional (returning adult), beginning or transfer, part-time or full-time student, automatically becomes a member of the Student Association (SA). With over 3,500 members per year, it is by far 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 of over a quarter-million dollars, which comes directly from student activity fees. Most of 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 foundation 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 a meeting once a week (every Wednesday afternoon 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, which may include special remodeling projects, beautification of campus grounds, and listening to student concerns and ideas about campus issues. The Senate will then address these issues with the

appropriate administrative staff.

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 ▪ Van Rentals ▪ 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 ▪ Athletics Awards Banquet ▪ Intramurals

## **CLUBS AND ORGANIZATIONS**

American Association of University Women, Adirondack Broadcasting Association, ADK Fusion, Adventure Sports Club, American Sign Language 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, Speech & Debate, 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 Office or call (518) 743-2251

### **Intramural Sports**

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

For more information about intramurals check out <http://www.sunyacc.edu/studentlife/intramural>

### **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 may visit [www.sunyacc.edu/packlife](http://www.sunyacc.edu/packlife). 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**

### **Faculty Advisory Committees**

Student participation on faculty committees is welcome. It is one of the most effective ways to affect positive campus changes. Listed below are the committees and their general areas

of concern. Each committee has task groups, which are formed as needed. If you have concerns regarding one of the committee areas and would like to become involved, please contact the Dean for Student Affairs in Warren Hall or call (518) 743-2277. Your opinions can be expressed as a member of a task group or as a consultant to a task group or committee.

- **Instructional Affairs** deals with concerns directly related to the classroom, i.e. new courses.

- **Professional Development** makes recommendations for Research and Curriculum Development grants as well as for Division, Department, and Discipline Development grants, and coordinates the College Lecture Series.

- **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, including Distinguished Professorships.

- **Student Affairs** deals with concerns related to student services, i.e., counseling, student activities, financial aid, etc. Four students serve on this committee.

### **Faculty-Student Association (FSA)**

The 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. The FSA Board of Directors consists of four administrators, four selected faculty members, two support staff members, two community members and six students elected by the student body. If interested, see the Director of Student Life & Diversity for additional information.

### **Student Disciplinary Review Board**

# ACADEMIC INFORMATION FOR STUDENTS

## ACADEMIC EXPECTATIONS

Students are often unaware of the academic expectations of college. It is important that students adjust to these new expectations early in their college careers. SUNY Adirondack strongly recommends that students read the guidelines listed below.

- (1) College is not the end of the educational process but a foundation for a lifetime of continued learning and growth. Therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.
- (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 load, this could mean that they will be spending between 40 and 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 much more rapid pace than they have experienced before. This expectation is partially based on the assumption 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, will not be tolerated.

Adapted with Permission from DePauw University

## ACADEMIC ADVISING

At SUNY Adirondack, all full-time enrolled students are assigned an academic advisor based on their major. 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 Degree Works or in the Self-Service Banner. Students can take advantage of advising services in the Student Success Center in Warren Hall as well as other opportunities on both the main and Wilton (Saratoga County) campuses.

### 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 in this office as well as at the Wilton Campus 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, Early Alert, Academic Alert, 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 Academic Advising section of the college website for even more tips and resources to help you make the most of your educational journey. If at any time you have questions concerning advising, contact the Student Success Center at (518) 832-7708 or [advising@sunyacc.edu](mailto:advising@sunyacc.edu).

## 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. Students may be also required to take ENG 099 as supplemental instruction in support of ENG 101 success.

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. Our Math faculty have developed a number of resources that can help students prepare for the placement tests. The can be found at <https://www.sunyacc.edu/academic-advisement-student-success/placement-testing> and scrolling to the bottom of the page under 'Additional Resources and Instructional Videos'.

## 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. **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 or member of the Saratoga Center staff can help to clarify your interests and offer you options relating to choosing the major that best suits your goals.

#### 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 required 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 **Grade Point Average** (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](mailto:advising@sunyacc.edu). They may be able to offer you alternatives such as withdrawing from one or two classes or applying for scholarships 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. An automatic withdrawal is an official withdrawal during the first ten weeks of the fall or spring semester. Auto 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, the faculty member must approve and sign the withdrawal form at his/her discretion until the last day of classes before finals begin. If you have questions, please 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. It is generally recommended that students complete their associate degree requirements 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 the SUNY Adirondack transfer counselor as part of your transfer plan whose office is located in the Student Success Center in Warren Hall.
  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 enrolled in six or more credit hours are required to provide proof of meeting NYS immunization requirements before the start of classes. Students must have had the meningococcal meningitis immunization within the past 5 years or complete the response form indicating the desire to not obtain the vaccination. Students must also submit proof of measles, mumps, and rubella (MMR) immunity after the student's first birthday.

For more information on the meningitis vaccine and MMR, please contact the Registrar's Office at (518) 743-2279

Students born prior to January 1, 1957 are not required to provide proof of immunization for MMR, but are required to complete a Meningitis Vaccination Response Form.

### SARATOGA CENTER (SARATOGA COUNTY)

The SUNY Adirondack Saratoga Center is located at 696 Route 9 in Wilton. The comprehensive academic offerings provide students the ability to move forward in all SUNY Adirondack degree programs. The center also provides comprehensive student services such as bill pay, financial aid, advising, registration, career and transfer planning, tutoring, and student computing. A wide array of student activities is also offered. 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 or (518) 855-Wilton.

### 2021 – 2022 SUNY ADIRONDACK CALENDAR

| <b>Fall 2021</b>                          |                  |
|---|------------------|
| Move In Day-New Students                  | September 6      |
| Student Orientation Week                  | September 6 – 12 |
| Move In Day-Returning Students            | September 7      |
| Faculty Prof. Development Day             | September 7      |
| First Day of Classes                      | September 8      |
| Drop/Add Late Registration                | September 8 - 14 |
| First Day of 2 <sup>nd</sup> Half Classes | October 27       |
| Thanksgiving Break                        | November 24 - 26 |
| Last Day of Classes                       | December 17      |
| Study Day                                 | December 20      |
| Exams                                     | December 21 – 23 |

| <b>Winter 2022</b>          |             |
|-----------------------------|-------------|
| First Day of Classes-Online | December 23 |

|                              |             |
|------------------------------|-------------|
| Drop/Add, Late Reg-Online    | December 23 |
| First Day of Classes-Regular | January 4   |
| Drop/Add, Late Registration  | January 4   |
| Martin Luther King, Jr. Day  | January 17  |
| Last Day All Classes/Exams   | January 19  |

|   |                 |
|---|-----------------|
| <b>Spring 2022</b>                        |                 |
| Move In Day-All Students                  | January 21      |
| Student Orientation Week                  | January 24 - 30 |
| First Day of Classes                      | January 24      |
| Drop/Add Late Registration                | January 24 - 28 |
| Spring Break                              | March 14 – 18   |
| First Day of 2 <sup>nd</sup> Half Classes | March 21        |
| Last Day of Classes                       | May 6           |
| Study Day                                 | May 9           |
| Exams                                     | May 10 - 12     |
| Commencement Ceremony                     | May 14          |

|                             |         |
|-----------------------------|---------|
| <b>Summer I 2022</b>        |         |
| First Day of Classes        | May 23  |
| Drop/Add, Late Registration | May 23  |
| Memorial Day                | May 30  |
| Juneteenth                  | June 17 |
| Last Day of Classes/Exams   | July 1  |

|                             |           |
|-----------------------------|-----------|
| <b>Summer II 2022</b>       |           |
| First Day of Classes        | July 11   |
| Drop/Add, Late Registration | July 11   |
| Last Day of Classes/Exams   | August 19 |

**\* 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 a resource for the entire campus community. The 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, Lottie Jameson, can be reached at jamesonl@sunyacc.edu, or in Scoville Hall. The Deputy Title IX Coordinator, Mindy Wilson can be reached at wilsonm@sunyacc.edu, or in Washington Hall and Scott Royael, who can be reached at royaels@sunyacc.edu or in Warren 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.

**ATHLETICS**

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

**Team Mascot:** Timberwolves  
**Team Colors:** Forest Green and Gold

**WOMEN**

Volleyball  
Basketball  
Softball

Bowling  
Golf  
Soccer

**MEN**

Soccer  
Basketball  
Baseball  
Bowling  
Golf

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, please 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 your campus Public Safety Office. The office has a force of sworn officers with full arrest powers. The officers must meet the high standards of training administered by New York State's Division of Criminal Justice Services. They 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 can report a crime 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 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 tapes and 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. Please 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 such concerns as mental health issues including anxiety and depression, choosing or changing your major, transfer to a four-year college, 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. Call counseling for more info. 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.

#### DINING SERVICES

SUNY Adirondack offers several dining options on campus. There is a full service food court serving breakfast, lunch, and dinner daily. The Chartwells Dining Services food court

is located on the ground floor of the Student Center with offerings such as Create, Adirondack Deli, RossoVerde, GrillNation, and Menutainment. In addition, there is an Einstein Bros. Bagels location in the center of campus in the Scoville Learning Center, next to the campus library. For hours of operation, please visit [www.dineoncampus.com/sunyacc/show.cfm?cmd=menus](http://www.dineoncampus.com/sunyacc/show.cfm?cmd=menus).

### *Catering Experiences*

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.

### *Meal Plans*

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 [www.dineoncampus.com/sunyacc/](http://www.dineoncampus.com/sunyacc/) and click the meal plan tab at the top of the page.

### *Beverage and Snack Vending*

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 new 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@sunvacc.edu](mailto:events@sunvacc.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 **75%** 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 please 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.

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.

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.

Here is the contact information for the library:

- 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/home>. 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 and. The reading specialist can also address questions about potential disabilities, reading speed, and vocabulary development.

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 Wilton Center, Tuesday and Wednesday. 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 [www.sunyacc.edu/continuing-ed](http://www.sunyacc.edu/continuing-ed).

#### REGISTRAR’S OFFICE

##### **Change of Name and/or Address**

The College needs to communicate with its students on a recurring, as well as on an emergency, basis. If a telephone number or address changes, please update it online in Banner or file a Change of Address Form in the Registrar’s Office. This will ensure the ability to contact you if necessary.

##### **Priority Registration**

The first week of fall and spring registration is limited to current students. Registration is based on the number of credits earned to date. Please refer to the “Important Dates” section of the Catalog to determine when you may register.

##### **Privacy Information**

The following information is considered directory information and may be released without student authorization unless the student notifies the Registrar in writing that the following information should not be released.

- 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

This is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Students who want their personal information withheld from being released may do so by filing a Request to Withhold Information Form in the Registrar's Office. The form is also available online at [http://www.sunyacc.edu/sites/default/files/request\\_to\\_withhold\\_information\\_ferpa\\_2014-03-31.pdf](http://www.sunyacc.edu/sites/default/files/request_to_withhold_information_ferpa_2014-03-31.pdf).

Students wishing to grant others access to their records must complete the FERPA Survey under the Student Tab in Banner.

#### 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 Privacy Information section noted above.

#### STUDENT RECORDS AND TRANSCRIPTS

Academic transcripts are managed by the Registrar's Office. Students can request and pay for an official transcript via their Self-Service Banner account with the Credential Solutions ordering form. Official copies of academic records are \$8.00 each for electronic or standard mail delivery. Unofficial copies 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 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 initiatives, campus ticket sales, Wolfcard, 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 please refer to the Student Organization Handbook and/or visit <https://sunyacc.campuslabs.com/engage/>

Questions about the Student Center and/or the services provided by the Student Engagement & Diversity Office should be directed to the Student Engagement & Diversity staff. For more information, please call (518) 743-2251.

#### 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 either [Jane.Zalsky@veterans.ny.gov](mailto:Jane.Zalsky@veterans.ny.gov)

(preferred) or (518) 832-7744. The Adult Learner Coordinator is the primary contact for all veterans on the SUNY Adirondack campus and can be reached at 518-832-7666

## 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 Supervisor, 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 <http://www.sunyacc.edu/studentlife/fitnesscenter>.

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

The Fitness Center is designed to offer fitness and wellness opportunities to a diverse population of students, faculty and staff at SUNY Adirondack. The programs offered will promote healthy lifestyles and physical wellness through group exercise sessions, fitness events, informal gym activities and access to the state of the art fitness center located in the residence hall.

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

## RESIDENTIAL LIFE

Revised: 3/31/2019

### 1 SUNY ADIRONDACK Residence Life Goals and Philosophy

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.

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 para-professional 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.

Residence Hall staff members are here to provide a service to residential students. We take pride in SUNY Adirondack and encourage you to treat the hall and the campus with respect. Please be assured we will do our best to make sure your experience is as enjoyable and educational as possible.

1.1 The goals of the program are to:

1. Provide an atmosphere conducive to learning, refer students to appropriate academic support services, and to assist in the academic advising process in the residence hall.
2. Implement and foster a comprehensive educational component supporting students by providing programming that enhances their understanding of cultural, ethnic, gender, physical, racial, sexual orientation, and religious differences.
3. Create and maintain a residence hall community in which students take responsibility for comprehending and enriching their environment while respecting the rights and needs of others within the SUNY Adirondack community.
4. Provide students with affordable and comfortable on-campus housing accommodations.
5. Facilitate the adjustment and transition of new students to SUNY Adirondack through various programs (e.g., new student orientation).
6. Provide a disciplinary structure promoting and encouraging student accountability and responsibility.
7. Provide value-based educational programming to raise student awareness of social, emotional, mental and physical health, substance abuse, and responsible sexual behavior.
8. Stimulate and encourage student participation in campus and community organizations.
9. Strengthen recruitment and selection procedures in order to attract a high quality and

diverse professional and paraprofessional staff.

10. Provide a comprehensive training and developmental program for professional and paraprofessional staff.
11. Have professional staff stay abreast of trends in higher education by keeping pace with student development theory through publications, attendance at conferences, and participation in professional organizations.
12. Provide a comprehensive ongoing evaluation/assessment of the housing and residence life operation including its personnel, programs, and procedures.

## 1.2 Philosophy of Residence Life

Congratulations! You have just become a member of the residence hall community at SUNY Adirondack – a community composed of individuals with diverse academic interests, backgrounds, cultures, races, lifestyles, and experiences. 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.

### 1.3 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.

## 2 The Suites and Rooms

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

1. 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.
2. The deposit is on record for the full academic year from the fall semester move-in date to the spring semester move-out date.
3. When you move in, you sign a contract with housing for the academic year.
  - a. 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. Students who break the Residence Hall License to Live agreement are subject to a \$500 agreement cancellation fee.
  - b. 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).

- c. The decision as to approve or deny any such request shall lie at the discretion of the Director of Residence Life.
- d. Your housing deposit will not be refunded if you are released mid-year as you would be breaking your housing contract.
4. Room damages[1] beyond normal wear and other administrative penalties will be charged against the deposit.
5. 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.
  - a. 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.
  - b. 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.
  - c. 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.
6. 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.
7. If the residence hall contract is broken for any reason, the security deposit will not be refunded.
- 2.2 Suite layout and size – 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. Single bedrooms are only available when occupancy is not to capacity or due to medical reasons. The Director of Residence Life in consultation with the Director of Accessibility Services must approve exceptions based upon medical necessity for single bedrooms. 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, four classrooms, a bicycle storage room, and study areas.
- 2.3 Suite Amenities – Only SUNY Adirondack-provided furniture is permitted in the

residence hall. The Director of Residence Life in consultation with the Director of Accessibility Services and Dean for Student Affairs must approve exceptions based upon medical necessity. Each suite comes fully furnished with the following:

- § Living Room – couch, chair, end table, TV stand, and kitchen table with two chairs
  - § Bedrooms – twin-size bed, which 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.
    - o Cable Television: Standard basic cable television, which provides approximately 60 channels, is provided to each living room and bedroom as part of the room costs.
    - o Internet Connection: All bedrooms have their own First Light cable modem. You will need both a computer with a properly configured Ethernet card, as well as an Ethernet cable. 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.
- 2.4 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 and charging devices for e-cigarettes
  - § 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.

NOTE: 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.

2.5 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 address is:

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

### 3 Residence Life and SUNY Adirondack Services

- 3.1 Alcohol and Drug Education and Counseling Services – The Counseling Program is available to all SUNY Adirondack students and is free of charge. Small group educational sessions, short-term counseling, and/or referrals are offered to help students make healthy, safe choices related to the use of legal substances. Students involved in alcohol or drug related conduct violations are often required to participate in these services. Information and appointment scheduling is available in the Counseling Office at 518-743-2278.
- 3.2 Disability Accommodations – Students with medical issues or disabilities who may require modification of any policy or procedure in order to have equal access to the residence hall must complete the Housing Accommodation Request Form. The completed application along with appropriate documentation should be sent to the Office of Residence Life, SUNY Adirondack or faxed 518-832-7786. Call 518-832-7785, if you have any questions. The Director of Accessibility Services, in consultation with the Director of Residence Life, will make a determination of what reasonable accommodation will provide the student with equal access to the residence hall, its programs, services, and activities. The request form and documentation guidelines can be found at: <http://www.sunyacc.edu/student-housing/special-housing-consideration>.
- 3.3 Laundry – The laundry room has washers and dryers for resident use only. Washing machines and dryers each cost \$1.25 per load. Students may either pay by coin or add money to their SUNY Adirondack ID Card in the form of Timberbucks.
- 3.4 Lockout Services – 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 occasion and emergency situations. Please refer to “Lockout Policy” in section 5.18 for additional information.
- 3.5 Mail delivery – All residential students receive their mail in locked mailboxes within the residence hall. Mailboxes are provided for each suite, not individual students. Packages from UPS and Federal Express are delivered to the Office of Residence Life where residents may pick them up with proof of identity. Please refer to Your Address in section 2.4 for the correct mailing address. Outgoing stamped mail can be dropped in the mailbox in the Office of Residence Life. The Office of Residence Life serves as the package pickup location. Packages can be picked up Monday through Friday from 1pm-4pm.
- 3.6 Maintenance – Students can report maintenance concerns through the maintenance work order system. Work orders are reviewed and prioritized each working day. Maintenance staff members are authorized to enter the suite to address the concern at any time between 8 a.m. and 4 p.m. Maintenance personnel may be required, and are authorized, to enter a suite at any time to perform emergency repairs when health and

safety issues are involved. Students may be required to assist by removing personal property if it interferes with access to the area to be maintained. Fire, broken water pipes, and other maintenance problems, which could lead to structural damage or constitute a threat to the health and safety of students, are considered emergencies. Residents with immediate concerns or situations can contact the Office of Residence Life Monday through Friday from 8 a.m. to 4 p.m. at 518-832-7785. The RA on duty can be contacted weekdays after 4 p.m. and throughout the weekend at 518-415-7654. Janitorial, security, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. Please dress accordingly.

3.7 Parking – Parking is available for residents. Please refer to the “Parking Policy” in section 5.21. If students do not wish to park on campus, they must complete a parking waiver on Banner.

3.8 Resident Assistants (RAs) – Resident Assistants (RAs) are student staff who reside in the residence hall. Their general responsibilities are to:

- § Advise students on academic, administrative, personal, and social matters within the limits of the Resident Assistant’s experience and capabilities, or to refer students to appropriate services both on and off campus.
- § Be aware of student's progress and attempt to identify academic and personal problems before they hinder the student's success at SUNY Adirondack.
- § Develop a tradition of student responsibility contributing to the residence hall community and environment.
- § Provide programs for their floor and hall through educational, recreational, and social activities.
- § Help develop SUNY Adirondack’s community, self-government, and resident involvement.
- § Provide opportunity for student input, disseminate official SUNY Adirondack information, and explain administrative policies at regularly scheduled floor meetings.
- § Supervise operations, including enforcement of the residence standards and regulations, and make disciplinary referrals through the judicial process when appropriate.
- § Be responsible for the overall supervision/administration of his/her area.

3.9 Residence Directors – Residence Directors (RDs) are professional staff members who live and work in the residence hall. They provide a professional presence in the hall at all times by serving on duty whenever students are living in the residence hall. The RDs supervise the RAs in their work. They serve as a resource for students, serve as hearing officers in the judicial system, and meet with students around policy violations, and ensure a safe and welcoming community.

3.10 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.

- 3.11 RA and Student Activities Programs – Residence Life will provide ongoing programming. Educational and social programming will happen throughout the year. Students are encouraged to attend all programming events. Resident Assistants (RAs) will post announcements of upcoming programs and the Office of Residence Life will send program information by e-mail. SUNY Adirondack is proud to offer a variety of academic, social, cultural, and recreational opportunities to enhance your student life experience. We encourage you to become involved in student life however you choose – by simply attending our variety of on-campus programs or assuming a leadership position in a club or with the Residence Hall Association.
- 3.12 Roommates and Roommate Contracts – The majority of the suites house 4 students. Students have the ability to make requests for roommates and specific housing. The residence life staff will do their best to honor such requests. ALL requests must be sent via email to [reslife@sunyacc.edu](mailto:reslife@sunyacc.edu) by BOTH parties. Requests are not guaranteed. As students will often arrive not knowing their roommates, Resident Assistants will visit each suite at the start of each semester to work with the group. Should a roommate conflict arise, one possible solution is to complete a roommate contract. This contract will help residents talk about issues such as cleaning the suite, guests in the suite, noise, etc. Students who experience roommate difficulty after completion of this form should consult with their Resident Assistant and/or Residence Director on next steps.
- 3.13 Student Health Services – Close to campus are a few urgent care facilities that will accommodate walk-ins and are open daily. Please see section 8.1 for contact information. Students are responsible for their own transportation to and from the urgent care centers, as well as payment for medical services provided. In the case of an emergency, please dial 911.
- \*SUNY Adirondack has formed a partnership with Hudson Headwaters to help students obtain better access to healthcare services. Information in regards to services is available in the Residence Life Office.
- 3.14 Transportation, van trips, local taxi, and bus services – Free bus service is provided by the Greater Glens Falls Transit. You can find information at [www.agftc.org/ggft/index.asp](http://www.agftc.org/ggft/index.asp). Students can take two GFGT bus lines free of charge by showing a valid SUNY Adirondack ID card. Local taxi service can be found by an internet search for Glens Falls, NY Taxi Services.
- 3.15 Trash – 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.

#### 4 Campus Security Information

##### 4.1 Fire Regulations

1. Law requires fire evacuation drills to be held periodically in the residence hall. All residents must evacuate the halls as per instruction provided by the residence hall staff. Failure to evacuate will result in disciplinary action, which may include fines.
2. 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.
3. 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.
4. 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.
5. Cooking with unapproved cooking devices (as outlined in this handbook) in the residence hall is prohibited.
6. Smoking devices of any kind are prohibited. Interior spaces of the residence hall are designated as smoke-free.
7. A student found tampering with fire safety equipment of any kind, (including smoke alarm, fire alarm, emergency lighting, sensor equipment, and exit signs, for example) and/or pulling false alarms is subject to immediate suspension from the residence hall and criminal prosecution.
8. The residence hall is equipped with smoke detectors and sprinkler units in every residence space.

##### 4.2 Health and Safety Inspections

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 residence hall dismissal.
- 4.3 Office of Public Safety – Campus police activities are provided by the Office of Public Safety. Public Safety (Peace) Officers are sworn officers and have full arrest powers.

Foot and vehicle patrols are conducted on campus and in the residence hall area 24 hours per day, 365 days per year. The Office of Public Safety's objective is to provide a safe 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.

Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Campus peace officers have the authority to enforce state and local laws including: Vehicle & Traffic, Alcohol Beverage Control, and Penal Law violations; enforce college policies and rules such as those found in the Student and Resident Handbooks; and issue College parking tickets, which are billed to financial accounts of students, faculty, and staff. The phone number to contact the Office of Public safety is 518-796-1344. Residents are required to comply with instructions provided by Public Safety Officers.

- 4.4 Security Alarms – 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. However, during a fire or in an emergency, students must exit through the nearest door immediately.
- 4.5 Security Doors – 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.
- 4.6 Solicitation – 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.

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.

4.7 Tips Line – (518) 743-8477: Effective 9/6/16 SUNY Adirondack Office of Public Safety has established a confidential TIPS LINE as a means by which individuals can relay valuable information in an anonymous manner. Our goal is to obtain information that leads to individual accountability regarding incidents that violate the standards of good conduct and or public law. We ask for your help and cooperation because safety is everyone’s business.

This tip line has been established for the campus community to report a crime or criminal activity to the Office of Public Safety anonymously. All calls are recorded to a voice mail box monitored by department officials for evaluation and action if necessary. There is no way of identifying or contacting the caller unless they leave that information in their recorded message. The Office of Public Safety personnel will check the voice message system periodically and thoroughly evaluate and distribute the information according to departmental procedures for investigating cases.

When leaving a message consider the following:

- § Who (description of each suspect, one at a time)
- § What (happened, did you see, was suspicious)
- § When (date, time)
- § Where (location of incident, direction suspect was headed)
- § Additional information that would be helpful to individuals investigating the report.

If you are reporting an emergency please call Public Safety at 743-7233 or dial 911. Emergency or crisis information, or situations needing an immediate response should not be left on the tip line.

## 5 Policies

Living on campus presents numerous opportunities and challenges. The following rules and regulations are implemented to help ensure the peaceful enjoyment of suites in a safe and clean environment. Violators of any portion of this handbook or the Residence Life housing license will be referred for disciplinary action with the possibility of termination of their housing license.

### 5.1 Alcohol

1. 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.

2. 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.
  3. Any alcohol found on the property will be turned over to the residence hall staff and discarded immediately.
  4. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence hall.
- 5.2 Abandoned Property – 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 parent or guardian 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.
- 5.3 Emotional Support Animals – 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.
- 5.4 Appliances
1. 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.
  2. The following items are NOT permitted in the residence hall; air conditioners, electric griddles, hot pots, George Foreman grills, roasting pans, space heaters, halogen lamps, and multi-bulb ‘octopus’ lamps. If you have a question about an item you are looking to bring or purchase, please consult with Residence Life staff prior to bringing the item to your suite.
  3. Appliances should not be left unattended while in use.
- 5.5 Attendance/Student Success – Residence Life students are expected to be actively pursuing a full-time academic schedule (minimum 12 credit hours). This expectation not only includes attending classes, but also the preparation needed to be successful in the coursework. Students experiencing difficulty are encouraged to take advantage of the several tutoring or learning support opportunities on campus or talk with a Counselor. Please refer to “Academic Success Policies and Resources” in section 7.1 for additional information.

The Office of Residence Life may remove students from housing who are not actively attending classes or are registered for less than 12 credit hours. Students who fall below

full-time status during the year are required to contact the Director of Residence Life to discuss their individual housing situation. 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 will only be considered if they are in good social standing, and the decision is at the discretion of the Director of Residence Life based upon the individual circumstances presented.

NOTE: The federal government views financial aid as being “earned” by attending class over the course of the semester. If a student drops or withdraws, stops attending, or never attends one or more courses for any reason during the course of a semester, financial aid eligibility may change. By law, “unearned” funds must be RETURNED by SUNY Adirondack to the appropriate source (federal, state, or lending institution). It then becomes the student's responsibility to pay the SUNY Adirondack bill directly with personal funds.

5.6 Bicycles – Bicycles are not permitted inside the residence hall or suites. They must be stored in the bicycle storage room. Residence Life and AHA are not responsible for damage or theft.

5.7 Check-In/Check-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.

5.8 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 Residence Director (RD) or the Director of Residence Life.

#### 5.9 Damages to Property

1. 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.
2. Upon arrival, each student will receive a Room Condition Form (RCF), to be completed and returned to the Office of Residence Life.
3. 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.

4. 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.
  5. 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.
  6. 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.
  7. Students may be referred for disciplinary action when damage is discovered. The damage will be repaired, and the students will be billed.
  8. All repairs are to be made by the Office of Residence Life and/or its designee.
  9. 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.
  10. 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.
  11. 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).
- 5.10 Dangerous Materials – Firearms and other weapons are not permitted on campus or in the residence hall at any time, not even for display purposes.

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.

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.

- 5.11 Decorations – 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, fountac and 3M products sparingly to hang decorations on walls. Nothing is permitted to be on the ceiling. We do not allow students to paint walls. 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.

- 5.12 Dismissal – Serious and/or repeat violations of the housing rules and policies can result in removal from the residence hall. Students receiving an order to vacate as a result of a disciplinary hearing may have as few as 24 hours to vacate their suites. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have full liability of their housing costs. Students will also be banned from the residence hall and the property grounds, with threat of arrest for violators. 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/dismissal is made.
- 5.13 Diversity – The Office of Residence Life will not discriminate on the basis of race, ethnicity, gender, gender identity, disability, religion, sexual orientation, or age. We are committed to providing an open environment, free from discrimination, harassment, and prejudice. Part of the SUNY Adirondack experience is allowing members of the community to be respected and valued for who they are. The Office of Residence Life is a SAFE ZONE.
- 5.14 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 immediate dismissal from the residence hall and the violator may be subject to arrest.

Misconduct Subject to Disciplinary Action – The following offenses may be assigned to a staff member for adjudication within the campus judicial system. Sanctions vary from educational and/or punitive in nature to fines, community service, suspension, or dismissal from the residence hall or the college. The staff member assigned to the case will make every effort to see the sanction is relevant to the offense.

1. Violation of quiet hours.
2. Violation of visitation/guest policies.
3. Appropriation of common or public furniture in student suites.
4. Littering in a public area or on campus grounds.

5. Unauthorized/unapproved room change.
6. Engaging in sport activities in the residence hall or unauthorized spaces
7. Skateboarding, skating, use of hoverboards in and around the residence hall, sledding or throwing snow/ice.
8. Parking violations.
9. Health and Safety violations including, but not limited to: use of any heating elements such as hotplates, heating units, candles, incense or potpourri; air conditioners, halogen lamps, multiple light lamps with plastic bulb covers; unclean room/apartment that can cause health issues, possession of waterbeds, more than 10 people in a suite, etc.
10. Possession of any animal other than an approved emotional support animal.
11. Violation of the terms of any disciplinary sanction imposed in accordance with this code.
12. Failure to comply with the directions of residence life staff acting in the performance of their duties and/or harassment of residence life staff.
13. Use, possession, or storage of tobacco products and/or smoking devices in the residence hall or on College property.
14. Use or possession of fireworks.
15. Indecent conduct including, but not limited to, streaking, profanity, lewd or obscene expressions, racial or ethnic slurs, disrespectful behavior or statements toward college personnel or students.
16. Verbal harassment is defined as abusive or threatening language or behavior that intentionally or recklessly abuses, ridicules, or puts down a person and adversely affects his or her living, working or learning environment. This shall include texts, emails, Facebook posts, and other social media outlets.
17. Unauthorized entry, propping of doors, presence in, or use of residence hall premises, facilities or property.
18. Reckless causing of physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm.
19. Intentional or reckless misuse or damage of fire safety equipment.
20. Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities.
21. Any comment designed to incite violence.
22. Theft or possession of stolen property.
23. Destruction or defacing of property.
24. Intentional or reckless interference with the freedom of expression of others.
25. Dishonesty, such as the known falsification of official records or the giving of false information.

26. Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification.
27. Misuse or abuse of the telephone, computer system, security system, or elevators.
28. Tampering with campus mail.
29. Refusing to show or surrender a College ID card upon request by residence life staff or employees acting in the performance of their duties.
30. Violations related to alcohol policy:
  - a. Possession, consumption, or distribution of any alcoholic beverages or possession of empty alcoholic beverage containers anywhere on the property. This includes being in the presence of alcoholic beverages and empty alcoholic beverage containers.
  - b. Alcohol sponsored events including but not limited to; keg party, serving or selling alcoholic beverages to others on premises; promoting at-risk drinking behaviors.
  - c. Empty alcohol containers, alcohol paraphernalia, and any alcohol related products. d. Public intoxication.
31. Disruption of teaching, research, or other activities taking place within the residence hall.
32. Disorderly conduct/disturbing the peace.
33. Possession, manufacture, distribution, or use of any un-prescribed drug and/or drug paraphernalia, including being under the effects of any un-prescribed drug within the residence hall. This includes being in the presence of any un-prescribed drug and/or drug paraphernalia.
34. Physical harassment. Any action or situation producing physical discomfort of an individual or group, or placing the individual or group in danger of physical injury including, but not limited to, punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid physical retaliation.
35. Use, possession, manufacture, or storage of any weapon.
36. Engaging in acts or deeds violating existing federal, state, county, or local laws or ordinances.
37. Intentional or reckless initiation of any false report (including the activation of fire alarms for nonemergency, non-administrative reasons), warning or threat of fire, explosion, or emergency.
38. Sexual Misconduct – SUNY Adirondack strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student(s) charged with Sexual Misconduct will be adjudicated through the College Code of Conduct.
39. Subletting residence hall room or residence hall space for short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer

accommodation services.

40. Any other act which is determined to be detrimental to the residential community.
41. Any other action deemed inappropriate by the staff.

Violations or actions not covered in the list above will be sent to the Dean for Student Affairs for determination of severity and the appropriate category of the offense to proceed with a correct course for adjudication.

Appeals to imposed sanctions may be filed to the next higher level no later than 72 hours following a decision. Appeals must be submitted in writing and address the criterion for appeal which includes a) procedural violation of due process rights, b) new information, or c) excessive sanction given the offense.

Offenses of a criminal nature as defined in New York State Law also subject the student to possible arrest and incarceration.

#### 5.15 Guests and Visitors

##### 1. Definitions

- a. A residence hall 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.
- b. A residence hall visitor 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.
2. No overnight guests will be permitted during the first and last week of classes each semester, and again during final exam week.
3. Students may begin signing in their guests and visitors at 7:00 PM with a Resident Assistant on duty at the main desk. Guests and visitors 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.
4. Guests and visitors must be with their host resident and carry ID with them at all times.
5. It is the residents' 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.

6. Residents are expected to be sensitive to the needs of their roommates before inviting or allowing guests to visit.
  7. 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 judicial charges for those individuals present.
  8. Minors under the age of 18 are not permitted to be overnight guests in the residence hall.
- 5.16 Harassment and Assault – Any action intended to annoy, threaten, alarm, or harm any other member of the residence hall community is considered a serious breach of the housing license and will not be tolerated. This includes, but is not limited to, texts, emails, Facebook posts, other social media outlets, etc. Any student who harasses or threatens another student will be referred for disciplinary action and subject to removal from the residence hall. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner and seek help from staff members or SUNY Adirondack community members whenever necessary. Fighting in any area of the residence hall or on campus is not tolerated. Harassment and Assault are crimes under NYS law. In addition to the college-imposed sanctions, violators may be subject to arrest.
- 5.17 Holiday Closings and Break Housing – All students must vacate their suites during breaks. All students must follow correct closing procedures posted by their RA. Students with academic-related reasons may request to stay. If approved, these students may be charged a fee.
- 5.18 Lock Outs – All residents are expected to carry their own keys and SUNY Adirondack ID Card with them at all times. Residence hall staff is available to open doors for students on rare occasions and for emergencies. 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 staff 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
- 5.19 Non-Compliance with a Reasonable Request – In the performance of their duties, the Resident Assistants, Residence Directors, the professional residence life staff, and/or the Director of Residence Life, Public Safety, and other College employees, may make reasonable requests of the residents in order to ensure the safety and security of

the community at large. All residents and their guests are expected to comply with such reasonable requests and will be found in violation of the housing license for failure to comply or behaving inappropriately towards the staff member making the request.

5.20 Parking – All students must register their cars with the Facilities Office in Warren Hall and with Residence Life upon arrival to campus and will receive a sticker for their vehicle. Reserved spaces are for Faculty and Staff. Only cars with proper registration and stickers can park in student designated areas. All cars must park between the white lines. If there are no white lines, it means there is no parking.

Students must be prepared to move vehicles as directed during bad weather situations or they will be subject to being towed at the student’s expense. Please refer to “Snow Removal” in section 5.24 for additional information.

Vehicles parked in areas designated as no parking, handicapped, or staff parking may be ticketed and/or towed at the expense of the owner of the vehicle. Students who have been found in violation of the residence life drug policy or have committed a violent offense are subject to having their vehicles searched under “probable cause” to ensure the safety of other students. The Director of Residence Life and the Office of Public Safety reserve the right to remove parking privileges temporarily or permanently for persons who drive recklessly/dangerously, park illegally, and/or speed in the parking lots.

Cars that are inoperable must be tended to or removed within 48 hours. Unregistered vehicles cannot be stored in the residence hall parking lots. Students are responsible for insuring their vehicles. AHA shall not be liable, directly or indirectly, for any loss or damage to vehicles.

5.21 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 or they will be subject to a meal plan suspension. 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. 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.

#### 5.22 Quiet Hours

1. Quiet hours: 10:00 p.m. to 8:00 a.m. on Sunday, Monday, Tuesday, Wednesday,

Thursday and from 1:00 a.m. to 10:00 a.m. on Friday and Saturday. 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. 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.
3. 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.

#### 5.23 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. 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. 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.
6. Any room change may result in a cleaning fee.
7. 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.
8. 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.
9. 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.
- 5.24 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.
- 5.25 Snow Removal – Students must be prepared to move vehicles as directed during bad weather situations in order to ensure proper snow (and ice) removal. On the day of an impending snow storm, students and staff must move their vehicles to the main/east parking lot (near the woods) behind the residence hall no later than 10 p.m. so that the south lot can be cleared. The following night, students and staff are to move their vehicles to the south lot (near the soccer fields and gymnasium) no later than 10 p.m. so that the east lot can be cleared. Students will typically receive a reminder e-mail and notices will be placed throughout the building; however, it is the student’s responsibility to pay attention to the weather and move their vehicles accordingly. Vehicles that are not moved as directed will be subject to being towed at the student’s expense.
- 5.26 Tobacco Use – Tobacco is defined as smoking, the use of e-cigarettes, and/or the use of smokeless tobacco products. The use of tobacco products is not permitted anywhere inside the residence hall or on campus. Possession of smoking devices is also prohibited within the residence hall and on residence hall property. Violations of the tobacco-free policy by a student are subject to disciplinary sanctions.
- 5.27 Room/Suite Accountability – 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. Please 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 a housekeeping 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, Residence 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.
- 5.28 Restricted Areas – Students are not permitted to be in restricted areas on campus or in the residence hall without permission. Such areas include the ropes course, classroom spaces, the RA desk, etc. Students will adhere to the hours of operation of all facilities as posted.

5.29 Sexual Misconduct – SUNY Adirondack strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. In-depth information on reporting, resources available for support, and the College Conduct process regarding Sexual Misconduct can be found in the Student Handbook. Any student(s) charged with Sexual Misconduct will be adjudicated through the College Code of Conduct.

## 6 Judicial System

All SUNY Adirondack students are responsible for their own behavior on the campus and within the residence hall. All students are encouraged to live within the guidelines established by the campus code of conduct which includes fostering an environment of positive social interaction.

Removable offenses are listed below. Residents involved in the following activities should expect to be removed and banned from the residence hall, and in addition to being subject to arrest, can also be subject to student conduct consequences. These include, but are not limited to:

1. Any form of physical assault or harassment.
2. Possession of, or distribution of, any un-prescribed or illicit drug.
3. Possession of a weapon.
4. Multiple alcohol or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.
5. Breaking and entering into another student's apartment or bedroom.
6. Sexual misconduct.

6.4 Hearing Procedures – The following are the rights of students accused of violations. They are designed to ensure decisions in disciplinary cases will meet essential standards of fairness and of equal importance that involved parties will be assured their case has been processed in a fair and judicious manner.

1. Students against whom allegations have been made shall be considered not responsible until given an opportunity to be heard.
2. Students accused of violating policies and regulations shall be notified of the specific charge before the case is considered. Subsequently, the accused shall be notified of the time and place where the case is to be heard.
3. The accused shall have an opportunity to prepare a defense.
4. Generally, the accused shall be free of disciplinary sanction, pending conclusion of the hearing; however, where the nature of the case indicates that there is a danger to the

immediate well-being of the community or the accused student, appropriate interim measures may be taken by the Director of Residence Life and/or the Dean for Student Affairs. This includes, but is not limited to, a requirement to stay away from particular individuals or areas of campus, temporary residence suspension, temporary college suspension, etc.

5. The accused shall have an opportunity to present evidence on his or her behalf.
6. The accused shall have his or her case heard within a reasonable amount of time.
7. The accused shall receive the final decision within a reasonable amount of time after the hearing.
8. Finally, all students should have the right to expect an appropriate level of confidentiality in disciplinary proceedings. No conduct officer will discuss the evidence, testimony, deliberations, decisions, or sanctions that make up the hearing process with anyone outside the hearing itself except in cases where harm to self and others is discussed or threatened, or in cases where the accused provides written permission to the conduct officer.
9. Students who fail to attend their scheduled meeting will be considered as accepting responsibility for the alleged conduct violation. The conduct officer will adjudicate the violation in the student's absence. The conduct officer will follow up with an outcome notification to the student in writing.

Students should know that disciplinary records are kept in the Office of Residence Life and are managed according to federal legislation guidelines of the Family Educational Rights and Privacy Act [FERPA].

In minor disciplinary cases, the guidelines listed above will be implemented with a minimum of formality. But in all cases, it is essential that steps to promote fairness should govern procedures, providing the accused with an opportunity for defense against the charge of misconduct.

6.5 Burden of Proof –The burden of proof in all alleged violations of the Residence Life Handbook 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.

6.6 Sanctions – 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, dismissal, Judicial Educator (educational modules), parental notification (for substance related violations of underage students), reflection papers, restitution, substance contracts, and written

warnings.

6.7 Sexual Misconduct Cases – Procedures for cases of alleged dating violence, domestic violence, sexual assault, and stalking. In addition to the policies listed above the following procedures for disciplinary action apply directly to cases involving alleged dating violence, domestic violence, sexual assault and stalking cases.

These cases will be adjudicated through the College Code of Conduct.

1. Time Frames for the Review Process:

- a. The College will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days of receipt of the complaint.
  - b. The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measure to be put in place will usually be completed within thirty (30) of receipt of the complaint.
  - c. The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within thirty (30) days of receipt of the complaint.
  - d. Results of the complaint are typically issued within five (5) days after a formal hearing.
  - e. An appeal of the results must be submitted within seven (7) days of receipt of the written results. Absent extenuating circumstances, decision on appeals are typically issued within ten (10) days after a formal hearing.
2. Evidence - Evidence to be presented by complaint(s) and respondent(s) during any hearing on the charges related to dating violence, sexual assault, and stalking cases must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing.
3. Parties Right to Advisors- The respondent and complainant may be assisted during disciplinary hearings and related meetings (on charges related to dating violence, sexual assault, and stalking cases) by an advisor of their choice. Advisors may speak privately to their advisee during the proceeding, but may not speak to anyone else in the room. Advisors for the respondent and complaint may not present evidence, question witnesses or speak to any hearing officers. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the Dean for Student Affairs.
4. Notification of Findings- In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall receive simultaneous notice of results and sanctions imposed (and the rationale for the results and sanctions), as well as notice of the appeal procedures available, any possible changes to the result that may occur before it becomes final, and when the results becomes final.

5. Sanctions- The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to SUSPENSION and/or DISMISSAL from the College. In such cases, a Temporary Suspension by the Dean for Student Affairs also may be invoked until the review process is concluded.
6. Retaliation- No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participates in a code of conduct proceeding in any manner. Participants who experience retaliation should report the incident to the Public Safety office.

## 7 Academic Success Policies and Resources

7.1 Study Hours – In an effort to support the academic success of students in the residence hall, we have set up a study lounge on the second floor of the building across from the laundry rooms. All students are welcome to use the study lounge and its services; however, there are a few groups of students who are required to do so. Study lounge hours to complement the hours of the Scoville tutoring center will be posted each semester.

1. Students who are on Academic Probation and those students who drop below 12 credits during the semester will be required to use the residence hall study lounge or tutoring services located in Scoville for four (4) hours per week.
2. Students who receive an Academic Alert will be made aware of the study lounge services and encouraged to attend for two (2) hours per week.

7.2 Housing Appeals – Continuing students who are dismissed from the College due to academic reasons will lose eligibility for housing and sacrifice their housing deposit. If the student submits an appeal and this is granted, they may request to live on campus and have their housing deposit reinstated. If a student submits an appeal and this is denied, they may request a refund of their deposit.

## 8 Emergency and Contact Information

8.1 Emergencies – If you have a medical emergency, call 911 immediately.

If you have the following symptoms call 911 immediately:

- § Difficulty breathing (i.e. chest injury, asthma)
- § Injuries or suspected injuries to the spine, neck, head, back
- § Severe lacerations
- § Signs or symptoms of a possible cardiac emergency (i.e. chest pain etc.)

8.2 Urgent Medical Protocol – If you have an urgent, but not emergency medical situation, you can call or walk in to these facilities. Most insurance is accepted.

Adirondack Urgent Care, 959 Route 9, Suite O, Queensbury, NY, 518-223-0155

Convenient Medical Care, 319 Bay Road, Queensbury, NY, 518-792-2181

Queensbury Family Health, 14 Manor Drive, Queensbury, NY, 518-798-6400

Hudson Headwaters Health Network, 9 Carey Rd, Queensbury, NY 12804, 518-761-0300

If you have the following symptoms, you should make arrangements to seek medical attention at one of the facilities listed above.

- Dislocation of a joint, sprain or minor break of a bone
- Debilitating chronic stomach or digestive system pain
- Minor lacerations

### 8.3 Emergency Phone Numbers

Ambulance/Fire: 911

Public Safety: 518-743-7233

8.4 Resources Available for Support – After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, the college offers students a range of protective measures. A medical exam is also an important way for a health provider to properly collect and preserve evidence

The following offices are available to help support victims of sexual violence

- Public Safety: 518-743-7233 (For Immediate Assistance)
- Residence Life: 518-832-7785
- Dean for Student Affairs: 518-743-2277
- Counseling Office: 518-743-2200 ext. 2278 (For Ongoing Assistance)
- College Title IX Coordinator: 518-743-2319 ● Warren County Sheriff's Office: 911

### 8.5 Residence Life Bereavement Policy and Procedure

Any person made aware of the death of a student from a reliable source should notify the Dean of Student Affairs. A reliable source can include, obituaries, newspaper reports, etc. Upon request from the Dean of Student Affairs, Residence Life Staff will coordinate with the bereaving family to collect the personal belongings of the passing student in a timely manner.

### 8.6 Residence Life Grievance Procedure

When a student thinks his or her rights and freedoms as a residential student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the regulations of the Residence Life Handbook, he or she should follow these steps in a timely manner:

1. Speak to a Residence Director or the Office Specialist. If this interaction does not

- produce an appropriate solution,
2. Discuss the matter with the Director of Residence Life. If this interaction does not produce an appropriate solution,
  3. Appeal, in writing, to the Dean for Student Affairs.

In all matters concerning Residence Life inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve 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 inquiry

## 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* at [wolfmail.sunyacc.edu](mailto: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 Blackboard (our 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://mysunyardk.com> using your Network ID and Password

## SELF-SERVICE BANNER

Banner provides web-based access to class schedules, course registration, grades, aca 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** whenever GGFT is in operation during the academic year, without limit, upon showing a current, valid College ID.

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 **6 a.m.**
- For afternoon closing by **11 a.m.**
- For evening closing by **4 p.m.** (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 will 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 over 3,800 students. The campus employs a workforce of over 350 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;
  - o East entrance sidewalk to the Residence Hall
  - o North of the west door of the Regional Higher Education Building
  - o West of Washington Hall, on the upper Quad
  - o North of the Gymnasium
  - o 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 x 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)
- Facilities Office (518) 743-2246 or Ext. 2246 (campus phone)
- 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 operates no off-campus housing or off-campus student organization facilities. 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 of Students Affairs (518) ) 743-2200 ext. 2277
- Counseling Center (518) 743 2200 ext. 2247
- Residence Life & Housing Office (518) 832-7785
- Human Resources (Washington Hall) 518-743-2257
- Wilton 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 Wilton Center located at 696 State Rt. 9, Wilton

NY and Crockwell Pond located on East Sanford Street 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 seventeen.

**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 felony or a theft.

**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
- don't 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 Student Services throughout the year. Student Services staff facilitate programs for students providing a variety of strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Security and safety related programs are also provided to students through presentations in Freshman Seminar classes.

### 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 is responsible for investigating reports of missing person(s). The Public Safety Office may assist the Sheriff's Office by providing it 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. The Public Safety Officer will take all information from the caller to include a description of the student, the last time he/she was seen, and the type/color of clothing worn. The Officer will provide this information to Law Enforcement, contact the Assistant Director of Public Safety and/or Director of Facilities and begin an Incident Report.
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, complete an Incident Report and notify the Assistant Director of Public Safety and/or Director of Facilities 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), the Assistant Director of Public Safety and/or Director of Facilities 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. Dean for Student Affairs
  - c. Vice Presidents
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 Dean of Enrollment Management and Marketing, or his 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 Dean of Enrollment Management and Marketing.

### 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 below.

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:
  - o 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;
  - o Campus Public Safety;
  - o Local law enforcement; and/or
  - o 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

### 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.

I. **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.
6. **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.
7. **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.
8. **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 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.
- D.

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 Matthew McKay, Title IX Coordinator, Room 201 in the Student Center, mckaym@sunyacc.edu or by calling 518.681.5604.~~ Inquiries regarding the application of other laws, regulations and policies prohibiting discrimination may be directed to Mindy Wilson, Associate Vice President of Human Resources, Warren 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 new 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 Warren 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. Handicapped – All Handicap designated parking spaces, all reserved spaces when handicap 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. **Handicapped Parking Permits** Disabled 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 handicapped parking permit application. Handicapped operators will be issued a SUNY Adirondack parking permit contingent upon their application status.

#### 4. **Fees**

- a. The fee of \$10.00 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 handicap 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 **Bursar'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 license 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 can not 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:
  - o The Counseling Office at (518) 743-2278 (information will also be required from the attending physician in the emergency room/hospital)
  - o 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 Counseling Office at (518) 743-2278 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 contacted by the Office of Student Affairs to inform him/her of the administrative determination and any special conditions to be set forth in a behavioral contract.

## 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 Life & Diversity. 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 Life & Diversity 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 Life & Diversity 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 the Student Life webpage or 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.

