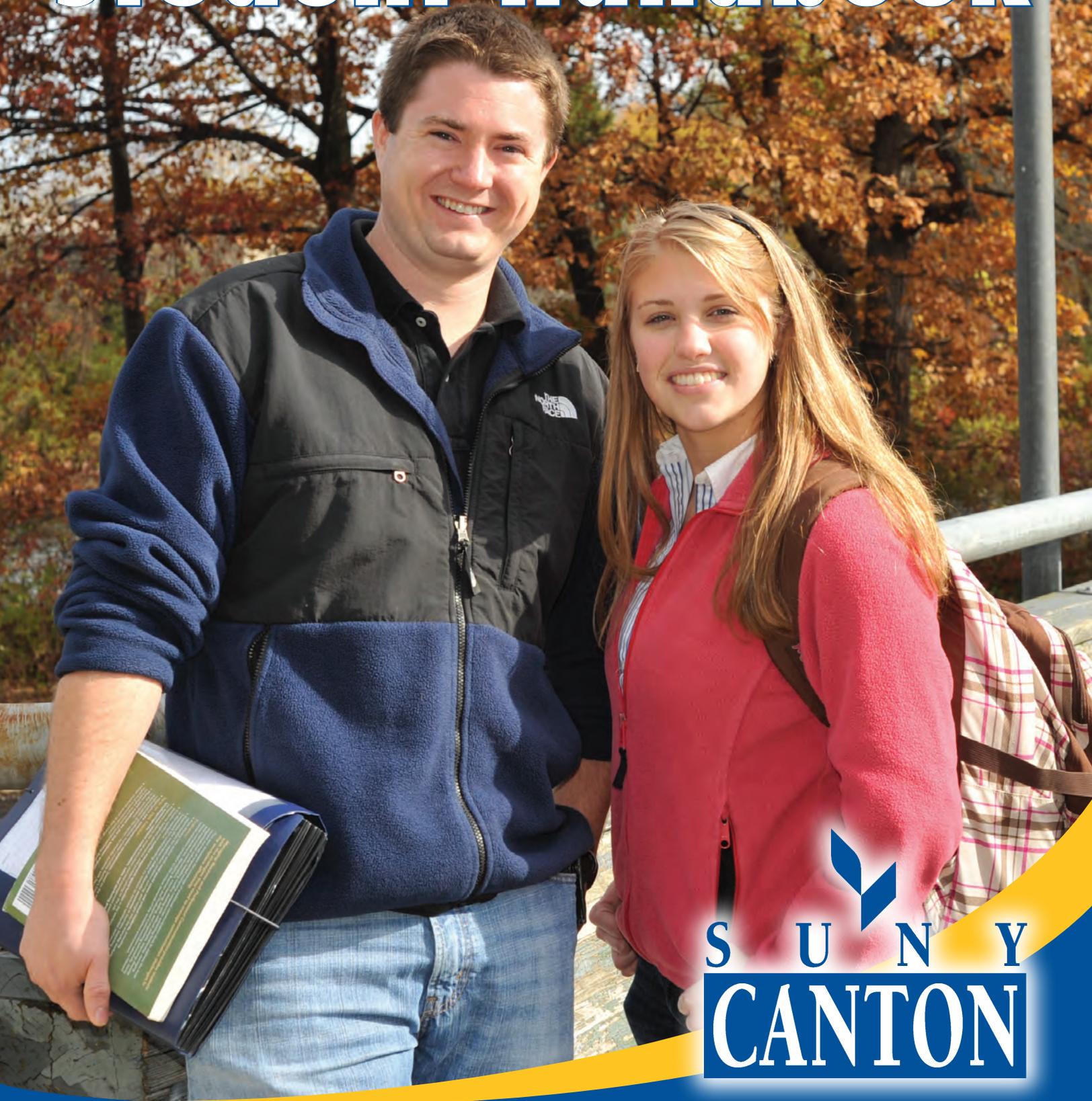


2012-2013

Student Handbook




S U N Y
CANTON

GREAT MAJORS, GREAT CAREERS.



CAMPUS CREED

Membership in the SUNY Canton community carries with it certain rights and responsibilities. We strive to adhere to the following standards of ethical and moral conduct.

We commit to act with **honesty** in all academic and non-academic endeavors.

We commit to be **respectful** of others, their opinions, and ideas to promote a more diverse and accepting campus culture.

We commit to assume **responsibility** for our actions recognizing the consequences that may arise.

We commit to act with **fairness** in our interactions with others.

We commit to demonstrate **citizenship** through active participation in our community and beyond.

We commit to **care** about others in our community in a manner consistent with how we would like to be treated.

February 6, 2004

Student Handbook Disclaimer

Notwithstanding anything contained in this *Student Handbook*, SUNY Canton expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this *Student Handbook* may be outdated. Changes in information in this *Student Handbook* and new regulations, policies or programs will be distributed through e-mail. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the office of the student's School Dean, the Dean of Students and other appropriate offices such as the Registrar or Financial Aid. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, SUNY Canton assumes no responsibility for Handbook errors or omissions.

STUDENT HANDBOOK

2012-2013



SUNY CANTON

34 Cornell Drive, Canton, New York

DIVISION OF STUDENT AFFAIRS:
315-386-7425 / FAX: 315-386-7447

ON LINE: <http://www.canton.edu>

The State University of New York at Canton is a public institution with a long-standing commitment to equal opportunity for all. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Executive Order #28, Rehabilitation Act of 1973 Section 504, and the Americans with Disabilities Act of 1990, SUNY Canton does not discriminate on the basis of color, race, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs. Persons inquiring about Section 504 of the Rehabilitation Act of 1973 should contact the 504 Coordinator, Veigh Lee, phone (315) 386-7392. Persons inquiring about Title IX of the Educational Amendment of 1972 should contact Elizabeth A. Connolly, Director of Human Resources, French Hall 205, phone (315) 386-7325, e-mail Connolly@canton.edu.

All coeducational institutions of higher education that participate in any Federal student financial aid and have intercollegiate athletics programs are required to provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, section 485g of the HEA of 1965, 20 U.S.C. 1092.

To view the most recent SUNY Canton EADA report, please visit the Office of Human Resources website at www.canton.edu/humanresources or contact Elizabeth A. Connolly, Director of Human Resources, phone (315) 386-7325. An institution's EADA data is also made available to the general public at www.ope.ed.gov/athletics/.

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Academics

1.0 Classifications - Student

(See *Policies & Procedures Manual*)

Full-time Student: One who is enrolled for 12 or more semester hours of credit.

Part-time Student: One who is enrolled for less than 12 semester hours of credit.

Matriculated Student: A student who has made formal application to and has been admitted into the College as a degree or certificate seeking candidate.

Non-Matriculated Student: A part-time student who has neither made application for nor been admitted into the College as a degree or certificate seeking candidate.

1.1 Course Selection/ Pre-Scheduling

Pre-scheduling allows students to select courses for the next semester. The Registrar arranges for and coordinates the preregistration of new and returning students each semester. Faculty advisors will assist students with appropriate selections to meet their program requirements; however, the responsibility for meeting all graduation requirements is that of the student. Following advisement, continuing students schedule their classes for the subsequent semester through secure access to UCanWeb, the online student information system. Non-matriculated students and those who do not preregister may register for courses on a space-available basis.

1.2 Maximum Student Course Load

(See *Policies & Procedures Manual*)

Nineteen credit hours will constitute a maximum course load per semester. Additional hours may be undertaken only with the approval of the Dean of the School in which the student is enrolled.

1.3 Credit Hours

(See *Policies & Procedures Manual*)

A semester credit hour is granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of 15 weeks. Semester credit hours are granted for various types of instruction as follows:

1. Lecture/Recitation - A semester credit hour is an academic unit earned for 15, 50-minute sessions of classroom instruction.
2. Lab/Practicum - 45, 50-minute sessions of such activity would also normally earn one

semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of 15 periods of 100 minutes duration each will earn one semester credit hour.

3. Independent Study - One credit for independent study will be awarded for the equivalent of 45, 50-minute sessions of student academic activity.

The following credit hour/status designations will be used for all academic purposes:

Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	91+

All credit hours must be part of a degree program offered by the College.

1.4 Dropping and/or Adding Courses

All new or returning students must complete the Course Change Notice (Drop/Add Form) which requires the signed consent of the advisor, the School Dean and, to add courses, the instructor(s) beginning on the first day of classes. All course changes prior to the fourth day can be made in UCanWeb for continuing students. Beginning on the fourth day of classes each semester, all changes will utilize the Course Change Notice. A fee of \$20 will be assessed for each Drop/Add Form processed beginning the sixth day of class. Exceptions to the \$20 fee require the approval of the Registrar. The fee is not charged for section or level changes or for changes in courses that are less than a full semester in length.

No change is official until the completed form has been presented by the student to the Registrar's Office.

Students will not be permitted to add classes after the first three days of classes each semester, except in extenuating circumstances or in the case of late-starting classes. In such cases, the Drop/Add Form must be **signed and dated by the instructor**, advisor or department chairperson and approved by the Dean of the School.

1.5 Auditing Courses

With permission of the instructor, a person may audit any credit course offered by the College. A maximum of two courses may be audited in one semester, unless a waiver is obtained from the Provost. An individual may not audit the same course in two consecutive semesters. The Course Audit Form, which is available from School offices or the Registrar, must be completed and returned to

the Registrar's Office. Course audits require a registration fee of \$50 per course, but are free of charge for those 60 years of age and over. Individuals may not begin auditing a course until the registration process is completed as described on the course audit form. Once the individual has elected to audit a course, one cannot subsequently change the audit to credit. No credit is granted for audited courses. The course auditor will abide by the conditions agreed to by the instructor and auditor as stated on the course audit form. Auditors must adhere to the Student Code of Conduct as published on the college web site, in the *Student Handbook* and in each course syllabus. Permission to audit may be revoked for disruptive or inappropriate behavior. Campus student services (i.e. Academic Support Services, Counseling, etc.) are not available for course auditors.

1.6 Withdrawal From Courses

Following the course change period, students may withdraw from credit bearing courses without academic penalty (receiving a grade of "W") under the following conditions unless dismissed for deviant academic conduct:

—In order to maintain the academic integrity of the institution, the academic focus of the students, and adequate student academic progress toward a degree, a matriculated full-time student may not drop courses below a 12 credit-hour load while a semester is in progress. In cases of exceptional circumstances beyond the student's control and with the written approval of the School Dean in which the student is enrolled, a student may drop below the limit to part-time status. Students are encouraged to consult with the Student Service Center and Residence Life Office to determine the impact of this academic decision before dropping to part-time status.

—Withdrawal from a course is accomplished by means of a Drop/Add Form available in the Deans' offices and on the Registrar's website at www.canton.edu/registrar. This form must be signed by the advisor and Dean of the School. A \$20 fee must be paid at the Student Service Center, and the completed form must be delivered by the student to the Registrar's Office. The course withdrawal will not be official until the form, fully completed, is received by the Registrar.

—Withdrawal is allowed under the above conditions **prior to the last 10 class days** of the semester. In courses less than a

semester in length, withdrawal is allowed prior to completion of 85 percent of the class meetings.

- A matriculated part-time student may not withdraw from any course unless exceptional circumstances exist and the above procedure is followed.
- Non-matriculated students are not subject to these conditions and are not required to pay the \$20 fee.
- A student may withdraw from a course only once under the above conditions. A subsequent withdrawal from the same course will result in an “F” (failing) grade unless there are extenuating circumstances acceptable to the Dean of the School in which the student is enrolled.
- Signatures of the advisor and School Dean do not necessarily indicate approval of the action but signify that counseling has occurred, and the student is fully aware of the consequences of course withdrawal.
- Failure to attend class or merely giving notice to an instructor is not an official withdrawal.
- A “W” (withdrawn) will be recorded for courses dropped and will not be used in calculating GPA.

Students who receive financial aid are reminded that their aid is based on the number of credit hours they maintain. A loss of aid may occur if a student drops below a certain credit hour level (e.g., from full-time to part-time). Students should consult with the Student Service Center prior to any decision to withdraw from courses.

1.7 Procedure for Withdrawing from College

Students wishing to withdraw from the College must obtain and sign a Withdrawal Form from the appropriate School Dean or the Registrar’s website. In the case of non-matriculated students, the form is to be obtained from the Office of the Registrar.

Degree and certificate students must obtain the signatures of the 1) School Dean 2) Counselor (or EOP Counselor for EOP Students), 3) Student Service Center and 4) Registrar.

Non-degree students must obtain signatures from the Student Service Center and Registrar.

Students may not officially withdraw from the College during the last ten instructional days of a semester, exclusive of the final exam period. The withdrawal will not be considered official until the official withdrawal date has been entered by the Registrar’s Office. All signatures must be obtained and the

completed form presented to the Registrar by the individual withdrawing.

Medical Withdrawal

If a student requests a withdrawal for medical reasons after the official withdrawal period, the request is directed to the Vice President for Student Affairs.

- Students must provide substantiating documentation of serious illness or recent trauma and compelling reasons to justify the action. This information will be provided to either the Health Center or Counseling Center. The Vice President for Student Affairs will confer with the Directors of those departments and with instructors to confirm the need for the medical withdrawal and to eliminate the possibility of receiving incompletes.
- A college withdrawal form or letter signed by the student or legal guardian must be submitted to the Vice President for Student Affairs to initiate the process. No medical withdrawals will be considered after the last official day of the semester as designated on the College calendar. Extenuating circumstances beyond the student’s control may warrant an extension beyond the end of the semester.
- Students wishing to return to the College must meet with the Director of Health Services (medical) or Director of Counseling (mental health) and provide documentation from their health care provider regarding their suitability to return and to determine if any additional accommodations, such as modified living arrangements or additional support services, are required.
- The Academic Transcript will reflect a grade of “W” to indicate a student has withdrawn. The Vice President for Student Affairs will forward copies of the conditions of withdrawal to the College Registrar, School Dean’s Office, Admissions, Counseling Center, and Health Services. Re-registration is not guaranteed. Each student must apply for re-admission.

Medical Leave of Absence

A student who encounters a serious medical problem that disrupts their college studies may apply for a medical leave of absence. A medical leave form must be completed and a supporting letter from the student’s attending physician, therapist, or counselor is required. The Director of Health Services or the Director of Counseling and the Vice President for Student Affairs must approve a medical leave. The appropriate School Dean must also approve that the student will be

academically eligible to return. The medical leave will be granted for a specified period of time, generally one semester beyond that in which the student was last enrolled, but not to exceed one academic year. Re-registration is subject to the recommendation of the Director of Counseling or Director of Health Services. Following this approval, the student must notify the Director of Admissions by May 1st for the fall semester and by December 1st for the spring semester. If the student will be living on campus, the Residence Life Office must also be contacted.

Students on medical leave may take coursework elsewhere (as a non-matriculated student only) but cannot be guaranteed that SUNY Canton credit will be given for that work unless specific permission is granted in writing in advance by the SUNY Canton School Dean for the student’s curriculum.

Students are reminded that taking a medical leave of absence may affect the repayment of education loans and disbursements of student aid funds. Students who receive financial aid and/or have taken out educational loans must consult with the Office of Financial Aid before taking a leave of absence. Tuition, fees, room and board costs will be refunded according to the College’s published refund policy.

After the student returns from a medical leave, the student’s status with the College will be the same as that of the student’s last enrollment at the College. Students on a medical leave of absence who do not return to the College within the agreed upon time will be administratively withdrawn as of the last day of the term for which the medical leave was granted. Should they decide to return to SUNY Canton at a later date, they will be required to follow the usual process for re-admission. Re-admission, however, is not guaranteed.

Suspension or Dismissal of a Student for Non-Academic Reasons

[As discussed in The SUNY Board of Trustees Rules for the Maintenance of Public Order (9f)] Temporary suspension from all or part of the institution’s premises or facilities may be ordered by the Dean of Students or designee for a nonacademic reason where the conduct of the student has been unlawful or in violation of rules and regulations of SUNY Canton, or in the event that a student who has been accused of a violation fails to respond to the Dean of Students when asked to do so. The Dean of Students or designee shall grant a hearing as soon as possible on request of any student so removed with respect to the basis of the action.

1.8 When Withdrawing from College, Charge Reductions will be Determined as follows:

TITLE IV FEDERAL FINANCIAL AID RECIPIENTS WILL BE COMPUTED USING THE GUIDELINES APPLICABLE TO THE FEDERAL FUNDS.

Tuition

Semester charges reduced on a percentage basis as follows:

CANCELLATION DURING	REDUCTION
First week	100%
Second week	70%
Third week	50%
Fourth week	30%
Fifth week	0%

Full semester courses: The first day of class session shall be considered the first day of the semester. The first day of classes, as scheduled by the campus, shall be deemed to be the first day for ANY full-semester course that is offered. Seven calendar days later will be the end of the first week for charge reduction purposes. This also applies to ALL full-time students even if they have partial semester courses.

Partial semester courses, including Internet courses: The charge reduction period shall commence with that course's start date. Charge reductions will be pro-rated, based on the table above, due to the compressed calendar schedule for these courses. This applies to part-time students only.

SUNY College Fee, Orientation, Placement Fee, International Health Insurance, Student Health Fee, Athletic Fee, and Laundry Fee
Non-refundable.

Student Activity Fee, Recreational Facilities Fee, and Educational Technology Fee

Reduced at the same rate as tuition.

Alumni Fee

Refunded upon receipt of waiver. Students who receive an alumni fee waiver will not be eligible to receive scholarship support from the Canton College Foundation.

Parking Fee

Refunded according to the month in which the student ceases to park a vehicle on campus. The refund schedule can be found at www.canton.edu/university_police/parking.html.

Medical Insurance

Except for medical withdrawal due to

a covered injury or sickness, any student withdrawing from school during the first 31 days of the period for which coverage is purchased will NOT be covered under the policy, and a full reduction of the charged premium will be made. Students withdrawing after such 31 days will remain covered under the policy for the full period for which the premium has been paid. No reduction in charges will be allowed for any student after the first five class days unless the student is entering military service.

Meal Ticket

Reduction of charge will only be allowed for withdrawal from school or academic dismissal. A reduction of charge due to the removal of a student from the residence hall for either academic or disciplinary reasons is at the discretion of College Association management.

The reduction will be based on the point value of the meal plan less a 15 percent fee for processing and administration charges when the reduction is approved and the check is drawn. The reduction will be based on the official date of withdrawal or dismissal as recorded by the Student Service Center.

Students who advance register but do not subsequently attend the College will receive a full reduction of their entire dining meal plan charges.

Housing: Residence Hall

Charges reduced on a percentage basis as follows:

CANCELLATION DURING	REDUCTION
First week	100%
Second week	70%
Third week	50%
Fourth week	30%
Fifth week	0%

Residence hall opening day will be considered the first day of the semester. Seven calendar days later will be deemed the end of the first week for refund purposes. The date a student's belongings are removed from the residence hall will be the date considered for refund purposes.

Financial Aid Policy

Under Federal Financial Aid rules, the College recalculates Federal* financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. Recalculation is based on the percent of earned aid using the following formula:

Percent earned = Number of days completed up to the withdrawal date** / total days in the semester (including weekends and breaks under five days).

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned) X the amount of aid disbursed toward institutional charges.

When aid is returned, the student may still owe a balance to the College. The student must contact the Student Service Center to make arrangements to pay the balance.

* *Federal financial aid includes Federal Pell Grant, SEOG grant, Perkins Loan, Direct Student Loan-subsidized and unsubsidized, and Direct PLUS Loans. Students who cease attendance and do not officially withdraw will be considered an unofficial withdrawal and a recalculation of federal aid eligibility will be done assuming completion of 50% of the semester.*

** *Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, indicated their intent to withdraw, or the midpoint of the semester for a student who leaves without notifying the College.*

2.0 General Education Requirements

The General Education Program at SUNY Canton is designed to provide students, throughout their college years, with a broad set of coherent and focused educational experiences aimed at enabling them to acquire knowledge and skills that are useful and important for all persons, regardless of their jobs or professions. General Education goes beyond the acquisition of the skills necessary to be competent in a field of specialization. It involves the discovery, evaluation, and transmission of essential knowledge that prepares students to lead fulfilled lives and to assume roles as creative and contributing members of society.

In accordance with the SUNY Board of Trustees Policy on General Education, all entering freshmen must meet specific General Education requirements. **Faculty and students will periodically be required to engage in assessment activities to ensure that the General Education learning outcomes are being met.** At SUNY Canton students enrolled in the Associate of Arts (A.A.) or Associate of Science (A.S.) degree must complete seven of the ten Knowledge and Skills Areas of General Education in order to transfer seamlessly to another SUNY college to earn a baccalaureate degree. In order to meet graduation requirements, students enrolled in a SUNY Canton bac-

calaureate degree program must complete 30 credit hours of general education which must include Mathematics (GER 1) and Basic Communication (GER 10) as well as at least three credits each in at least five of the following academic areas - natural science, social science, American history, Western Civilization, Other World Civilizations, humanities, the arts and foreign languages. (See individual baccalaureate degree requirements for exceptions to this mandate.) All students will fulfill competency outcomes in Critical Thinking and Information Management, which are infused throughout the General Education Program.

Courses meeting specific General Education knowledge and skill areas are so designated in the course description section of the catalog. Students should work carefully with their advisors to ensure they are fulfilling the SUNY General Education Requirements (GER) in order to transfer seamlessly to another SUNY college or to meet SUNY Canton baccalaureate graduation requirements.

2.1 SUNY General Education Requirements

A. Knowledge and Skill Areas (GER 1-10)

1. Mathematics
2. Natural Sciences
3. Social Sciences
4. American History
5. Western Civilization
6. Other World Civilizations
7. Humanities
8. The Arts
9. Foreign Language
10. Basic Communication

B. Competencies

1. Critical Thinking (Reasoning)
2. Information Management

3.0 Grading

3.1 Passing Grade

(See Policies & Procedures Manual)

A, B+, B, C+, C, D+, D and P are passing grades. The grade considered satisfactory for completion of a course as a prerequisite for subsequent courses or activities will be determined by each department or program and stipulated in the course description.

3.2 Incomplete Grades

(See Policies & Procedures Manual)

An incomplete grade may be assigned by

a faculty member in cases when, for valid reasons (sickness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work.

Responsibility for making up incomplete work lies with the student. Incomplete work must be made up within two weeks after the first day of classes in the subsequent semester. Alternate arrangements (shorter or longer time frame) can be implemented if agreed upon by the instructor and student and approved by the Dean of the School. If the work is not completed according to the agreed upon plan, the incomplete grade will be recorded as "F" on the student's record.

3.3 Midterm Grades

(See Policies & Procedures Manual)

At midterm, faculty members will submit student grades electronically for all courses they are teaching or supervising via secure access through UCanWeb, the online student information system. Faculty members may choose to report midterm grades with the same letter grade designations used for course grades or as S (Satisfactory), which indicates a grade of C or better, or U (Unsatisfactory). Students will be informed of the faculty member's methods of determining and reporting midterm grades in the course syllabus distributed at the beginning of each semester.

All midterm grades are available to students electronically through secure access to UCanWeb. Students receiving grades of D+, D, F or U should seek out their instructors/academic advisors to identify the problem, seek additional support services (tutoring labs) and make the necessary improvement.

3.4 Repeating a Course

Students may repeat courses. If higher, the grade earned in the repeated course will be substituted for the original grade in computing the GPA. NOTE: Refer to the Policies & Procedures Manual regarding financial aid eligibility when repeating courses.

3.5 Repeat of "D" Grades and Financial Aid Eligibility

According to New York State Regulations, "If a student repeats a course in which a passing grade acceptable to the institution has already been received, the course cannot be included as a part of the student's minimum full-time or part-time course load for financial aid purposes. When such courses are included in meeting the minimum requirement, they render the student ineligible for a State

award (TAP)." In the following instances, repeated courses may count toward full-time or part-time study: (1) when a failed course is repeated; (2) when a grade received is passing at the institution but is unacceptable in the current curriculum (i.e., Nursing I, II, III, IV for Nursing-622; and (3) when a course may be repeated and credit earned each time. In addition, the repeated course may not be considered in determining whether the student has met the Pursuit of Program Requirement and is in good academic standing. The student should check with his/her advisor and/or the Student Service Center to determine if repeating a course will affect his/her state TAP Grant eligibility.

New federal regulations allow a course that has been passed previously to be repeated once and count for federal aid eligibility. It would not be counted for aid eligibility if repeated a second time.

3.6 Final Examination Period

(See Policies & Procedures Manual)

There will be a final examination period at the end of each semester. This period must be used by the professor for a comprehensive final examination, the last unit test, or some other activity of academic merit.

3.7 Credit for Prior Learning

There exists a variety of avenues for a student to obtain academic credit either through transfer from other institutions of higher learning, proficiency exams or life experience. To learn more contact the School Dean and/or review the College's policy on Credit for Prior Learning in the College Policies and Procedures Manual or the College Academic Catalog, both of which can be found on the SUNY Canton website.

3.8 Transcript of Records

Requests for transcripts should be sent to the Registrar's Office. A properly signed authorization by the student must precede any external distribution of a student's transcript. An official transcript is printed on SUNY Canton transcript paper. Each student will be assessed an official transcript fee of \$5 per semester which allows students unlimited lifetime transcripts. The College reserves the right to deny transcripts to any student who is delinquent in an obligation to the College. Request forms are available at the SUNY Canton website.

4.0 Graduation Requirements

(See Policies & Procedures Manual)

The college reserves the right to make modifications to a prescribed curriculum.

4.1 Baccalaureate Degrees

1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 30 semester credit hours of graded course work earning a minimum GPA of 2.00 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. The successful completion of the prescribed curriculum.
3. The successful completion of a writing intensive course taught within the prescribed curriculum.
4. The successful completion of SUNY Canton Computer Competency requirement (see section 4.6).
5. Earning of an overall GPA of 2.00 unless otherwise prescribed.
6. Payment of all financial obligations to the College.

4.2 Associate Degrees

1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 15 semester credit hours of graded course work earning a minimum GPA of 2.00 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. The successful completion of the prescribed curriculum.
3. Successful completion of a writing intensive course taught within the prescribed curriculum.
4. The successful completion of SUNY Canton Computer Competency requirement (see section 4.6).
5. The earning of an overall GPA of 2.00 unless otherwise prescribed.
6. Payment of all financial obligations to the College.

Students matriculated in a baccalaureate program for a minimum of 15 semester credit hours of graded coursework, earning a minimum GPA of 2.00 for all such credit hours taken, may be granted an associate degree in a related curriculum, without matriculation in that curriculum, upon completion of all associate degree requirements and application to the School Dean for the associate degree program.

Students failing to graduate due to failure, deficiency of grade points, or credit hours may be granted the degree after successful completion of the work either at SUNY Canton or another accredited college within seven years of departure. These hours must have the prior approval of the School Dean or department chairperson. Students may repeat through transfer a maximum of three courses with grade points from other colleges. All other courses transferred will be recorded as "TR" credit only.

4.3 Certificate Programs

1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 12 semester credit hours of graded course work earning a minimum GPA of 1.75 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. Successful completion of all required courses.
3. A minimum GPA of 1.75 unless otherwise specified in the section describing that certificate in the catalog.
4. Payment of all financial obligations to the College.

NOTE: Successful completion of a certificate program does not automatically qualify a student for admission to a degree curriculum. In order to be admitted to a degree curriculum, the graduate of the certificate program must achieve a record that indicates a reasonable probability of success in the new curriculum and be recommended by the faculty.

4.4 Awarding Two Associate Degrees

(See Policies & Procedures Manual)

In order to qualify for a second associate degree from SUNY Canton, a student must satisfactorily complete at least 15 semester credit hours beyond the first degree requirements and also meet the specific curriculum requirements of the second program. **All of the subsequent work to be taken in an essentially different area of specialization.**

A student who wishes to earn an additional associate degree at SUNY Canton must have written approval of course requirements by the appropriate School Dean. When the required courses are completed, the School Dean will notify the Registrar that the student is certified for the additional degree. No student may be awarded two associate degrees simultaneously within the same minimum time span.

4.5 Awarding Two Baccalaureate Degrees

(See Policies & Procedures Manual)

In order to qualify for a second baccalaureate degree from SUNY Canton, a student must satisfactorily complete at least 30 semester credit hours beyond the first degree requirements and also meet the specific curriculum requirements of the second program. **All of the subsequent work should be taken in an essentially different area of specialization.**

A student who wishes to earn a second baccalaureate degree at SUNY Canton must have written approval of course requirements by the appropriate School Dean. When the required courses are completed, the School Dean will notify the Registrar that the student is to be certified for the additional degree. No student may be awarded two degrees within the same minimum time span.

4.6 Computer Competency Requirement

The SUNY Canton Computer Competency requirement ensures each student has or obtains the basic computer skills necessary for word processing, spreadsheet utilization, graphical presentation, and online course participation. This requirement is fulfilled in one of two ways. First, students satisfactorily completing SOET101 or CITA110 (required in many curricula) will meet the requirements of Computer Proficiency. Second, students not scheduled to take either of these courses for their major will be required to complete an online assessment of basic computer skills. The assessment will identify specific areas where assistance may be needed. If further assistance is needed, resources will be available through tutorials available online or at the library. Students are encouraged to complete this requirement as early in their studies as possible to assure that any deficiencies are addressed as soon as feasible. The assessment may be repeated until successful at which time the Registrar's Office is notified. Students are informed via campus email of the assessment's availability along with instructions during the first few weeks of the semester. Details regarding Computer Competency and associated objectives may be found at <http://www.canton.edu/academics/computer.html>.

5.0 Grievance Procedure

(See Policies & Procedures Manual)

Both faculty and students have joint responsibilities in maintaining academic

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integrity. Conducive to learning is a precept of fair evaluation of academic work and a concern for human dignity.

I. Purpose:

The purpose of this procedure is to provide for the student and faculty an equitable and efficient method for resolution of student academic grievances.

II. Student Academic Grievance

Procedure

An academic grievance is a complaint by a student:

1. That there has been a violation, misinterpretation or inequitable application of the academic regulations of the College, faculty, school or department as written in the *Policies & Procedures Manual*, *Personnel Handbook for Faculty and Professional Staff*, *Academic Catalog*, *Student Handbook*, the By-laws of the School and/or department, and the respective faculty member's class handouts; or
2. That the student has been treated unfairly or inequitably by reason of any act or condition which is contrary to the College's established academic policy or practice governing or affecting students.

Under no circumstances may a grade be grieved if the student simply disagrees with an instructor about the quality of the student's work. A grade may be grieved only when the student alleges that the instructor was acting arbitrarily or maliciously by giving the grade for reasons unrelated to the quality of the work in question. In any grievance alleging discrimination based on race, color, creed, national origin, marital status, sexual orientation, disability, sex, age, veteran's status, or religion, the student should pursue the *Campus Discrimination Grievance Procedure*.

III. Responsibility:

To substantiate the existence of an academic grievance:

1. The student must demonstrate the presence of an academic inequity or injustice;
2. The student must establish that the specified alleged incident caused the academic inequity or injustice; and
3. The student must be able to recommend a resolution of the grievance.

IV. Procedures:

All academic grievances will be initiated as soon as possible, but no later than ten school days after the next semester begins. All grievances will proceed in accordance with the time limitations indicated in each step, except as follows:

— An extension or delay at any step will be permitted provided there is mutual written agreement between the principal parties at the procedural step involved; e.g., at step two between the student, the Department Chairperson, and the Instructor.

STEP ONE:

The student initiating a complaint shall contact the faculty member involved and attempt to resolve the grievance. If the grievance is not satisfactorily resolved within five school days, the student shall inform IN WRITING the faculty member that the student will proceed to Step Two.

STEP TWO:

The student shall have the right of appeal to the Chairperson of the Department in which the faculty member involved is located. The complaint must be submitted in writing to the Department Chairperson and the faculty member within five school days after the exhaustion of Step One review, and the written complaint must clearly and concisely state the facts that initiated the complaint and must also recommend a solution of the grievance. The Department Chairperson, in consultation with the faculty member and student involved, shall attempt to achieve a mutually acceptable resolution of the grievance and shall prepare a written summary of the meeting for all parties concerned. If the grievance is not resolved within three school days following receipt of the appeal, the student shall have the right to proceed to Step Three.

STEP THREE:

The student shall present the grievance in writing within five school days after the exhaustion of the Step Two review to the Provost/Vice President for Academic Affairs. A review and hearing will be conducted at this step by an Ad Hoc Academic Appeals Committee composed of:

1. Two teaching faculty members, one selected by the complainant and one appointed by the Provost/Vice President for Academic Affairs; the latter appointee serving also as committee chairperson;
2. One student member of the Student Faculty Board appointed by the President of the Student Cooperative Alliance, and one student appointed by the faculty member involved;
3. One member of the Student Affairs Staff appointed by the Vice President for Student Affairs;
4. One member of the Academic Standards Committee appointed by the Provost/

5. The Dean of the School in which the faculty member involved is located.

The Committee will convene for initial deliberations within five school days following receipt of appeal. All written materials affected in Step Two will be available to this body. The student and/or the faculty member involved may request or be requested by the Committee to provide further testimony in the conduct of its review. Each party shall have the opportunity to respond to new testimony.

The Committee may recommend any of the following resolutions to the Provost/ Vice President for Academic Affairs:

1. Acceptance of the student's recommended resolution by the faculty member and reassessment of the situation with the Provost/ Vice President for Academic Affairs.
2. Rejection of the student's recommended resolution but re-examination of the situation by the faculty member based upon the findings of the committee. Such reexamination shall be conducted in consultation with the Provost/Vice President for Academic Affairs.
3. Rejection of the student's grievance.

The Committee shall present its recommendations for resolution of the grievance to the Provost/ Vice President for Academic Affairs within five school days of its first hearing date. The Provost/Vice President or his/her designee shall review the recommendation and make a final and binding decision so informing all parties involved, in writing, within three school days.

6.0 Honor Definitions

(See *Policies & Procedures Manual*)

6.1 Grade Point Average

The Grade Point Average is determined by dividing the total grade points earned by the total academic credit hours attempted (not including Ws, Is, Ps, or Equivalent Credits).

Letter Grade	Grade Points/Credit Hour
A	4.00-Excellent
B+	3.50-Very Good
B	3.00-Good
C+	2.50-Above Average
C	2.00-Average
D+	1.50-Below Average
D	1.00-Minimally Passing
F	0.00-Failing
P	Passing

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To calculate GPA, take the grade point equivalent for the acquired grade and multiply by the credit hours for that course. Then add up course totals and divide by total credit hours.

6.2 Honors Lists

(See Policies & Procedures Manual)

Honors Lists for each semester will be prepared by the Registrar's Office and sent to the Office of Public Relations for distribution to the news media. Media releases will not include the names of students who have restricted the release of directory information pursuant to FERPA. (See page 30.)

President's Honors Lists will include the names of the full-time students who earn semester GPA's of 3.75 or higher. To be eligible students must be enrolled in 12 or more academic credit hours graded A to F.

Dean's Honors Lists will include the names of full-time students who earn semester GPA's of 3.25 or higher. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

Part-Time Academic Honors Lists will include the names of part-time matriculated students who earn semester GPA's of 3.25 or higher. To be eligible, part-time students must complete 6 or more academic credit hours graded A to F.

6.3 Graduating With Honors

(See Policies & Procedures Manual)

Honors for the Commencement Program are based on cumulative GPA to December 31 of the year prior to Commencement.

Honors	GPA 3.25–3.49
High Honors	GPA 3.50–3.74
Highest Honors	GPA 3.75–4.00

Upon program completion students who have earned cumulative GPAs as listed above will be designated for Honors, High Honors, or Highest Honors on their diplomas and transcripts.

7.0 Registration

Semesterly registration affirms courses in which students are officially enrolled after meeting financial obligations.

Full-time matriculated students registering after the payment deadline will be liable for Late Registration Fees. Registration of full-time students will be allowed only until the end of the first three class days.

7.1 Good Academic Standing and Satisfactory Progress

(See Policies & Procedures Manual)

Students permitted to re-register are considered to be making satisfactory progress in their chosen program and are in good academic standing.

7.2 Re-Registration/Academic Requirements

To register for the second or any subsequent semester, a full-time matriculated, degree student must achieve the following standards or have the approval of the Dean of the School in which the student is registered.

Good Standing

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	9	2.00
2	18	2.00
3	27	2.00
4	39	2.00
5	51	2.00
6	63	2.00
7	75	2.00
8	90	2.00
9	105	2.00

Academic Jeopardy

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	9	1.25-1.99
2	18	1.50-1.99
3	27	1.75-1.99
4	39	2.00
5	51	2.00
6	63	2.00
7	75	2.00
8	90	2.00
9	105	2.00

Academic Probation

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	3-8	0.50-1.24
2	9-17	0.75-1.49
3	18-26	1.30-1.74
4	27-38	1.50-1.99
5	39-50	1.65-1.99
6	51-62	1.75-1.99
7	63-74	1.75-1.99

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
8	75-89	1.75-1.99
9	90-104	1.75-1.99

Academic Suspension

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	0-2	0.49 or less
2	8 or less	0.74 or less
3	17 or less	1.29 or less
4	26 or less	1.49 or less
5	38 or less	1.64 or less
6	50 or less	1.74 or less
7	62 or less	1.74 or less
8	74 or less	1.74 or less
9	89 or less	1.74 or less

Any matriculated student who earns an index of 0.00 may be suspended and any matriculated student who earns a GPA of less than 1.50 in each of two consecutive semesters may be suspended. Exceptions to this rule may be made by the School Dean.

Any student who is suspended from the College for academic reasons will have two options: 1) Submit an academic appeal and detailed plan for success by the stated deadline, or 2) complete six to 12 college credits at another college and achieve a 2.50 or better and then apply for readmission to Canton after one semester has passed by writing to the Director of Admissions. Permission to re-register is not automatic and will be granted only after approval by the appropriate School Dean.

Students placed on Academic Probation who fail to meet all requirements of the program may be immediately suspended. Probation is a privilege and not a right: Students pursuing either a Certificate or Associate degree may be granted a maximum of one semester of registration on academic probation, and students pursuing a Baccalaureate degree may be granted a maximum of two non-sequential semesters of registration on academic probation during their academic career at SUNY Canton.

Students suspended or dismissed from the College for disciplinary reasons will receive all grades for courses completed. Suspensions or dismissals that are the result of disciplinary recommendations by the Student/Faculty Board to the President may also include grade recommendations concerning the transcript of the student for the semester in which suspension or dismissal was imposed.

Students who voluntarily withdraw from

college will be permitted to re-register with the concurrent written approval of the Director of Admissions and the School Dean of the requested curriculum.

None of this section should be construed to give the student an absolute right to re-register in the College if the student has the appropriate cumulative index. All other college regulations concerning student behavior continue to apply, and re-registration is in no way guaranteed to any student.

Academic Forgiveness Policy

The intent of this policy is to allow students who previously accrued a SUNY Canton academic record with a substantial number of grades below the 2.00 level of C to be “forgiven” for their earlier performance, if they meet certain criteria.

Academic Forgiveness, in this context, means that the student’s previous college work will be treated as if it had been transferred to SUNY Canton from another college: none of the grades received would be counted in the current GPA, but the student would receive credit for any courses in which he/she earned a C or above. All General Education requirements completed during prior attendance would continue to count as requirements met, but only courses with a C or higher grade would be included in credits earned toward the degree, at the discretion of the Dean of the School.

Students wishing to apply for the privilege of Academic Forgiveness must meet the following criteria:

1. The student must not have taken any coursework at SUNY Canton for a minimum of two calendar years at the time of proposed readmission.
2. The student must complete the Academic Forgiveness Application Form at the time of application for readmission. The application will include a reflective summary of why he/she should be considered for the privilege.
3. The student will not have attempted more than two semesters of coursework at SUNY Canton prior to readmission if enrolled in an associate degree program or more than four semesters of coursework if enrolled in a bachelor’s degree program. Students must complete at least one half of

their degree requirement credits at SUNY Canton after forgiveness is granted.

4. The student is not eligible to receive Academic Forgiveness until he/she has completed a full-time semester of at least 12 credit hours as a readmitted student. In this probationary semester, the student must receive at least a C in every course and is not permitted to withdraw from any courses.
5. The student will be placed on academic probation for this first semester after readmission.
6. Upon completion of the probationary semester, if all requirements for Academic Forgiveness have been met, the Dean of the School will notify the Registrar so that the student’s academic record may be modified.
7. If approved for Academic Forgiveness, a notation to this effect will be made on the student’s SUNY Canton transcript, and a new cumulative GPA will be calculated for all work beginning with the semester of readmission. This new GPA will be printed on the official transcript and used for computing the student’s academic standing and for meeting the minimum GPA requirement for graduation. All previous SUNY Canton work will continue to be listed on the transcript with the original grades received.
8. Academic Forgiveness may be granted only once in a student’s college career at SUNY Canton.
9. Academic Forgiveness does not override state and federal financial aid regulations and satisfactory academic progress standards. Also, repeating courses previously passed may not count toward full-time enrollment for financial aid purposes. Students should contact the Student Service Center for information on their eligibility if considering applying for Academic Forgiveness.

7.3 Cross Registration

Cross registration in the Associated Colleges (Clarkson, Potsdam, St. Lawrence, Canton) is defined as registration by, and is limited to, full-time matriculated undergraduate and graduate students. Cross registration

permits access to courses not available on the student’s own campus. Exceptions to this policy may be made under unusual or extenuating circumstances. Eligible persons may register for a maximum of two courses per academic year at campuses other than their own. More information and forms can be found online at www.associatedcolleges.org. Questions should be directed to the Registrar.

7.4 Late Registration Fee

(See Policies & Procedures Manual)

Should a student fail to register by the appropriate pre-registration deadline date, a \$40.00 late registration fee will be assessed.

7.5 Declaring a Major or Change of Major Request Procedure for Students

Students declaring a major or requesting a change of major must meet re-registration requirements, and consult with the Program Director or Dean of the School into which admission is sought. The student should initiate the Declaring a Major/Change of Major Request form with the Program Director or Dean of the School. Students must declare a major prior to the third semester of full-time attendance. All contingencies affecting the change will be written on the form and signed by the student, the School Dean and the student’s Advisor as appropriate.

All students requesting curriculum changes for the spring or fall will be officially notified of the curriculum change decision by the new School Dean after final grades are available. The new Dean will also notify the other offices involved.

If the student is considered a first-semester freshman for quota purposes, the Dean of the School into which the student is changing will notify the Admissions Office. The Admissions Office will re-classify the student as a Continuing Student provisionally admitted until final grades are available. After final grades are available, the Admissions Office will then notify the student as to their status. A \$50 freshman deposit will be required of students who are considered first-semester freshman.

STUDENT LIFE

8.0 Absence/Attendance Policy

(See Policies & Procedures Manual)

It is the students' responsibility to know and abide by the requirements for their programs and courses published in college publications and course outlines. Further, it is the students' responsibility to utilize the college environment, resources, and professionals therein to meet requirements which will assist them in both their academic and personal growth.

8.1 Attendance/Absences

Attendance

Students are expected to accept full responsibility for meeting all of the academic requirements for every course in which they are enrolled. Attendance regulations are determined by the faculty of each department based upon their academic requirements for each curriculum and/or course. At the beginning of each semester, faculty will state clearly the attendance policy in their course syllabi to the student. Notice of course failure may result from unexcused absenteeism/lack of participation in online courses or academic dishonesty. A grade of "F" will be recorded for a student so notified unless the student makes formal application for withdrawal from the course prior to the semester deadline for withdrawing without academic penalty, consistent with the College's withdrawal policy (see page 4). Forms may be obtained from School Deans' offices or online at www.canton.edu/registrar/withdrawal_form.pdf. Suspension from college may be imposed by the Provost/Vice President for Academic Affairs if absenteeism has reached such proportions that further academic progress is not possible, with grades of "F" for courses not completed as of the suspension date.

Students must see the Office of the Dean of Students, Miller Campus Center 229, to request an excused absence. Students may be excused from classes (including quizzes and hourly examinations) for the following reasons: participation in intercollegiate athletics, family emergencies, medical emergencies, and course/curriculum field trips. Excused absences may be approved by the Office of the Dean of Students for all purposes other than field trips.

Instructors must accept excused absences issued by the Office of the Dean of Students for up to the equivalent of one week's worth of class time for each course (e.g., for a four credit hour lab course, an instructor must accept excused absences for three one-hour

class sessions and one laboratory session. For a three credit hour course that meets three times per week, an instructor must accept excused absences for three one-hour class sessions. If the course is a three credit hour course that meets once per week for three hours, missing one class session amounts to missing a week's worth of classes). Instructors have the right to accept or deny excused absences issued by the Office of the Dean of Students for students who are over this limit.

Students having excused absences must fulfill all academic responsibilities. If the absence is planned, all previously assigned work must be submitted prior to the student's campus departure. The student will complete work and secure all laboratory/lecture information missed immediately upon return to campus. Students missing (quizzes/hourly) examinations will be given the opportunity to take "make-up" examinations OR some other appropriate alternative to the missed examination which would be decided upon at the discretion of the instructor. Acceptable documentation for an excused absence, other than approved field trips, must be presented to the appropriate office within five days of return to campus. Medically-related absence information must be presented to Davis Health Center. All others should be presented to the Office of the Dean of Students.

Instructors/Advisors planning course- or curriculum-related field trips are required to compile and circulate the preliminary roster two weeks prior to the event and circulate notice to the campus community via e-mail. The Office of the Dean of Students must retain a copy of the final roster with other course records. Instructors planning field trips as part of academic instruction must include the field trip and any associated fees on the course syllabus. Instructors may not mandate field trips. Students unable to attend a field trip should be provided with alternative assignments.

Absences Due to Intercollegiate Athletics

Students will be excused from classes for participation in intercollegiate athletic contests. The student athletes are responsible for meeting with instructors prior to the first contest in each sports season to discuss the schedule and are responsible for any work missed as a result of such absence from class. Team rosters and schedules will be distributed via e-mail before the start of the season.

Absences Due to Religious Holidays *(As required by Section 224-A New York Education Law)*

- A. No person will be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable to attend classes or to participate in any examination, study or work requirements on a particular day or days because of his/her religious beliefs.
- B. Any student in an institution of higher education who is unable to attend classes on a particular day or days because of religious beliefs will be allowed to make up any examination, study, or work requirements missed on that day or days.
- C. It will be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind will be charged by the institution for making available to the student such equivalent opportunity.
- D. If classes, examinations, study or work requirements are held on Friday after four o'clock p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements will be made available on other days, where it is possible and practicable to do so. No special fees will be charged to the student for these classes, examinations, study, or work requirements held on other days.
- E. In effectuating the provision of this section, it will be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects will result to any student because of his/her availing him/herself of the provisions of this section.
- F. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section will be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.
- G. As used in this section, the term "insti-

tution of higher education” will mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

8.2 Deviant Academic Conduct

The instructor may impose a penalty upon a student evidencing prohibited academic behavior. In those instances where cheating, plagiarism, and/or alteration of academic documents are proven, a student will be subject to a grade of “F” for the specific assignment and/or course. Similarly, a student may be dismissed from a course with a grade of “F” as a consequence of intentional disruption, obstruction, or comparable class misconduct. These consequences should be included in the class syllabus. After written notification of the charge by the instructor, students may initiate the academic student grievance procedure if they believe they have proof that the charge is unwarranted.

9.0 Alcohol Policy

9.1 Statement of Purpose

SUNY Canton seeks to create a campus environment that is supportive of the academic mission of the institution by promoting healthy and responsible living, affirming civility, supporting the well being of each of its members and respectful of all the laws and institutional regulations governing alcohol usage.

In keeping with our educational mission SUNY Canton has established this policy to promote an environment that encourages learning, fosters respect for people and property, and supports individual development and success, while recognizing the responsible consumption of alcohol for those of legal age. The policy applies to all members of the college community and their guests. The host is responsible for their guest’s conduct and the consequences of their behavior as well.

The college will provide information about acceptable standards of behavior, possible consequences of violating applicable laws and University regulations, promote educational programming and make resources available from the Counseling Center’s Library for the prevention, intervention and treatment of substance abuse.

9.2 Events on Campus

All campus events which include alcohol must be appropriately registered, supervised and conform to applicable laws and college regulations. It is the responsibility of the Di-

rector of the sponsoring office or the president and advisor of a campus student organization to make sure the event adheres to the laws and college policies, participants in the event act civilly and the event is registered with the chief administrator responsible for the facility and University Police. Registration forms may be obtained from University Police or the chief administrator in charge of the facility (*i.e. Chaney Dining Hall/Director of Food Service, Campus Center/Director of Student Activities, Residence Halls/Director of Housing, Campus Grounds/Director of Facilities, Athletic Fields/Director of Athletics*).

9.3 Administrative Responsibility

The chief administrator (C.A.) of a building/facility or program which permits alcohol consumption must establish procedures for their area of responsibility to ensure applicable laws and college regulations are adhered to. It is left to the prerogative of the C.A. to determine if alcohol usage will be permitted in their facility on a case by case basis. It is also the C.A.’s responsibility to make the organization or group aware of any special rules or issues concerning their area of responsibility when they register the event with the C.A.

9.4 Legal Responsibilities

Students and employees are responsible for knowing local, state and federal laws that apply to individual possession, consumption, and distribution of alcohol. In keeping with the SUNY Canton philosophy, the primary control for responsible alcohol use lies with the individual consumer. The college will comply with governmental regulations such as the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

9.5 Sanction for Violations

Failure to comply, the college may impose sanctions on individuals who violate these laws. There is a need to send a strong message that illegal use of alcohol will not be tolerated. Education and various alcohol abuse interventions may be an integral part of the sanction. The college will not tolerate conduct which disrupts the educational mission or campus life. Employees who violate the law or campus regulations will be referred to their direct supervisor while students will be referred to Dean of Students or designee.

9.6 On-Campus Advertising

All on-campus advertising that promotes events where alcohol will be consumed must obtain consent and approval stamp of the

Student Activities Office prior to display. Promotional materials need to promote the main activity, not the consumption of alcohol. Promotional materials advertising explicit use of alcohol that are not activity oriented will not be approved.

9.7 Alcohol Awareness Programs

Educational programs that stress positive attitudes and behavior and emphasize the dangers of alcohol consumption are equally important. SUNY Canton is committed to fostering an environment that will offer alternative academic and social settings to eliminate alcohol abuse. The college recognizes that the abuse of alcohol is a very serious problem which is detrimental to the individual student, to the educational process and the learning environment. The college encourages students to attend educational awareness programs which address the issues concerning alcohol consumption.

9.8 Alcohol-Free Events

Encouraging and providing alcohol-free events and activities are an integral part of our healthy campus environment. Students are encouraged to participate in order to learn healthy ways to socialize that do not involve alcohol and other drugs.

9.9 Counseling

The Personal Counseling Center consists of professional counselors who will provide personal counseling support, assessment and referrals for students regarding alcohol-related issues. The Counseling Center also trains peer educators who assist in delivering alcohol awareness/educational programs on campus. The Counseling Center will maintain an extensive resource library of books, pamphlets, videos and tapes.

10.0 Automobiles/ Parking

10.1 Registration

No student, employee or member of any organization utilizing space on the campus shall operate or park a motor vehicle of any kind or description on premises or property under the control of the College unless such motor vehicle is properly registered with the University Police Department.

Such registration shall be conditioned upon the registrant’s payment of a motor vehicle registration fee and any applicable parking fee, as approved by the Chancellor or designee.

Upon payment of a motor vehicle registration fee and any applicable parking fee at

the Student Service Center in French Hall, a permit shall be issued which must be affixed to the vehicle in accordance with instructions provided. Where such registered vehicle is sold or transferred or where the owner is no longer enrolled or in the employ of the institution, or in the event of the revocation of the registration, such tags must be removed and returned.

All honorably discharged veterans will be exempt from the parking and registration fee. These students must present Form DD214 to the Student Service Center to verify that they have been honorably discharged. Students still need to register their motor vehicles and will be issued a parking decal by the Student Service Center.

A detailed set of regulations with respect to operation of and parking of automobiles on campus may be obtained from the University Police Department or Student Service Center.

10.2 Enforcement

The penalty for violation of these regulations is a \$15.00 fine for each infraction and a \$50.00 fine for violation of a handicapped space. Upon a finding that five campus parking violations have been incurred during an academic year, the campus motor vehicle registration may be revoked with a loss of parking privileges for the balance of the academic year and may result in the vehicle being towed from the campus at the violator's expense.

Temporary parking permits are issued at either the Student Service Center or at the University Police Department.

10.3 Accessible Parking

There are handicap parking spaces available. They are clearly marked and are only for the use of individuals who have received special identification parking permits.

To obtain a handicap permit:

1. A severely disabled person may apply for a handicap permit through an issuing agent. The issuing agent shall issue permits only to residence of the city, town or village in which such issuing agent is located. (You should apply for the handicap permit in the city, town or village where you reside).
2. A temporary special vehicle identification parking permit will be issued by the University Police Department to a person who is temporarily unable to ambulate without the aid of an assisting device. To obtain this special permit you must:
 - a. Complete an application for a special permit (from the University Police Department).

- b. Provide certified proof from a physician that a need exists, a description of the disability, the length of time the special permit will be needed and the type of assisting device you will be using for the disability.

The temporary special vehicle permit shall be valid for not more than six months.

11.0 Awards

11.1 Outstanding Graduate Awards

Each year, SUNY Canton honors an outstanding graduating senior in the Baccalaureate and Associate degree programs. The Outstanding Graduate awards are presented to those deserving students at Honors Convocation each year. Their names are engraved on a permanent plaque at the college and they are each presented with an individual plaque honoring their achievement.

Nominees for these awards are judged on scholarship, personality, and contribution to the campus community. The nominations are limited to those students in the Baccalaureate and Associate degree programs who are seniors eligible to graduate. Students enrolled in a four-year program who are scheduled to receive an Associate's degree after completing those requirements may be nominated in the two-year category. Eligible students must have a GPA of 3.50 or higher and have been at SUNY Canton for at least one year.

Criteria for evaluating the students are:

1. Names of the top students by cumulative grade point average are secured from the Registrar for both the Baccalaureate and Associate degree programs.
2. Each candidate must secure a minimum of three written references from faculty/staff members and a minimum of three references from fellow students that attest to the candidate's scholarship, leadership, and character.
3. The candidate must also furnish a list of activities he or she has participated in. Activities may include, but are not limited to, campus clubs and organizations, academic clubs and honor societies, community service groups, etc.

An Ad Hoc committee is formed by the Student Government Association to evaluate the nomination based on the candidate's scholarship, personality, and activities. Three to five students are selected for each degree category. The finalists are then chosen from a committee made of the Vice President for Student Affairs, the Provost/Vice President

of Academic Affairs, and a faculty representative.

11.2 David R. Maynard Student Activities Award

The Senior class of 1965 initiated an award for "outstanding contribution to student activities". The award name was later changed to the David R. Maynard Student Activities Award. This award is given to a member of the graduating class each year. Qualifications are:

1. Must have a cumulative index of 2.00 or higher
2. Must be superior in citizenship
3. Must be outstanding in leadership, but it is not necessary that he/she has held major offices
4. Must be generous of time given to extra-curricular activities

Any member of the campus community may nominate students. A student biographical profile sheet is filled out by each nominee and sent to the Office of Student Activities. The final selection is made by an Ad Hoc committee of student government leaders and referred to the Vice President for Student Affairs for approval. The recipient receives a plaque at the Honors Convocation ceremony in the spring semester.

11.3 Northstar Award

A student-given award to an employee of SUNY Canton who has gone above and beyond to assist students in reaching their full potential.

All SUNY Canton employees (faculty, professional staff, administration, secretarial staff, maintenance, College Association staff, food service staff) who have been employed for at least one semester during the current academic year are eligible for nomination.

11.4 Specialty Student Awards

Heritage Award

As nominees for the SUNY Chancellor's Awards for Student Excellence, these students have demonstrated they have earned the campus's respect for their academic performance by having at least 3.50 cumulative GPA or higher and demonstrated leadership skills.

Humanitarian Award

These awards are given in recognition of full-time, matriculated students with a minimum cumulative GPA of 2.50 who have demonstrated a documentable act of humanitarianism worthy of campus recognition during the academic year the award is given.

Leaders of Tomorrow Award

These students are leaders of a team, group or organization; students who give their time and expertise to promote teamwork and accomplishment. They are full-time, matriculated students with a minimum cumulative GPA of 2.50.

Phoenix Award

A phoenix is a mythical bird with a colorful plumage and a tail of gold and scarlet. It has a 500- to 1000-year life cycle, near the end of which it builds itself a nest of twigs -- which then ignite; both nest and bird are burned, reduced to ashes, only to arise and be reborn again. This award is given in recognition of those students who have either transformed themselves or persisted through some difficult odds to succeed as students at SUNY Canton.

Pillars of Character Award

Nominees for this award exemplify the pillars of good character in our Campus Creed (honesty, respectfulness, responsibility, fairness, citizenship, caring).

Sister Bethany Fitzgerald, S.S.J. Sustainability Award

Sister Bethany, a lifelong resident of the North Country and a member of the religious Sisters of St. Joseph out of Watertown, NY, served as a campus minister for both SUNY Canton and St. Thomas More Newman Center. As an ardent supporter of a sustainable lifestyle, she endlessly labored to raise awareness of sustainability in the community, stressing that we all need to be good stewards of our planet Earth. This award is an extension of those efforts and recognizes a full-time matriculated student who has completed at least three semesters of college and has maintained at least a 2.50 cumulative GPA and has demonstrated, by action, the importance of being a good steward of the Earth.

Spirit of Success Award

These awards are given in recognition of full-time, matriculated students who have completed at least one-half of their course work for graduation upon the conclusion of the semester nominated while maintaining a minimum cumulative GPA of 3.20. They must have demonstrated active citizenship in the college community.

12.0 Behavioral Expectations re: Violence, Alcohol & Drugs

The State University of New York at Can-

ton is committed to creating and maintaining a learning, working, and social environment for all students and staff that is free from violence and illegal alcohol/drug use. The premise on which this program is built is that every act of violence and alcohol/drug policy violation will be met with strong disciplinary action. There is a need to send both a consistent and strong message that violence and illegal use of alcohol/drugs, and resultant behavior, will not be tolerated. We also have a responsibility to identify those who may have a problem and assist them in obtaining professional help.

—Serving and/or purchasing alcohol for minors is a violation of New York State Penal Law and College Policy. Individuals involved in this conduct will face campus discipline, and will be prosecuted to the fullest extent of the law.

—Individuals on the SUNY Canton campus appearing in public under the influence of an intoxicant will be considered publicly intoxicated. Public intoxication is a violation of this policy. Public intoxication is based on the premise that a reasonable person would conclude that an individual is intoxicated. Students found to be in violation of this policy will be sanctioned.

Civility, understanding, and mutual respect toward all individuals are intrinsic to excellence in teaching and learning, to the existence of a safe and healthy workplace, and to the maintenance of a campus culture and environment that serves the needs of the constituencies supporting it.

12.1 Acts Of Violence

The College maintains a zero tolerance view of violence on our campus, and will not tolerate acts of violence towards other students, staff, community members or visitors.

Any student who is involved in an act of violence on campus may be immediately placed on Interim Suspension pending the outcome of a hearing before the Student Faculty Judicial Board. During the Interim Suspension, the individual(s) may not be permitted on the campus for any reason. If the individual(s) are found to have committed an act of violence, thus a violation of the Code of Student Conduct, it could result in suspension from college for the balance of the current semester or subsequent semesters as appropriate with no special refunds.

For the purpose of this policy, violence and threats of violence include but are not limited to:

- Any act that is physically assaultive, or
- Any physical or verbal threat, behavior or

action which is interpreted by a reasonable person to carry the potential to a) harm or endanger the safety of others; b) result in an act of aggression; or c) maliciously destroying or damaging property, or

—Hazing.

12.2 Alcohol/Drug Violations - Sanctions

When an individual is found to have violated the campus Alcohol/Drug policy the following actions will be taken:

The First alcohol/drug policy violation will result in the following minimum sanction:

1. Mandatory completion of an online Alcohol/Drug Awareness Class (\$30.00 charge);
2. Automatic Residence Hall Probation for one year;
3. Letter sent home to parent(s)/guardian(s) of any student under the age of 21;

The Second alcohol/drug policy violation will result in the following minimum sanction:

1. Disciplinary Probation for the balance of the student's attendance at SUNY Canton;
2. Residence Hall Probation for the balance of their attendance at SUNY Canton;
3. Mandatory attendance and participation in an eight-hour Alcohol/Drug Education Class (\$30.00 charge);
4. Letter to the parent(s)/guardian(s) of any student under the age of 21.
5. Mandatory counseling.

In addition, a second alcohol/drug policy violation may also result in any one, or combination of, the following sanctions:

1. Immediate suspension and restriction from the residence halls for the balance of the semester with the requirement that the student return to the residence halls at the beginning of the next semester. Students suspended from the residence halls lose their preference in requesting their living location when they return to the residence halls.
2. Relocation to another residence hall, per the assignment of the Director of Residence Life, with the restriction against entering the building from which they were moved.
3. Assigned 50+ community service hours.

The Third alcohol/drug policy violation will result in the individual meeting with the Dean of Students. For any questions or need for clarification of this policy, please contact

Courtney Bish, Dean of Students, Miller Campus Center 229, phone (315)386-7120.

12.3 Alcohol And Controlled Substances

(See Policies & Procedures Manual)

It is the policy of SUNY Canton that the unlawful use, possession, manufacture, dispensation or distribution of alcohol and controlled substances in all campus locations, including fraternity and sorority residences, is prohibited.

No student may attend class, and no employee will report for work or will work, impaired by any substance, drug or alcohol, lawful or unlawful. Individuals may possess and use a controlled substance that is properly prescribed for him or her by a physician, as long as its use causes no impairment. "Impaired" means under the influence of a substance such that the individual's motor senses (i.e. sight, hearing, balance, reaction or reflex) or judgment either are or may be reasonably presumed to be affected. The term "controlled substance" is defined in Section 202 of the Controlled Substance Act (21 USC 812). Alcohol may be consumed or dispensed in public areas only as authorized by a permit issued by the College Alcohol Coordinator and in accordance with the Policies and Procedures Manual.

Any violation of this policy may result in disciplinary action consistent with applicable laws, rules, regulations, collective bargaining agreements and the Code of Student Conduct. Student violations will be a matter of attention by the Dean of Students. Individuals may also be required to participate in and satisfactorily complete an approved drug or alcohol abuse assistance or rehabilitation program as a condition of continued employment or enrollment.

As a condition of continuing enrollment, each student shall abide by this policy and notify the Dean of Students, in writing, of any criminal drug statute conviction for a violation occurring on campus, within five calendar days of such a conviction. The college is obligated to notify the appropriate federal contracting agency, if applicable, within ten calendar days of receipt of notice of a student conviction as noted above.

As a condition of employment, each employee shall abide by this policy and notify the Director of Human Resources, in writing, of any criminal drug statute conviction for a violation occurring in the workplace or at the college worksite within five calendar days of such a conviction. The college is obligated to notify the appropriate federal contracting agency, if applicable, within ten calendar

days of receipt of notice of an employee conviction as noted above. The college provides on-going drug and alcohol awareness educational programs, and dissemination of pertinent information will continue to occur for all members of the campus community.

Confidential counseling and referral for alcohol and drug maladies is available to students through Counseling Services and Davis Health Center. Employees may seek services through the Employee Assistance Program.

13.0 Chaperone Policy

All student trips outside St. Lawrence County conducted by SGA-chartered clubs/organizations or by groups affiliated with other College departments must have chaperones accompany them on the trip. Chaperones must be SUNY Canton employees. Resident Assistants, workstudy or other student workers will not be considered "SUNY Canton Employees" for this purpose. Any exceptions to this policy may be made by the Dean of Students in consultation with the appropriate department. The purpose of the chaperone is to ensure student safety and adherence to the stated purpose of the trip. The trip is considered a College function, therefore, covered by the SUNY Canton Code of Conduct. For non-academic trips, the club/organization advisor and the Director of Student Activities will determine the desired number of required chaperones. For academic trips, the class instructor/advisor in conjunction with the School Dean will determine the appropriate number of chaperones. For athletic trips, the coach and/or Director of Athletics will determine the desired number of chaperones.

14.0 Children on Campus - Safety Policy

(See Policies & Procedures Manual)

A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus. With the exception of children attending Kiddie College, direct supervision (line of sight) shall be provided by the parent or guardian at all times. Should a child become disruptive, the student and child may be asked to leave. Anyone who does not provide appropriate supervision may lose the privilege of allowing his or her child/children on campus. Employees and students are discouraged from bringing children on campus during his/her working/class hours.

The College assumes no responsibility for the safety of unsupervised children. Parents who have problems with childcare should visit the Counseling Center to receive referrals to childcare services in the area.

15.0 Code of Student Conduct, Rights & Responsibilities

It is hereby resolved that, pursuant to Part 535 of the Education Law of the State of New York (*Regulations and Procedures for Maintaining Public Order on Campuses of the State of New York*), the Council of the State University College of Technology at Canton adopts the following Code of Student Conduct, Rights and Responsibilities. A copy of the "Maintenance of Public Order" is on file for review at the Southworth Library circulations desk and at the Office of the Dean of Students.

Every student at the State University College of Technology at Canton is assumed to be a mature individual with the ability to accept academic and social responsibility. Individuals are expected to be responsible for their academic progress and their actions and to be familiar with the rules of conduct that govern their behavior at the College. The Student Code of Conduct and Student Handbook can be found on the College's computer network. Any questions regarding such policies should be directed to the Dean of Students.

15.1 Article I: Definitions

These definitions are the standard throughout this document unless otherwise specified.

Accused Student

Any student accused of violating this Student Code.

Appeal

To apply to a higher judicial body for a rehearing of a case.

Campus

The grounds and buildings, owned, rented or leased and used by the College in pursuit of its teaching, research, extracurricular and public service programs; the grounds and buildings owned by the College Association of the College and used for education, research or housing. Housing occupied by fraternities and/or sororities are subject to college rules and regulations.

College

The State University College of Technol-

ogy at Canton, New York, or any official representing the College.

College Association

A not-for-profit corporation composed of students, faculty and staff as stated in the Bylaws of the Corporation, chartered by the NYS Education Department to provide auxiliary services to the College.

College Community

All members of faculty and staff (employed by SUNY or College Association), Research Foundation, College Foundation and the student body.

Complainant

Any person who submits a statement alleging that a student violated this Student Code.

Consent

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Lack of consent may also exist when the victim is unable to give consent, either because of the victim's use of drugs, alcohol, or other substances, or because of a mental disorder or developmental or physical disability.

Dean of Students

An administrative officer of the College who is responsible for student discipline and issues related to the Student Code of Conduct. The Dean of Students serves as the adjudicating judicial officer.

Entry

To enter or gain access to a student room, building, grounds, or space rented/leased by the College.

Faculty

All members of the professional staff that includes the non-teaching professional staff, who are employed for purposes other than classroom instruction.

Force

The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats,

intimidation (implied threats) and coercion that overcome resistance or produce consent.

Greek Council

A representative organization of all fraternities and sororities chartered by the Student Government Association.

The Maintenance of Public Order Rules

A set of rules and regulations adopted by the SUNY Board of Trustees for the prevention and abatement of campus disorders initiated by or engaged in by students, faculty, other employees of the College, guests and/or persons who enter the campus without authorization or invitation.

Non-consensual Sexual Contact

Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Non-consensual Sexual Intercourse

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

Organization

Any student club or group which is officially recognized by the College.

President

The chief administrative officer of the College.

Professional Staff

All members of the professional staff who are employed by the college for purposes other than classroom instruction.

Reasonable

Within the bounds of common sense. A standard used by courts to determine the "reasonableness" of conduct in question.

Retaliation

Any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violent that occurred as a result of the making and follow-up of a report of a violation of this code of conduct.

Review

To examine with an eye to criticism or correction.

Search

To examine in order to find something concealed.

Sex Discrimination

Sexual Discrimination includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, College employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the College campus and whether or not the incidents occur during working hours.

Sexual Exploitation

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

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

Sexual Harassment

Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual Violence

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including, but not limited to rape, sexual battery, and sexual coercion.

Student

A person who is enrolled either full- or

part-time in courses of study or programs offered by the College.

Student Government Association

A student government organization composed entirely of student representatives elected and/or appointed in accordance with its Constitution and Bylaws.

Summary Action

A disciplinary process where the accused student and the judicial officer mutually agree to accept a disciplinary sanction being imposed by a college judicial officer in lieu of appearing before a disciplinary hearing board.

15.2 Article II: Bill Of Rights

1. The following enumeration of rights shall not be construed to deny or belittle other rights retained by students in their capacity as members of the student body or as citizens of the community at large:
 - A. Free inquiry, expression and assembly are protected for all students. Discussion and expression of all views are permitted within the College, subject to the provisions of the *Regulations and Procedures for Maintaining Public Order on Campuses of the State University*, and to the legally recognized conditions placed upon the rights of free speech and expression.
 - B. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
 - C. The right of students to be secure in their persons, residence hall, papers and effects against unreasonable searches and seizures is protected subject to the terms of the residence hall license.
 - D. With the exception of an interim suspension that may be imposed as described in Article V, Section 6, no disciplinary sanction(s) that interferes with the student's ability to continue the education process, may be imposed on any student(s) without notice to the accused of the nature and cause of the charges and a fair hearing complies with due-process requirements.

Access to Higher Education

2. Within the limits of its facilities, the College shall be open to all applicants who are qualified according to its admission requirements. The College shall make clear the characteristics and expectations of students that it considers relevant to

its programs.

Expression

3. Discussion and expression of all views contributing to the understanding of the subject matter is permitted in the classroom, subject only to the responsibility of the instructor to maintain order.
 - A. Students are responsible for learning the content of material assigned or discussed, for all courses in which they are enrolled.
 - B. Requirements for participation in classroom discussion and submission of written exercises are not inconsistent with this section.
4. Academic evaluation of student performance shall be neither discriminatory nor arbitrary and capricious.
5. Support of any cause by orderly means which does not interrupt the operation of the College is permitted; subject to reasonable conditions may be imposed as to notification, time and place.
6. Students, groups, and campus organizations may invite and hear any person of their own choosing, subject only to the requirements for use of College facilities (Section 16) and the ability to meet all contractual obligations and in accordance with campus, local and State laws and regulations.
7. The College community will not impede the student's opportunity to be interviewed by or otherwise to meet with potential employers whose hiring practices and business activities comply with Federal and New York State laws and regulations. This section shall not be so construed as to frustrate any other reasonable and necessary rules pertaining to job recruitment on the campus.

College Government

8. All constituents of the College community are free, individually and collectively, to express their views on issues of College policy and on matters of interest to the student body. The President shall provide clearly defined means for student expression on all College policies affecting academic and student affairs.
9. The role of the student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance or clearly mandated by law or by SUNY regulation.
10. Where the College owns and/or operates

residence halls, students shall significantly participate in the development of programs and policies directly and substantially affecting their personal lives, including the imposition of sanctions for violations of stated norms of conduct, except that the College may direct minimal standards to insure compliance with all Federal, State and local laws, and regulations of the State University of New York.

11. On questions of educational policy, students are entitled to a participatory function.
 - A. Faculty-student committees shall be created to consider questions of and to make recommendations concerning policy directly affecting student life.
 - B. Students shall be designated as members of standing and special advisory committees concerned with College policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocating of student funds.

This section shall not be construed as a limitation on students' rights to be members of committees serving a function other than advisory whenever such membership is permitted under the Policies of the Board of Trustees, Regents Regulations, or the laws or regulations of the State of New York.

Campus Organizations

Sections 12-18 that primarily concern organizations recognized by SGA are intended to complement the policies, procedures, and rules of the College that concern organizations and groups, not so recognized.

12. Organizations and groups may be established within the College for any legal purpose. Subject to regulations of the State University of New York, affiliation with an extramural organization shall not, in itself, disqualify the College branch or chapter from College privileges.
13. A student group shall become an organization when formally recognized by SGA.
 - A. All student groups that meet the following requirements shall be recognized:
 - 1) Submission of a list of officers and copies of the constitution and by-laws to the appropriate SGA official or body. All changes and

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amendments shall be submitted within one week after they become effective.

- 2) Where there is affiliation with an external organization, that organization's constitution and by-laws shall be filed with the appropriate SGA official or body. All proposed amendments shall be submitted at least 14 days prior to their becoming effective.
 - 3) All sources of outside funding shall be disclosed.
- B. Upon recognition of an organization, the SGA shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives, and policies of the organization.
- C. Any organization or group that engages in activities in violation of the law or the policies, procedures and rules of the College on or off campus, may have sanctions imposed against it, including withdrawal of SGA recognition and the denial of privileges afforded to organizations or groups.
14. Membership in all SGA-recognized organizations within the limits of College facilities shall be open to any student of the College who is willing to subscribe to the stated aims and to meet the stated obligations of the organizations.
 15. Names and addresses of officers and advisors are required as a condition of access to the College or SGA funds.
 16. College facilities may be utilized by organizations and groups within the College community for regular business meetings, social programs, and programs open to the public.
 - A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
 - B. Preference may be given to programs designed for audiences consisting primarily of members of the College community.
 - C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization or group.
 - D. The College may delegate the reservation function to an administrative official or to another employee(s).
 - E. Charges may be imposed for any

unusual costs for use of facilities.

- F. Physical abuse of assigned or reserved facilities shall result in reasonable limitations on future allocations of space to offending parties, and restitution for damages. Organizations shall be secondarily liable for damages occasioned by the physical abuse of the facilities during use of such by their organization. Primary liability rests with the individual(s) who caused the damage.
 - G. The group or organization requesting space must inform the College of the general purpose of any meeting open to persons other than the organization's members and the names of outside speakers must be provided.
17. The collection, appropriation and disbursement of student activity fees must conform to the existing policies of the State University Board of Trustees. The Student Government Association shall prepare and recommend a budget for the expenditure of such fees. This budget must be submitted to, and approved by, the President or his/her designee for his/her review and determination that the allocations are in compliance with the policies and procedures which govern the use of these fees before such monies are disbursed.
 18. In accordance with the Board of Trustees' Resolution and accompanying guidelines issued by the Office of the Chancellor, dated May 31, 1967, the following regulations concerning the use of the name of the University and the College are in effect:
 - A. No student shall indicate having a relationship with the College or University beyond that of his or her officially enrolled status.
 - B. Student organizations and individual students may indicate on their letterhead that they are located at the State University of New York College at Canton. In no way shall letterheads or correspondence imply that a group or an individual has the authority to act in the name of the College or the University, or in any way make binding commitments on the College or University.
 - C. Announcements, letters, bulletins, posters, etc., promoting or describing an event, meeting, program, etc., or stating a position, point of view or concern must clearly indicate the sponsoring or posting organi-

zation(s).

Publications

19. All written material shall clearly identify its origin (student or organization) and the stamp of posting approval from the Student Activities Office prior to posting.
20. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administrative, alumni, or community disapproval of editorial policy or editorial content. Similar freedom is assured oral statements of views on a College controlled and student-operated radio or television station. Editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
21. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the College or its student body.

Privacy

22. College officials may enter a student room in a residence hall without prior notification to determine compliance with Federal, State, and local law, and College policies, procedures, and rules where there is reasonable cause to believe that a violation has occurred or is occurring.
23. Generally, except where conduct limits the College's pursuit of its educational objectives, no inquiry is permitted into the lawful activities of students away from the campus.
24. When the College seeks access to a student room in a residence hall to determine compliance with provision of applicable multiple-dwelling unit laws or for improvement or repairs, the occupant shall be notified of such action not less than 24 hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared or where a diligent effort has been made to notify the student resident and entry is made in the course of management duties; in such cases, the College shall notify the student that entry into his/her room has been made, and reason(s) therefore shall be stated in such notice.
25. The privacy and confidentiality of all student records shall be preserved as governed by FERPA other applicable

state and federal laws.

15.3 Article III: Statement of Student's Responsibilities

Students enrolled at SUNY Canton possess specific individual and group rights and responsibilities which serve to guide campus personnel in making decisions concerning academics, student welfare and behavior. The following statements define expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of college life. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights for other members of the campus community.

Students Have the Responsibility . . .

1. To respect the rights of others, as stated above.
2. To adhere to campus rules and regulations.
3. To comply with reasonable requests made by campus officials.
4. To meet expected campus payment schedules.
5. To monitor and accept responsibility for behavior of guests.
6. To report violations of rules and regulations to appropriate staff.
7. To participate actively in campus and self governance.
8. To participate in campus committees as requested.
9. To participate in judicial proceedings to determine appropriate standards of behavior.
10. To contribute positively to the campus community by participating in educational and developmental activities.

15.4 Article IV: Prohibited Conduct

College discipline shall be limited to conduct by a student occurring on campus, or at events sponsored by the College, or at events sponsored by recognized student organizations and student groups as described in the Code of Student Rights, Responsibility and Conduct (Article III, Sec. 1-10), and to conduct occurring off campus by a student which may adversely affect the College. Violations of any of the following provisions are subject to disciplinary action and may result in the imposition of one or more sanctions listed in Article V. (Please note that the *Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York* also includes prohibited conduct that may be

dealt with under the disciplinary procedures of the Regulations.) When the Code and the Regulations overlap, the procedures in the Code will be followed.

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. AFFILIATION - Any student who becomes involved or continues involvement with a student club or organization which SUNY Canton has suspended, expelled or removed its recognition may be subject to disciplinary action by the College. In addition, any student who becomes a member and/or participant of an organization or loosely knit unit which gives the impression it is a SUNY Canton club/organization by using the College's name, logo or recruits SUNY Canton students may also be subject to disciplinary action from the College. Disciplinary action may range from a verbal warning through full suspension from the College.
2. ALCOHOL
 - A. Use or possession of alcoholic beverages except as expressly permitted by law, College regulations; and/or public intoxication;
 - B. Distribution of alcoholic beverages except as expressly permitted by law and College regulations and permission to serve alcohol must be obtained by application to the Alcohol Review Board, Faculty Office Building 604.
3. ALTERING A STUDENT'S REGISTRATION OR STUDENT DATA - Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official College document or representation thereof.
4. AMPLIFICATION - Use of amplification/audiovisual equipment in any of the reservation facilities must receive advance approval from the Student Activities Office and, if granted, must not interfere with any public, office, library, classroom, or other College function. Requests for reduction in volume by faculty/staff and/or designee must be complied with upon notification.
5. ARSON - A person is liable if, by any act, he or she commits arson by causing a fire or explosion on any College building or property.
6. ASSAULT - A person is guilty of assault when he or she slaps, kicks, shoves, or otherwise strikes another person.
7. ATTEMPT - A person is guilty of an attempt to violate the Student Rules and Regulations, or to commit a crime, when he or she, with intent to violate or commit same, engages in conduct which tends to effect the violation of such student rule or regulation or the commission of such crime.
8. BICYCLING, SKATEBOARDING, ROLLERBLADING - Prohibited operation includes:
 - A. operation in any College building or facility;
 - B. operation in a reckless or unsafe manner.
9. BULLYING - Systematically and chronically inflicting physical hurt or psychological distress on one or more individuals. It is further defined as unwanted purposeful written, verbal, non-verbal or physical behavior including, but not limited to, any threatening, insulting, or dehumanizing gesture by a student that has the potential to create an intimidating, hostile, or offensive educational/living environment or causes long-term damage, discomfort or humiliation; or to unreasonably interfere with another individual's school performance or participation; is carried out repeatedly; and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

 - A. Unwanted teasing
 - B. Threatening
 - C. Intimidating
 - D. Stalking
 - E. Cyber-stalking
 - F. Cyber-bullying
 - G. Physical violence
 - H. Theft
 - I. Sexual, religious, or racial harassment
 - J. Public humiliation
 - K. Destruction of school or personal property
 - L. Social exclusion, including incitement and/or coercion
 - M. Rumors or spreading of falsehoods
10. COLLEGE GROUNDS - Use of College space and grounds by an organization or person without reservation of the space or proper authorization.
11. COMPLICITY - A person is guilty of complicity when he or she aids, helps or otherwise assists another in violating any rule applicable to the College
12. COMPUTER ABUSE - Theft or other

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abuse of computer time, including but not limited to:

- A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - B. Unauthorized transfer of a file;
 - C. Use of another individual's identification and password;
 - D. Use of computing facilities to interfere with the work of another student, faculty member or College Official;
 - E. Use of computing facilities and e-mail to send obscene or abusive messages;
 - F. Use of computing facilities to interfere with normal operation of the College computing system;
 - G. Any and all computer violations caused by individual using another student's identification or password are the responsibility of the person who actually commits the violation and the owner of the identification password. Students must take steps to insure that no other individual has access to their computers or College computer account.
 - H. Use of computing facilities, or computing equipment owned and maintained by the College, to engage in Illegal downloading, unauthorized peer-to-peer file sharing, or unauthorized distribution of copyrighted materials.
- All provisions of Article 156 of the NYS Penal Law (Offenses Involving Computers) apply at SUNY Canton.*
13. **CONVERSION** - A person is guilty of conversion when he or she, after having lawfully obtained possession of the property of another, wrongfully transfers, detains, substantially changes, damages, destroys, or misuses the property without the permission of the owner.
 14. **CREDIT CARD MARKETING** - SUNY Canton prohibits the advertising, marketing, or merchandising of credit cards on campus to students, unless expressly authorized and registered by the Vice President for Administrative Services. Registrants will be limited to specified dates and areas and are prohibited from offering gifts to a student in exchange for completing a credit card application
 15. **DEMONSTRATIONS** - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College commu-

nity; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement.

16. **DESTRUCTION OF PROPERTY** - A person is guilty of destruction of property when he or she:
 - A. destroys, defaces, materially alters or otherwise damages property not his or her own; or
 - B. creates a condition which endangers or threatens property not his or her own.
17. **DISCRIMINATION** - Based on race, gender, age, sexual orientation, religion, disability or veteran status.
18. **DISHONESTY** - Acts of dishonesty, including but not limited to the following:
 - A. Cheating, plagiarism, or other forms of academic dishonesty;
 - B. Furnishing false information to any College official, faculty member, employee or office;
 - C. Forgery, alteration, or misuse of any College or official document, record, or instrument of identification (e.g., driver's licenses and passports);
 - D. Tampering with the election of any College recognized student organization.
19. **DISORDERLY CONDUCT** - Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
20. **DISRUPTION** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises. The College reserves the right to determine where cases of disruption of public order should be referred.
21. **DOMESTIC VIOLENCE** - Domestic violence is defined as a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, family member, or household member as defined in the Family Court Act, with the goal of establishing and maintaining power and control over the victim.

22. **DOORS-TAMPERING** - Disabling of a locking mechanism or blocking open a door intended to be closed and locked.
23. **ELECTRONIC DEVICES** - Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. (This includes, but is not limited to, surreptitiously taking a picture of another person in a gym, locker room, or restroom.)
24. **FALSE REPORTING** - A person is guilty of falsely reporting an incident when he or she conveys information known to be false or without basis to any College official, faculty member, or employee.
25. **FALSIFYING COLLEGE APPLICATION CREDENTIALS** - Students found to have knowingly falsified application information are subject to immediate dismissal from the College.
26. **FALSIFYING GRADE CHANGES** - In addition to any sanctions which may be imposed by an academic dean, other penalties may be assessed as a result of a judiciary hearing or plea agreement.
27. **FALSIFYING GRADES** - A person is guilty of falsifying grades when he or she:
 - A. submits a falsified universal grade change form to the college; or
 - B. submits false grade information of any sort to a College office or department, employer, academic institution, etc.
 - C. alters any academic coursework and/or examinations so as to unjustly affect the grade awarded to that assignment.
28. **FIRE** - Fire alarms and fire fighting equipment, including but not limited to fire extinguishers, fire hoses, heat and smoke detectors, and sprinkler systems, are for the protection of building occupants. Any tampering with or misuse of this equipment is prohibited and may be punishable in the College judicial system and in the appropriate civil and/or criminal courts. Any time a fire alarm is activated, all people are required to follow the evacuation procedures for their particular building. Occupants must comply with the requests of Residence Life Staff, University Police personnel, or emergency personnel. Any violations will be referred to the appropriate college and/or civil judiciary.
29. **GAMBLING OR SOLICITATION ON CAMPUS** - Students may not use Col-

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- lege property for any activity prohibited by federal, state, local law or the Student Code of Conduct. Solicitation or the use of College facilities or resources for any personal gain or profit is prohibited. Examples of prohibited behavior include, but are not limited to engaging in any nature of business for personal benefit on College property or using College resources, gambling on College property.
30. **HARASSMENT** - A person is guilty of harassment when he or she:
- A. threatens or intimidates a person creating a rational fear within that person; or
 - B. engages in a course of conduct or repeatedly commits acts directed at another person which would seriously annoy a rational person; or
 - C. creates a condition which endangers or threatens the health, safety or welfare of another person; or
 - D. physically restrains or detains any other person, or removes any person from any place where he or she is authorized to remain; or
 - E. engages in name calling, religious, ethnic or racial slurs, hate language, or obscene gestures which causes a person alarm.
31. **HAZING** - Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
32. **I.D. CARD/KEYS/ACCESS CARDS**- Unauthorized possession, duplication or use of keys/cards to any College premises or unauthorized entry to use of College premises. Upon request by a college official, these items must be turned over to the requesting individual.
33. **IMPAIRED DRIVING** - Operating a motor vehicle while under the influence of drugs or alcohol including but not limited to:
- A. operating a motor vehicle while his/her ability to do so is impaired by the improper or illegal use of drugs or the consumption of alcohol; or
 - B. operating a motor vehicle while in an intoxicated condition.
34. **INSUBORDINATION / OBSTRUCTION** - Interfering with, or hindering the efforts of College officials, student staff or law enforcement officers performing the duties of their office, especially as they are related to the enforcement of College policy or the maintenance of safety and security.
35. **JUDICIAL SYSTEM** - Abuse of the Judicial System, including but not limited to:
- A. Failure to obey the summons of a judicial body or College official;
 - B. Falsification, distortion, or misrepresentation of information before a judicial body;
 - C. Disruption or interference with the orderly conduct of a judicial proceeding;
 - D. Institution of a judicial proceeding knowingly without cause;
 - E. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - F. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
 - G. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - H. Failure to comply with the sanction(s) imposed under the Student Code;
 - I. Influencing or attempting to influence another person to commit an abuse of the judicial system.
36. **LAWS** - Violation of federal, state or local law shall be a violation of College Conduct Rules and Regulations. A finding of a violation under this rule does not require proof of a conviction in any non-campus legal proceeding.
37. **LEAVING THE SCENE** - attempting to flee or unlawfully leaving the area of an accident, crime, or College violation (and/or areas of potential accidents, crimes, or violations). This includes fleeing an area to avoid being questioned, apprehended and/or detained by College officials, faculty members, or employees and/or law enforcement officers.
38. **MISREPRESENTATION** - A person is guilty of misrepresentation when he or she knowingly perverts the truth for personal gain or favor.
39. **MISUSE OF COLLEGE SUPPLIES OR DOCUMENTS** - A person is guilty of misuse of College supplies and documents when he or she forges, alters, uses without authority, receives without authority, or possesses without authority any College supplies or documents. (College supplies and documents include, but are not limited to, the following: supplies, equipment, keys, records, files, documents, all forms of computer data, and other materials.)
40. **OFFENSIVE LANGUAGE / CONDUCT** - Using profanity or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements.
41. **PHYSICAL VIOLENCE** - Physical violence or abuse (including acquaintance rape), verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
42. **POSSESSION** - A person is guilty of possession when he or she knowingly obtains property, (including abandoned property), without the explicit authorization of the rightful owner.
43. **QUIET HOURS / COURTESY HOURS** - Excessive noise (including, but not limited to noise from speakers/ audio devices, yelling in zones designated for quiet such as the Silent Zone in the Library or during quiet hours in the residence halls, or otherwise creating a disturbance) which disrupts the opportunity for academic success in or on campus facilities or grounds. Courtesy Hours are in effect 24 hours a day in the residence halls and at no time should noise reach a level that disturbs roommates, other residents or members of the community.
44. **REASONABLE REQUEST OF A COLLEGE OFFICIAL** - A person is guilty of failure to comply when he or she, knowing or having reason to know that the requesting person is a College official, fails to comply with a reasonable request. For the purpose of this section, a College official shall include, but not be limited to, an individual instructing a class, a librarian or designee in a library, a University Police Officer, and any Resident Assistant, Residence Hall Director or student employee, and members of the College staff carrying out their duties and responsibilities.
45. **REPEATED VIOLATIONS** - Repeated violations of College policy which, by themselves, would not warrant suspension or dismissal, but collectively indicate that the student may not be suited for on-campus living and/or attendance at the College.
46. **RETALIATION** - Acts of retaliation against those who file complaints with College officials or cooperate with inves-

- tigations of alleged violations of the law or College policies.
47. **RULES** - Violation of published College policies, rules, or regulations.
48. **SELF-DEFENSE SPRAY** - Considered physical assault when circumstances do not justify the use of such a device. Other forms of misuse include dispensing for the purpose of disruption of College operations or events.
49. **SEXUAL HARASSMENT** - A person is guilty of sexual harassment when his or her behavior is contrary to College policy as described below: (based on Equal Employment Opportunity Commission and Office of Civil Rights regulations) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to or enduring such conduct when rejection is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity; or
 - Submission to, or rejection of, such conduct by an individual used as the basis for making academic or personnel decisions affecting an individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.
50. **SMOKING** - Prohibited in all College owned and operated buildings, doorway areas, loading docks, and outdoor areas, and in all vehicles owned and operated by the College unless the area has been officially designated as a smoking area (see Residence Hall regulations also).
51. **STALKING** - Repeated coercive acts or offenses which taken singly may be non-threatening, but collectively instill a fear of physical injury or harm. Such a pattern may involve, but is not limited to, the following: phone calls, physical and/or verbal confrontations, breaking and entering (cars, apartments, lockers, etc.), vandalizing, the purpose of which is to attempt to manipulate or control another person.
52. **SUBSTANCES** - Use, possession or distribution of illegal/dangerous drugs as defined in the New York State Penal Law including marijuana, hallucinatory, narcotic or other synthetic drugs, controlled substances and/or related paraphernalia except as expressly permitted by law. This also includes the illegal use or sale of prescription drugs. All students found in rooms where illicit drugs are reasonably believed to be present or in use may be subject to College judicial action.
53. **THEFT** - A person is guilty of theft when he or she, knowing property not to be his or her own, takes such property for his or her own use, pleasure, or possession; and, theft of services.
54. **TRAFFIC** - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
55. **TRESPASS/UNAUTHORIZED ENTRY** - A person knowingly enters or remains unlawfully in a building, office, residence hall room or any other properties of the college at any time without permission or authorization.
56. **WEAPONS** - The possession of any explosive device, dangerous chemical, firearm or weapon, including air guns, BB guns, soft air guns, paintball guns, and archery equipment or any weapon in which the propelling force is spring, piston, or CO2 cartridge, or any deadly weapon as defined in the New York State Penal Law or any knife, object that can be construed as a dangerous instrument.

15.5 Article V: Sanctions

Disciplinary sanctions may be imposed on students or organizations that violate the Code of Student Conduct. Any of the sanctions listed below may be imposed with specific terms and conditions as determined by the College.

- Admonition:** Written warning that continuation or repetition of misconduct may result in further disciplinary action.
- Community Service:** The student as part of their sanction may be assigned a community service project which is unpaid work that benefits the College community. The Dean of Students or the Dean's designee will monitor performance of the community service. Failure to complete the assigned community service within the specified period of time will result in an appearance before the original sanctioning body/person and may result in an increased assignment and/or additional sanctions.
- Denial of Service:** Request to leave a campus office/service for a specified period of time. This may include suspension from campus social activities/events as

deemed by the Dean of Students or his/her designee.

- Disciplinary Warning:** This is meant as a warning that the student's status at the College is in jeopardy. Future violations of the Code of Conduct may result in the student's removal from the residence halls, loss of certain social privileges or suspension from the College.
- Disciplinary Jeopardy:** This is meant as a strong warning that the student is in jeopardy at the College. The next incident will likely result in the student's suspension from the residence halls and/or College and loss of certain social privileges.
- Disciplinary Probation:** The student is not permitted to live on campus for a specified period of time and is additionally restricted from the residence halls during that time period. If the student is found in the residence halls during that time period, he/she will be arrested for criminal trespass by the University Police Department. Further the next incident **will** result in the student's immediate suspension from the College for a period of one academic year.
- Expulsion:** Permanent termination of student status at SUNY Canton. Expulsion will be noted on the student's permanent record. The Dean of Students will determine the grades that will be recorded for the student for that semester.
- Exclusion from Dining Hall:** Loss of dining privileges for a specified period of time.
- Interim Suspension:** While normally no action will be taken against a student/organization until charges have been heard in accordance with the hearing process established under the Code, a student/organization may be suspended pending a hearing on the charges whenever, in the judgment of the President or the President's designee, the continued presence of the student/organization would constitute a clear danger to the student or to the safety of persons or property on College premises, or would pose an immediate threat of disruptive interference with the normal conduct of College activities.
During the interim suspension, the student may be denied access to the residence halls and/or to College premises (including classes) and/or all other College activities, privileges, or services for which the student might otherwise be eligible, or as the Dean of Students deter-

mines to be appropriate. If suspended in this manner, the student is entitled to an interview with the Dean of Students or his or her designee, in order to outline the process through which the student's actions will be adjudicated through the student judicial process.

10. Loss of Parking Privileges on the Campus
11. Restitution: Reimbursement for damages to or misappropriation of property.
12. Sanctions Against College-Recognized Organizations: The following sanctions may be imposed on college recognized organizations: admonition, community service, disciplinary probation, dismissal from college, interim suspension, loss of use of college facilities or equipment, restitution, and/or suspension from the college. Greek Council Hearing Board can also impose a monetary penalty against Greek Organizations.
13. Suspension from Residence Hall: Loss of the privilege of living in College residence halls. The imposition of this sanction may include exclusion of the offender from all residence hall facilities and activities for the same period as the revocation of license.
14. Suspension from College: Termination of student/official organization status for a definite period of time. Suspensions will be noted on student's permanent record. The Dean of Students will determine the grades that will be recorded for the student for that semester.

NOTE: Failure to satisfactorily complete a disciplinary sanction within the prescribed time frame may result in suspension from college for a minimum of one semester. The suspension would be recorded on the academic transcript.

Notification of Parents and Campus Officials/Offices: The College is committed to a goal of student maturity and self-direction. The College also recognizes that some students have developed these qualities to a greater extent than others. In some cases, where a student has shown a pattern of irresponsible behavior and has not responded to College assistance or resources, parents/guardians may be notified. When a student is suspended, parents/guardians may be contacted. All parental notification shall comply with the provisions of the Family Educational Rights and Privacy Act. Students are urged to discuss all conduct violations with their parents or guardians. The College also reserves the right to notify the appropriate College offices (which may include, but

is not limited to: EOP, Residence Life, Athletics, Counseling, University Police, administration) as well as academic advisors and division deans as applicable when students have been placed on disciplinary probation, interim suspension, residential suspension, College suspension or expulsion. All campus notification shall comply with the provision of the Family Educational Rights and Privacy Act.

15.6 Article VI: Adjudication

Every student has the right to appear before a Judicial Hearing Board if they choose to exercise it. The Judicial Officer can also elect to present a case to the Judicial Board even if it is against the wishes of the student being charged. Students may also elect to be adjudicated through summary action. In this case the accused party and the adjudicating Judicial Officer can come to agreement on the violation of the Code of Student Conduct and an appropriate disciplinary sanction. The agreed-upon disciplinary action is written up and both parties sign agreeing to the resolution. In so doing, the offender is relinquishing all rights to appeal once the summary action form is signed.

Failure on the part of the student to meet with the Judicial Officer to discuss a disciplinary matter is in itself a violation of the Code of Student Conduct and is subject to disciplinary action.

15.7 Article VII: Disciplinary Hearing Boards

1. Student Faculty Hearing Board

The Student Faculty Hearing Board will hear disciplinary cases and/or cases involving violations of the Code of Conduct. The Board has the following responsibilities: hears all evidence related to the case in question; seeks answers to all questions pertaining to statements and evidence presented; reaches a finding regarding responsibility for charges against the student after full discussion of the case in closed session and presents the finding to the Dean of Students within 24 hours after the hearing concludes, or the next business day if the hearing concludes on a Friday. Any sanctions given will be provided to the student in writing within five class days.

The Student Faculty Hearing Board has the authority to impose all the sanctions listed in Article V. The Student Faculty Hearing Board also acts as a hearing body of first jurisdiction at the request of the President or the President's designee in cases where the safety of persons or property of the College

community is believed to have been threatened. In appeal cases heard by the Student Faculty Hearing Board, their decision is final except when suspension or expulsion from College is recommended. In such cases, only suspension or expulsion (Article V, Sec. 7 & 14) are subject to review by the President or the President's designee.

The Student Faculty Hearing Board is comprised of:

- A. Students - provided by SGA, one of which will serve on each hearing. They are appointed for a one-year term; one will be assigned or selected by the chairperson for each hearing as available. Students must be full-time matriculated students, must have cumulative honor point indexes of not less than 2.00, except for first-semester freshmen, and must not have incurred a penalty for campus misconduct other than admonition.
- B. Faculty - provided by the Faculty Assembly, one of which will serve on each hearing. The faculty members must be employees who must have worked at the College for at least one year.
- C. Administration - are members of the non-teaching professional staff, one of which is assigned to each hearing as available and will serve as the chair of the Board for that hearing. They are appointed by the College President for three-year terms. The professionals must be employees who have worked at the College for at least one year.

The Student Faculty Hearing Board, by two-thirds vote of all members, may remove any student or faculty member from office for just cause, in accordance with committee due process. If a representative is removed from office, the vacancy shall be filled in the same manner as the original office holder.

2. Residence Hall Hearing Board

There shall be a standing central Residence Hall Hearing Board (RHHB) composed of six students, one from each of the residence halls who are nominated by the hall staff and one Resident Assistant nominated by the Resident Assistants who will serve as Chair of the Board. The Director of Residence Life or his/her designee will serve as the advisor to this Board. The RHHB will provide resident students with an opportunity to present cases before their peers, thus giving residents a greater degree of autonomy and

“hands-on” judicial experience in communal living. When dealing with a disciplinary matter, students are afforded the right to appear before a Judicial Hearing Board (of the Judicial Officer’s discretion) or the opportunity to accept summary action wherein they waive their right to appear before a Judicial Hearing Board. The Judicial Officer can also elect to present a case to the Judicial Board even if it is against the wishes of the student being charged. In accordance with the Code of Student Conduct, appeals of the RHHB’s decision(s) will be heard by the Dean of Students or his/her designee except when suspension or expulsion from the College are involved in which case those are reviewed by the College President or his/her designee. The RHHB has the authority to impose all official sanctions listed in Article V except suspension or expulsion from the College.

3. The Campus Parking Violations

Appeals Board

The Chief Administrative Officer (President) shall designate a hearing officer or board not to exceed six persons to hear complaints for violation of campus traffic and parking regulations enforceable on campus. Such hearing officer or board shall not be bound by the rules of evidence but may hear or receive any testimony or evidence directly relevant and material to the issues presented.

The Board will be comprised of a panel of six persons as follows:

- i. Two students
- ii. Two faculty
- iii. Two classified staff
- iv. Any three persons, one from each constituency, shall constitute a quorum to hear appeals.

15.8 Article VIII:

Responsibilities of Administrative Officers

1. The President/Acting President shall review all recommendations of the Student Faculty Hearing Board involving suspension or expulsion from the College (Article V, Sec. 7 & 14). Before reaching a decision, the President/ Acting President may consult with the appropriate person(s) or parties. The President or his/her designee may summarily suspend a student/organization pending a hearing if the student/ organization (Article V, Sec. 14) is believed to constitute a clear and present danger to the safety of persons or property of the academic community. The President or his/her designee shall allow the accused student/

organization an immediate explanation in writing with respect to such suspension.

2. The Dean of Students or the Dean’s designee has the following responsibilities:
 - A. Review and determine if sufficient evidence exists to charge the accused;
 - B. Notify the accused in writing of the nature of the charge(s). Notification will also include the nature of the Hearing Board, date, time, and location of the hearing, a statement of the student’s rights, and information on the hearing procedures. The notice may be hand delivered; placed into a student’s residence hall mailbox; sent by e-mail to the accused student’s official College e-mail address, or mailed to the last known address of the student, either by certified mail or first class mail.
 - C. Works with the Chair of the Student Faculty Hearing Board to set the hearing date and time and composition of the Board.
 - D. Coordinate the follow-up to ensure that the sanction is carried out.

15.9 Article IX: Procedures for Judicial Hearings

For all Campus Judicial Boards:

1. Charges of alleged misconduct (under Article IV) may be brought against any student or organization.
2. Before a student’s/organization’s case is presented before a campus Judicial Board (except when the Maintenance of Public Order Committee has jurisdiction), the procedures below must be followed: A student/organization must be:
 - A. Given written notice of the charges and access to all written statements expected to be used during the hearing.
 - B. Notified of the right to obtain an advisor and the right to refuse to answer questions. If an advisor will be present, notification must be given to the Dean of Students in writing 24 hours prior to the start of the hearing.
 - C. Notified of the time and place of the hearing and given at least four calendar days from the time the student receives their charge letter and notice of hearing date and time, as well as access to all written statements to be used at the hearing in order to prepare a defense. The student/organization may waive, in writing, the right to a

four-calendar day waiting period.

3. The College recommends that all students and organizations adhere to the following procedures:
 - A. Take four calendar days to prepare their defense; and
 - B. As an option, bring one advisor with them to the hearing. An advisor may be any individual that the student designates, such as a parent/legal guardian, or member of the faculty, staff, or student body. Advisors may not actively participate in the hearing or they will be asked to leave.
- NOTE: Attendance at hearings is limited to those directly involved or those requested by the hearing officer or Board to attend. The hearing officer or Board will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
4. A student/organization who fails to appear before the Judicial Board as requested forfeits the opportunity to present their case to the Board. The hearing will be conducted as scheduled and the Judicial Board will act on information, material, and testimony presented to the Board.
 5. A hearing body shall not be bound by the strict, technical rules of judicial evidence, but may hear or receive any testimony or evidence which is relevant to the charges and will contribute to the rendering of an impartial and fair judgment by the Hearing Board.
 6. The accused may submit a written statement, may invite relevant witnesses to attend, and may ask questions of witnesses called by others. The College may present witnesses as well as question those presented by the accused. Witnesses shall be defined as parties who were present at the alleged incident. Character witnesses are not permitted.
 7. At the conclusion of the review, the Student Faculty Hearing Board shall determine (by simple majority vote) whether the student has violated each section of the Student Code of Conduct, which the student is charged with violating.
 8. Any sanctions given will be provided to the student in writing within five class days. In cases of suspension or expulsion, the Hearing Board will determine the grades that will be recorded for the student for that semester.
 9. The Dean of Students shall keep record of the substance of the hearing. Such

records remain the property of the College. Only College judicial affairs staff may record judicial meetings or proceedings. No other recordings are permitted. Such records often contain personally identifiable and sensitive information about participants. The names of the specific members serving on a Judicial Board are to remain anonymous, with the exception of the Hearing Officer conducting the process. The Dean of Students may report the findings to the College community without revealing personally identifiable information.

10. Adjournments: The chairperson shall have the authority to adjourn or postpone hearings if, in his/her opinion, extenuating circumstances are justifiably raised by the accused student(s), the Dean of Students or designee or individual judicial Board members. Requests for such adjournments must be made in writing with justification at least 24 hours before the scheduled hearing. The judicial Hearing Board may adjourn the hearing, imposing temporary sanctions, and schedule sanctioning for a later date.
11. Appeals: A request for an appeal may only be submitted when the student believes:
 - A. A procedural error occurred during the process, which had a direct impact on the finding.
 - B. That new information has come to light, which has a direct impact on the finding.
 - C. The finding or sanction imposed is unfair or inappropriate.

Appeals of a decision of the campus judicial process shall be directed in writing by the respondent to the President or designee (Vice President for Student Affairs) within four class days of the respondent's receipt of the written decision.

Appeals of the decisions of the RHHB shall be directed in writing by the respondent to the Dean of Students within four class days of the respondent's receipt of the written decision.

Appeals decisions are final within the campus judicial system.

12. In extenuating circumstances, or when the College is in recess, the Dean of Students or designee has the authority to convene an emergency Student Faculty Hearing Board; similarly, the Director of Residence Life or designee has the authority to convene a temporary Residence Hall Hearing Board. This Board may be composed of one faculty

member and one staff person when a student representative is not available.

15.91 SUNY Board of Trustees - Rules for the Maintenance of Public Order

The rules for the Maintenance of Public Order provide overall rules which are clarified and defined in the College's Student Code of Conduct and workplace/visitor rules. These rules are implemented in compliance with section 6430 of the Education Law and comprise Part 535 of Title 8 of NYCRR. Copies of this portion of the Official Compilation are available for review at the Southworth Library circulation desk and at the Office of the Dean of Students.

16.0 Communication - Official Mode

(See Policies & Procedures Manual)

The official method by which SUNY Canton communicates with its students will be the campus e-mail system. Each student will be issued a campus e-mail address to be utilized by the college throughout the duration of their enrollment at SUNY Canton as the official mode of communication with the student. It is each student's responsibility to check their e-mail on a regular and timely basis.

17.0 Computer & Network Use Policy

(See Policies & Procedures Manual)

Access to modern information technology is essential to the State University of New York with educational services of the highest quality. The pursuit and achievement of the SUNY Canton mission of education, research, and public service require that the privilege of the use of computing systems and software, internal and external data networks, as well as access to the internet, be made available to all those of the SUNY community. The preservation of that privilege for the full community requires that each faculty member, staff member, student, and other authorized user comply with institutional and external standards for appropriate use.

This policy applies to all SUNY Canton computing and network resources, including host computer systems, SUNY Canton sponsored computers and workstations, software, data sets, and communications networks controlled, administered or accessed directly or indirectly by SUNY Canton computer

resources or services, employees, or students.

Violators of this policy will be subject to the existing student or employee disciplinary procedures of SUNY Canton. Sanctions may include the loss of computing privileges. Illegal acts involving SUNY Canton computing resources may also subject users to prosecution by state and federal authorities.

E-mail accounts are provided to currently registered students and are used for all college-related communication.

18.0 Consumer Complaint Procedure

(See Policies & Procedures Manual)

18.1 Local Procedures

Any person who believes he /or she has been aggrieved by the college may file a complaint with the Vice President of Student Affairs within ninety days of the alleged occurrence or event giving rise to the grievance. Complaints may be made in person, by telephone or in writing. The complainant will be asked to discuss his/her problem with a responsible college representative, one who may best be able to resolve the concern(s). Students are also re-minded of specific procedures for filing academic complaints or allegations of sexual harassment found in section 20.2.

In response to a written complaint, the college shall investigate the allegations and respond to the grievant in a timely manner. The college may contact the grievant for further information or clarification of the complaint should the need arise. The complaint may be referred to a responsible campus official for resolution. Any final determination of a formal complaint will be made by an individual not directly involved in the alleged problem.

No adverse action will be taken by the college against the student or other complainant.

The college will retain a written record of the complaint and its resolution or disposition, including appropriate documentation, for a period of six years. Such file shall be retained by the Vice President of Student Affairs.

A grievant that so wishes may file a formal written complaint with the State Education Department in accordance with their guidelines. Guidelines are found within the college catalog and in section 18.3 of this handbook. An official complaint form and guidelines are available in the Office of Student Affairs.

18.2 State Education

Department Procedures

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member or any other person who believes they have been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes they have been aggrieved by an institution may file a written complaint with the Department within five years of the alleged incident.

18.3 How to File a Complaint

For all types of complaints concerning colleges and universities in New York State, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of College and University Evaluation will not review a complaint until all grievance procedures at the institution have been followed and all avenues of appeal exhausted and documentation provided that such procedures have been exhausted. Please note: Every New York State college and university is required to establish, publish, and enforce explicit policies related to redress of grievances.

Please do not send a complaint to the Office of College and University Evaluation until you have read all of the information below. This will assure that you are sending your complaint to the appropriate agency/office.

The Office of College and University Evaluation handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of the Commissioner of Education, with the exceptions noted below.

- The Office does not handle anonymous complaints.
- Complaints concerning programs in fields leading to professional licensure (e.g., nursing) should be directed to:
Office of the Professions
Professional Educ. Program Review
Education Building , 2 West
Albany, NY 12234
- A complaint against a college in the State University system should be sent to:

State University of New York
Central Administration
State University Plaza
Albany, NY 12246

- A complaint involving discrimination against enrolled students on the part of an institution or faculty, or involving sexual harassment, should be filed with the College's Affirmative Action Officer (see sections 20.1 - Grievance Procedure or 20.2 - Sexual Harassment).
- A complaint of consumer fraud on the part of the institution should be directed to the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.
- The Office of College and University Evaluation does not intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the college's faculty.
- The Office does not handle complaints concerning actions that occurred more than five years ago.
- The Office does not intervene in matters that are or have been in litigation.
- For a complaint about state student financial aid matters, contact the Higher Education Services Corporation (HESC) Customer Communications Center at 1-888-NYS-HESC.

Complainants should be aware that the Office of College and University Evaluation does not conduct a judicial investigation and has no legal authority to require a college or university to comply with a complainant's request.

If your complaint does not fall into one of the exceptions noted above, you may obtain a complaint form at the following link (www.highered.nysed.gov/ocue/complaintform.pdf) or by contacting the Office of College and University Evaluation, New York State Education Department, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, New York 12234. Official complaint forms and guidelines are also available in the Office of Student Affairs.

18.4 Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the department will refer the complainant to the institution in question

and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

19.0 Costs 2012-2013

19.1 Full-Time Student Costs

The following are estimated costs of attending SUNY Canton for 2012-13. All costs are subject to change without notice.

TUITION	FIRST SEMESTER	SECOND SEMESTER	TOTAL
NYS Resident	2785.00	2785.00	5570.00
Out-of-State Resident			
Bach. Deg.	7410.00	7410.00	14820.00
Assoc. Deg.	4870.00	4870.00	9740.00

COMPREHENSIVE STUDENT FEE*

First Time			
Students	724.50	644.50	1369.00
Continuing			
Students	644.50	644.50	1289.00

ADDITIONAL FEES

Transcript Fee (<i>billed each semester</i>)	5.00	5.00	10.00
Graduation Fee (<i>seniors only & optional</i>)	--	10.00	10.00

Parking & Vehicle Registration (includes NYS sales tax)	186.90	0.00	186.90
Accident & Sickness Insurance	654.00	654.00	1308.00
International Health Insurance	572.00	800.00	1372.00

MEAL PLANS**

RESIDENT:

<i>Heritage, Rushton, Mohawk, Smith:</i>			
2120.00	2120.00	4240.00	
10 meals/wk. & \$450 Roo Express			
14 meals/wk. & \$375 Roo Express			
18 meals/wk. & \$300 Roo Express			

<i>Grasse River Suites:</i>			
1550.00	1550.00	3100.00	
5 meals/wk. & \$800 Roo Express			
COMMUTER (optional):			
4 meals/wk.	519.00	519.00	1038.00

HOUSING:

RESIDENT:

<i>Heritage, Rushton, Mohawk, Smith:</i>			
Double Rm	3150.00	3150.00	6300.00
Triple Rm	2750.00	2750.00	5500.00
Suite (dbl)	3550.00	3550.00	7100.00

STUDENT LIFE

Single Rm	4700.00	4700.00	9400.00
<i>Grasse River Suites:</i>			
	4120.00	4120.00	8240.00
Laundry Fee	45.00	45.00	90.00

*See description below

** Resident students are required to purchase the Meal Plan.

19.2 Part-Time Student Costs (Up to 11 1/2 Credit Hours)

All costs are subject to change without notice.

Tuition:

NYS Resident	232.00/credit hour
Out of State Resident	
Bachelor Deg.	618.00/credit hour
Associate Deg.	406.00/credit hour

Comprehensive Student Fee:*

Degree Students	56.95/credit hour
Non-Degree Stu.	17.80/credit hour

Additional Fees:

Transcript Fee (<i>all stu.</i>)	5.00/sem.
Parking (<i>if needed, on-campus</i>)	79.90/yr.

*See description below

Comprehensive Student Fee

The Comprehensive Student Fee is charged to all degree students and consists of the following fees:

College Fee (mandatory)— required by all State-operated campuses (*also non-degree*)

Athletic Fee (mandatory)— supports all athletic programs

Health Fee (mandatory)— supports the campus health center. Students can use the health center for minor illnesses/injuries with no additional charge.

Technology Fee (mandatory)— supports the campus technology infrastructure and continued improvement of computer systems, classroom technology, wireless connections and technical help (*also non-degree*)

Student Activity Fee (mandatory)— supports a wide range of activities that take place on campus for educational and entertainment purposes

Transcript Fee (mandatory) - Covers cost of all transcript requests for the student now and in the future

Alumni Fee (optional)— supports the College Alumni Association. Alumni services include: scholarships, gatherings, alumni weekend and the alumni newsletter (*instructions for waiver of the fee can be found on the College billing instructions*)

Fitness Fee (optional)— provides unlimited use of the campus fitness center (*instruc-*

tions for waiver of the fee can be found on the College billing instructions)

19.3 Late Payment Fee

Should a student fail to process his/her bill by the bill due date, a \$40.00 late payment fee and a \$40.00 late registration fee will be assessed.

19.4 Returned Check Charge

A service charge will be levied not to exceed the face value of the dishonored check or \$20.00, whichever is less, for each check returned unpaid by the bank against which it is drawn.

19.5 Bill Payment

A student's bill is required to be processed by the bill due date which is shown on the tuition bill. Bills received after these dates will be subject to a \$80 late payment/registration fee and loss of prescheduled classes and dorm room assignment. If a student wishes to request a hardship deferment for payment, he/she needs to make arrangements with the Student Service Center BEFORE the bill due date. All deferments must be paid in full by the end of the semester for which it was made. Students not meeting the terms of their deferment may be subject to penalty during the semester. Penalties include holds on account for transcripts, holds on meal plans and Roo credit, and possible suspension.

Financial Aid Refunds

Refunds for those students who have a credit on their account are available on Wednesday mornings after 9 a.m. beginning with the fourth Wednesday after school begins. Direct deposit or debit card options are available through www.canton.edu/refund. A student's account status can be checked on their UCanWeb account.

19.6 Domestic Health Insurance

SUNY Canton has a mandatory health insurance requirement. All full-time students must enroll in the insurance program available through the College unless they are covered under another health insurance plan. The cost of the health insurance plan is included automatically on full-time students' bills. If a student provides proof of other coverage, the student insurance fee is waived. Proof of other coverage must be submitted by the end of the first week of classes in order to have the health insurance charge removed from their bill. Part-time students may also purchase the student insurance, but it must be added to their College bill separately.

International students attending the State University of New York are required to pur-

chase the International Student Insurance. The plan utilizes the Health Center as the primary care provider, meaning that students are to use the Health Center first whenever possible to avoid large deductible charges.

20.0 Discrimination and Harassment

(See Policies & Procedures Manual)

SUNY Canton does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs.

20.1 Grievance Procedure

Any student who believes they have been discriminated against on the basis of the factors noted above may file a complaint with the College's Affirmative Action Officer within 90 calendar days following the alleged discriminatory act, or 90 days after a final grade is received, if that date is later. References, information and advice, as well as forms for filing a grievance are available from the Affirmative Action Officer.

The College encourages swift and appropriate resolution of any discrimination complaint. Discrimination complaints are filed under the SUNY Complaint Procedure for the Review of Allegations of Illegal Discrimination. Once a complaint has been filed, the College's Affirmative Action Officer conducts an initial review and attempts to resolve the complaint. If satisfactory resolution is not achieved, the grievant may seek further review by an ad hoc tripartite committee. Following its review, the committee will submit its opinion to the President for action. If not satisfied with the President's response, the grievant may wish to file a complaint with the appropriate State or Federal agency. The grievant may opt for external agency review at any time. Information about external complaint procedures is available from the Affirmative Action Officer.

20.2 Sexual Harassment

Sexual harassment is considered an unlawful employment practice under Section 703, Title VII of the Civil Rights Act of 1964 that bans discrimination on the basis of sex. These regulations protect all employees of both genders, as well as students. SUNY policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment is defined as: "Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent

or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (*quid pro quo*) the creation of a hostile environment, or retaliation... when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment”.

Such activities will not be condoned or tolerated by the College. Supervisors and managers at all organizational levels have been directed to take strong corrective action to end any questionable activities which come to their attention.

If you feel that you have been sexually harassed, you may file a complaint using the Title IX Complaint Procedure. See Section 20.7-Title IX Rights for more information. If you decide to file a complaint, there is legal protection against retaliation. Information and assistance in filing a complaint is available from the Affirmative Action Office.

20.3 Hate Crimes and the Law

It is a State University of New York at Canton University Police commitment to protect all members of the SUNY Canton community by preventing and prosecuting bias or hate crimes that occur within the campus's 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 University Police Department.

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, State University of New York at Canton University Police also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group with the Canton 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 conduct code. Bias incidents can be reported to University Police as well as to any college official.

If you are a victim of, or witness to, a bias crime on campus, report it to University Police by calling (315)386-7777 in an emergency, by using an Emergency Blue Light, or stopping at the University Police office. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus by contacting the Counseling Center at (315)386-7314 or Office of Diversity at (315)386-7128.

For general information on the State University of New York at Canton security procedures, see our website, handbook, Jeanne Clery Disclosure Act, or call University Police at (315)386-7777.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from University Police at (315)386-7777.

20.4 Sexual Assault

The State University of New York at Canton has programs in place to protect all members of the SUNY Canton community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY Canton University Police. Additional information may be found in SUNY Canton's Jeanne Clery Disclosure Act Annual Report/Sexual Assault Prevention which may be found on the college's homepage at www.canton.edu and in Section 20.7-Title IX Rights.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do

not bathe, douche, or change your clothes.

- Contact SUNY Canton University Police immediately (call 315-386-7777 in an emergency, or use a Blue Light emergency phone).

Remember, assaults—sexual or otherwise—are crimes; they are not the victim's fault. Victims have the right to pursue adjudication of crimes that occur on the SUNY Canton campus through criminal courts and/or through the University's internal disciplinary process (under the Campus Code of Conduct). SUNY Canton's University Police are trained to assist with prosecution in both systems.

Disciplinary Action

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with sexual misconduct will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To provide a written statement with personally identifiable information redacted in lieu of appearing before the Hearing Board as a witness or be permitted to give testimony from a remote location (especially those covered under Title IX).
- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a “victim impact statement” and to suggest an appropriate penalty if the

- accused is found in violation of the code.
- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the “accused” are as described under Section 15.6, Article VI: Adjudication and/or Section 15.9, Article IX: Procedures for Judicial Hearings.
- To have access to all statements and documents provided to the accused in a judicial hearing.
- To have the right to an appeal.

Information and Support – If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above from the Counseling Center, Campus Center 225; Davis Health Center, Campus Center 004; and University Police, Dana Hall 210.

20.5 Workplace Violence

The State University of New York at Canton is committed to creating and maintaining a working, learning and social environment for all employees including student employees, which is free from violence.

The State University of New York at Canton has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on university property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation. All individuals who apply for or obtain a protective or restraining order which lists university locations as being protected areas must provide the University Police Department with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Violence and threats of violence include but are not limited to:

- any act that is physically assaultive, or
- any physical or verbal threat, behavior, or action which is interpreted by a reasonable person to carry the potential;
- to harm or endanger the safety of others; to result in an act of aggression; or to destroy or damage property.

Established personnel and public safety procedures will serve as the mechanism for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report to their supervisor

or University Police Department any act of violence, threats of violence, or any other behavior, which by intent, act or outcome harms another person or property. For more detailed information and procedures outlining response to threats or violence should they occur in the workplace please refer to the SUNY Canton Policies and Procedures Manual at <http://www.canton.edu/policies>. A workplace training module is available at http://www.canton.edu/health_center/workplace.ppt

20.6 Domestic Violence

Domestic violence permeates the lives and compromises the safety of thousands of individuals each day. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples; couples with children in common; couples who live together or have lived together, gay, lesbian, bisexual and transgender couples; and couples who are dating or who have dated in the past.

Domestic violence is defined as a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, family member, or household as defined in the Family Court Act, with the goal of establishing and maintaining power and control over the victim.

What to Look For

This information is intended to help you determine if you are a victim of domestic violence and/or dating violence and to consider ways to make yourself and your family safe.

- Are you in danger of your partner or ex-partner doing any of the following?
- Physically hurting you for example pushing, grabbing, slapping, hitting, choking or kicking?
- Forcing you to have sex when you don't want to or do sexual things you don't want to do?
- Threatening to hurt you, your children or someone close to you?
- Constantly putting you down or telling you that you are worthless?
- Stalking, checking up on you or following you?
- Making you afraid?

Possible Indicators

Victims of Domestic Violence may seek assistance for a wide variety of problems other than violence itself. Possible indicators of domestic violence include:

- Visible Physical Injuries
- Stress-Related Illnesses
- Marital or Family Problems
- Alcohol or Other Addictions
- Depression, Suicidal Thoughts or Attempts
- Absenteeism, Lateness, and Leaving Work Early
- Changes in Job Performance
- Unusual or Excessive Number of Phone Calls
- Disruptive Personal Visits

Domestic Violence Safety Plan

The Domestic Violence Safety Plan will be implemented to assist in mitigating domestic violence, provide assistance to victims and employees and provide reporting instructions.

- All incidents or threats of domestic violence should be reported immediately to University Police at 315-386-7777.
- Any person (faculty, staff or student) with an existing Order of Protection should provide University Police Department with a copy.
- Upon request, the Chief of University Police or designee, will assist in developing a personal domestic violence safety plan which may include:
 - Procedures for alerting University Police personnel
 - Temporary or permanent relocation, on campus
 - Voluntary transfer to another campus location
 - Change of schedule, if appropriate
 - Assignment of parking space
 - Escort services
 - Change of telephone number and/or email account

Stalking behavior is often seen in domestic violence. Stalking is a crime in all 50 states, the District of Columbia and the U.S. Territories.

The definition of stalking may vary by jurisdiction but it generally refers to repeated harassing or threatening behavior directed at a person to cause fear. Often it is used to gain power and control.

SUNY Canton, to the fullest extent possible will take all appropriate actions to promote safety on campus and respond effectively to the needs of victims of domestic violence and/or stalking..

The college is continually updating its education programs to promote the awareness of domestic violence, rape, acquaintance rape, and other sex offenses.

Students should also be aware of resources on campus that can assist in cases of Domestic Violence. The Counseling Center, Health Center and University Police have staff available to assist victims of domestic violence.

For more information on domestic violence and stalking contact any of the following:

On our webpage:

—www.canton.edu/health_center/domestic.ppt

Or the following offices: (All 315 area code)

—University Police - 386-7777, Dana Hall 210, 24 hours/7 days a week

—Personal Counseling Center - 386-7314, Miller Campus Center 225

—Davis Health Center - 386-7333, Miller Campus Center 004

Off Campus Resources:

—Renewal House - 379-9845

—Reachout - 24/7 Crisis Hotline - 265-2422

20.7 Title IX Rights

Any complaints of discrimination or sexual harassment should be directed to: Elizabeth A. Connolly, Director of Human Resources/ Title IX Coordinator, located in the Office of Human Resources, French Hall 205, phone (315)386-7325, e-mail Connolly@canton.edu. Additional Title IX contacts include: Courtney Battista Bish, Dean of Students, Miller Campus Center 229, phone (315)386-7120, e-mail Bish@canton.edu or Lisa Colbert, Chief of University Police, Dana Hall 210, phone (315)386-7777, e-mail Colbert@canton.edu.

The Title IX grievance procedure and complaint form can be found on the SUNY Canton website at: http://www.canton.edu/forms/TitleIX_Emergency.pdf. A written complaint form should be completed by the complainant in a case of sexual assault and/or sexual violence to document: (1) the College employee or representative who spoke to or worked with the complainant, as well as the date; (2) which option(s) the complainant would like to pursue, including the criminal justice system, the student judicial system, both, or none; (3) that the complainant received information about resources (medical, counseling, academic) available to her/him.

The College will protect the privacy of all parties to a complaint or other report of sexual harassment and sexual violence to the extent possible. When the College receives complaints of sexual harassment or sexual violence, it has an obligation to respond in

a way that limits the effects of the sexual harassment and sexual violence and prevents its recurrence. Information will be shared as necessary in the course of an investigation with people who need to know, such as investigators, witnesses, and the accused. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. Certain staff are obligated by law to maintain confidentiality, including:

Personal Counseling Center
Miller Campus Center 225,
Phone (315)386-7314

Davis Health Center
Miller Campus Center 004,
Phone (315)386-7333

University Police
Dana Hall 210,
Phone (315)386-7777

Reachout – 24/7 Crisis Hotline
Phone (315)265-2422

Renewal House
Phone (315)379-9845

Informal resolution procedures, such as mediation, are optional and may be used when the College determines that it is appropriate and the parties are in agreement about using it. Mediation may not be used in cases involving sexual violence.

If the case goes before a campus Judicial Board, refer to the Student Handbook, Section 15.9, Article IX: Procedures for Judicial Hearings for more information regarding judicial hearings.

In Title IX judicial hearings:

1. The burden of proof in cases of sexual harassment and sexual violence is "preponderance of the evidence." This test asks whether it is "more likely than not" that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused must be found responsible.
2. Any rights or processes offered to an accused must also be offered to a complainant. For example, the right to an appeal, right to representation or an advisor, and a right to call witnesses, must all be offered equally, if at all.
3. The complainant has the right to request alternative arrangements where the complainant does not want to be in the same room as the accused during the hearing. These alternative arrangements must be consistent with the rights of the accused. Accordingly, alternative arrangements must enable both parties and the Judicial Board to hear each other.
4. The accused and complainant, in cases

involving sex discrimination, including sexual harassment and sexual assault, may not directly question or cross-examine each other. Instead, both will be given the opportunity to present written questions to the Judicial Board Chair, who will be responsible for asking the questions. Further, the Chair reserves the right to rephrase or eliminate questions of a hostile or inflammatory nature.

5. Retaliation against a person who files a Title IX complaint, serves as a witness, or assists or participates in any manner is strictly prohibited and will result in disciplinary sanctions. Participants who experience retaliation should contact Elizabeth A. Connolly, Title IX Coordinator, at the Office of Human Resources, French Hall 205, phone (315)386-7325, e-mail Connolly@canton.edu.
6. Student complainants in sexual violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, in a way consistent with federal and state law. The complainant and accused shall be notified concurrently in writing within five business days of the hearing.
7. The right to appeal on particular grounds (i.e., the finding is not supported by the evidence, the sanction is substantially disproportionate to the severity of the violation, due process was violated, new evidence is available), if offered to either party, must be equally accessible to the complainant and the accused.
8. After receiving notice of the Judicial Board's decision, either party can request an appeal within four business days for the following reasons: (1) A procedural defect in the process had a significant effect on the outcome; and/or (2) the discovery of new information which was unknown or unavailable at the time of the hearing and would have a significant effect on the outcome. The non-requesting party will receive notice of the appeal and may submit either his or her own appeal or a written response to the requesting party's appeal within four business days, which the appeals officer will consider. Appeals should be directed to the appropriate Vice President of the College (or his/her designee) as identified by the Title IX Coordinator. The decision of the appeals officer is final within the campus judicial system.

21.0 Electronic Surveillance

SUNY Canton utilizes electronic surveillance to enhance crime prevention, assist in law enforcement and enhance campus security and personal safety. SUNY Canton respects the privacy of the campus community members. Cameras are not a guarantee of safety, but a tool that assists University Police. Cameras may help to protect campus community members from dangers by serving as a deterrent and expediting investigations. Camera images are not monitored continuously by University Police or professional staff. Any person who tampers with or destroys a video surveillance camera, date or any part of the video surveillance system may be prosecuted in the criminal justice system as well as on campus (for full policy see p. 127 in Campus Policy & Procedure Manual).

22.0 Financial Aid: Academic Eligibility

22.1 Satisfactory Progress

Federal Aid

(Federal Stafford Loans, Parent Loans, Perkins Loans, Work-Study, Pell Grant, Seog Grants)

Students receiving financial aid are required to maintain minimum program pursuit and academic progress standards in order to continue to receive assistance. Use the chart below for your degree program to determine your minimum requirements. **(Do not count semesters attended at another college)**

Certificate Programs

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	9	1.25
2	18	1.50
3	27	1.75

Associate Degree Programs

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	9	1.25
2	18	1.50
3	27	1.75
4	39	2.00*
5	51	2.00*
6	63	2.00*

Bachelor Degree Programs

SEMESTERS COMPLETED	PASSED CREDIT HRS.	CUMULATIVE GPA
1	9	1.25
2	18	1.50
3	27	1.75
4	39	2.00*
5	51	2.00*
6	63	2.00*
7	75	2.00*
8	90	2.00*
9	105	2.00*

*Semester or Cumulative GPA

Academic progress requirements for part-time students will be prorated accordingly.

Additionally, students are required to complete their degree with 150% of a normal timeframe. Attempted hours will vary with required program lengths, see examples below.

Example 1: For a 60 credit hour degree program, you must complete it with 90 attempted hours. (90 attempted Credit Hours/60 Passed Credit Hours = 150%)

Example 2: The Nursing Associate Degree requires 65 credit hours. 65 Passed Credit Hours x 1.5 (150%) = 98 credit hours may be attempted.

Total attempted hours will be used regardless of any program changes that have occurred (switching majors, etc.). Grades of "W" count towards total attempted hours. Repeated courses that were previously passed count only once. Remedial courses that are not credit-bearing do not count in the total attempted hours.

Courses enrolled in each semester must be applicable to the students' current degree program.

FAILURE TO MEET MINIMUM STANDARDS *(Please be aware that these are not the same as the Probation & Suspensions given out by the Dean's Offices.)*

Step 1 – Financial Aid Warning

A student who does not meet the required minimum standards will automatically be given a one-time warning semester. This gives the student an opportunity to correct any deficiencies without losing federal aid eligibility. If a student withdraws from college, they have not met academic progress requirements.

Step 2 – Financial Aid Termination

A student who fails a second time to meet the minimum standards will lose all federal aid eligibility. Eligibility can only be regained once they are again meeting the minimum standards. NOTE: If ALL courses taken while on warning are successfully passed with a 2.0 or better you can continue on warning.

WAIVER REQUESTS

If failure to meet standards is due to extenuating circumstances beyond a student's control, they may apply for a one-time waiver. All waiver applications must include full documentation and will be reviewed by the Financial Aid Director. Approval is not guaranteed. If approved the student will be given an academic plan to maintain eligibility.

An Academic Suspension from the Dean's Office overrides this eligibility criteria. Suspended students are ineligible for all financial aid.

Questions should be directed to the Student Service Center.

New York State Aid

(TAP Grant, SUSTA Grant, APTS Grant)

Students receiving financial aid are required to maintain minimum program pursuit and academic progress standards in order to continue to receive assistance. Use the chart below to determine your minimum requirements. Note: Eligibility for all EOP funds is determined separately by the EOP Office.

- If you received TAP at another college, be sure to include that in the number of semesters you have received TAP.
- To calculate the percentage of credits you have completed divide total attempted credits by total earned credits.

Certificate/Associate Degree Programs (Remedial Students*)

* Remedial Students are EOP Students or any student required to take at least 2 remedial courses with the first two semesters.

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	3	0.50	50%/6 credits
2	9	0.75	50%/6 credits
3	18	1.30	75%/9 credits
4	30	2.00	75%/9 credits
5	45	2.00	100%/12 credits

STUDENT LIFE

Certificate/Associate Degree Programs (Non-Remedial Students)

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	6	0.50	50%/6 credits
2	15	0.75	50%/6 credits
3	27	1.30	75%/9 credits
4	39	2.00	75%/9 credits
5	51	2.00	100%/12 credits

Bachelor Degree Programs (Remedial Students*)

* Remedial Students are EOP Students or any student required to take at least 2 remedial courses with the first two semesters.

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	3	0.50	50%/6 credits
2	9	0.75	50%/6 credits
3	21	1.30	75%/9 credits
4	33	2.00	75%/9 credits
5	45	2.00	100%/12 credits
6	60	2.00	100%/12 credits
7	75	2.00	100%/12 credits
8**	90	2.00	100%/12 credits
9**	105	2.00	100%/12 credits

Bachelor Degree Programs (Non-Remedial Students)

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	6	0.50	50%/6 credits
2	15	0.75	50%/6 credits
3	27	1.30	75%/9 credits
4	39	2.00	75%/9 credits
5	51	2.00	100%/12 credits
6	66	2.00	100%/12 credits
7	81	2.00	100%/12 credits
8	96	2.00	100%/12 credits
9	111	2.00	100%/12 credits

FAILURE TO MEET MINIMUM STANDARDS

If a student fails to meet state academic progress requirements as outlined above at the end of the semester, they will lose eligibility for the next semester they attend. Eligibility will be regained once they meet the above standards. Additionally, students'

who stop attending for more than one year may regain eligibility upon return for one semester (if over 4 prior semesters of TAP you must have a 2.0 overall GPA). Then you must meet academic progress criteria each subsequent semester.

- If a student withdraws from college, they have not met academic progress requirements (automatic).
- APTS recipients who fail to receive a 1.0 (D) in a semester will not be eligible for APTS the following semester, even if otherwise meeting progress requirements.

WAIVER REQUESTS

If failure to meet standards is due to extenuating circumstances beyond a student's control, they may apply for a one-time waiver. All waiver applications must include full documentation and will be reviewed by the Financial Aid Director. Approval is not guaranteed. If approved the student will be given an academic plan to maintain eligibility.

Important things to keep in mind

- Grades of "W" count towards total attempted hours.
- Remedial courses that are not credit-bearing, will not count in the total attempted hours.
- Repeated courses that were previously passed do not count as earned hours for the semester.
- Courses enrolled in each semester must be applicable to the students' current degree program.
- Repeating any course in which a passing grade has already been received (D or above) will not count, unless the college catalog states a higher grade is required.

An Academic Suspension from the Dean's Office overrides this eligibility criteria. Suspended students are ineligible for all financial aid.

Questions should be directed to the Student Service Center.

22.2 Financial Aid Processing

Deadline: The priority deadline for filing the FAFSA for the next academic year is March 15th. Certain Federal funds (College Work Study, Perkins Loans and SEOG grants) are awarded on a first-come, first-served basis to eligible students who file by this deadline. Late filers must have their financial aid processed before their tuition bill is due for fall semester if they plan to use financial aid toward their bill.

The student's FAFSA process is not com-

plete until all requirements are completed. The student can track these requirements on their UCanWeb account.

Special Circumstances: If a student feels that they have a special circumstance that needs to be taken into consideration for financial aid eligibility, the Student Service Center may be able to recalculate their eligibility within Federal guidelines. The student may download and complete a Special Conditions Form at www.canton.edu. Click on Financial Aid, then Forms and Worksheets. If the special circumstance involves student dependency status for the FAFSA, the student may also find the Request for Independence Consideration in the same area.

Study Abroad: Enrollment in a study-abroad program approved for credit by the student's School Dean may be considered in determining eligibility for Federal student aid.

Drug Conviction: Students convicted of possession or sale of Illegal drugs for an offense that occurred while they received federal financial aid will no longer be eligible for federal aid until certain conditions are met. Please refer to the financial aid page of www.canton.edu for details.

23.0 Fire Alarm Systems & Fire Protection Equipment

Falsely reporting a fire alarm is a Felony under the New York State Penal Law. An arrest may result when an individual initiates or circulates a false report or warning of an alleged occurrence or impeding occurrence of a fire, explosion, or the release of a hazardous substance under circumstances in which it is not unlikely that public alarm or inconvenience will result. Tampering with fire protection equipment endangers the lives and safety of members of the campus community and an arrest and/or discipline by the Dean of Students may result.

24.0 Gun Registration

(See Policies & Procedures Manual)

The following is the procedure for registering a firearm. All students and employees must comply with these procedures or face possible criminal action and/or disciplinary action by the college. Before the firearm is brought to the campus, the individual must supply the University Police Department with the following information about the

firearm to be registered: make, serial number, caliber or gauge. If pre-registration is not possible, the firearm and ammunition must be taken directly to the University Police Department upon the individual's arrival on campus. Ammunition must be stored with the firearm at the University Police Department. No firearm will be stored in or issued from the University Police Department without a locking device attached to the trigger mechanism. No rifle, shotgun, firearm, or other weapon will be allowed to be possessed on campus except for the purpose of transporting said firearm directly to and from the University Police Department. Any deviation from this procedure may result in arrest and/or administrative and disciplinary action by the college pursuant to the New York State Penal Law Chapter 341, Section 265.01, subdivision 3 which reads, "He knowingly has in his possession a rifle, shotgun or firearm in or upon a building or the grounds used for educational purposes of any school, college or university without the written authorization of such educational institution is guilty of a Class A misdemeanor."

25.0 Hazing

SUNY Canton prohibits the taking of any action, creating, or participating in the creation of any situation that recklessly endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into, or affiliation with, any organization. Individuals and/or organizations in violation of this policy are subject to disciplinary action by the appropriate disciplinary body of the College and may be subject to any applicable provision of the Penal Law. Any suspension/expulsion from the college due to hazing will result in a notation being placed on the student's academic transcript, loss of all academic credits for the semester of violation, and liable for all the semester's tuition and fees.

26.0 ID Card

(See Policies & Procedures Manual)

Your ID card is your official identification as a SUNY Canton student. It serves as a meal ticket, Roo Express, bookstore, housing, library, activity, vending, and copy machine card. The card must be surrendered upon request of any member of the College Staff. The ID is NOT to be loaned or used by anyone other than the proper owner. Lost cards should be reported to the College Association Office, Miller Campus Center 224, phone 315-386-7624, or managemyid.com.

Replacement cards can be obtained from the College Association Office. Stolen cards should be reported to University Police and the College Association Office.

26.1 Identification Card Replacement Charge

An original identification card is provided at no charge. A \$10 charge will be assessed to replace a lost card.

27.0 Loitering

Any person found on the campus without legitimate reason is a loiterer under section 240.35 of the Penal Law which states: "A person is guilty of loitering when he/she loiters or remains in or about a school, college or university buildings or grounds not having any reason or relationship involving custody of or responsibility for a pupil or student or any other specific, legitimate reason for being there and not having written permission from anyone authorized to grant same." Any person found to be a loiterer is subject to ejection from the campus and prosecution under the Penal Law. Any person who harbors a loiterer or conspires to do so is subject to disciplinary action.

28.0 Miscellaneous

28.1 Family Educational Rights And Privacy Act Of 1974 (FERPA)

The Family Educational Rights and Privacy Act permits current or former students to inspect and review their education records. Students wishing to review their records should complete the request form available in the Registrar's Office identifying the record(s) they want to inspect. The Registrar will make arrangements for access within 45 days of the request and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised to whom the request should be addressed.

Students are also accorded a right to challenge the contents of their educational records to insure that the records are not inaccurate, misleading or in violation of rights to privacy or other rights. In order to request the College to amend a record that he or she believes is inaccurate or misleading, a student should complete the request form available in the Registrar's Office, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record

as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The Act also provides the right to withhold the release of personal information except as provided by law and College policy. SUNY Canton may disclose those items designated as directory information from a student's education record unless directed otherwise by the student in writing. SUNY Canton has designated directory information to include: student's full name, local address and telephone number, campus e-mail address, home address and home telephone number, date of birth, major field of study, dates of attendance, degrees and awards received, date(s) of graduation, participation in officially recognized sports and activities, and the most recent previous educational institution attended.

Students have the right to restrict the disclosure of the items designated as directory information. If students exercise this right, such information will not be released without their written consent except as provided by law and college policy. Non-directory information such as grades, GPA and Student ID number are not released for any student, except directly to the student, without express written consent. Students wishing to restrict the release of the items identified as directory information must notify the Office of the Registrar in writing by the first Friday of the academic term in which the information is not to be disclosed. Such restriction will remain in effect unless rescinded in writing by the student. Students should be aware that restricting the release of directory information will prevent the College from providing enrollment and graduation information to prospective employers, insurance companies, and lenders without written authorization. It will also prevent inclusion in any news releases of the Deans' List or other honors, as well as graduation lists for publication.

An exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit and personal health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; or a student serving on an official committee, such

as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A student may choose to waive their FERPA rights and allow academic information to be shared with certain people by completing a FERPA waiver form. This waiver allows SUNY Canton to share academic information from the student's education records with the persons listed on the completed form when they provide the student's SUNY Canton ID and the correct password. This form can be downloaded and returned to the Registrar's Office.

Inquiries or complaints may be filed with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Copies of the Family Educational Rights and Privacy Act are available at the Office of Student Affairs, Faculty Office Building 604, and the Office of the Registrar, French Hall 105.

28.2 Campus Crime Reporting and Statistics

SUNY Canton's crime statistics filed with the United States Department of Education can be located in the Jeanne Clery Act at http://www.canton.edu/clery_act. The Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. You can obtain a copy of these statistics by contacting the University Police Department at (315) 386-7777. The United States Department of Education website is <http://ope.ed.gov/security/index.asp>.

29.0 Obscene Literature/Films

The College forbids use, possession, showing, distribution, or sale of obscene literature films or other obscene material on the campus. Any person or organization violating this policy may be prosecuted under the New York State Penal Law or sanctioned by the appropriate College judicial body. Obscene films or pictures and equipment for its manufacture shall be seized.

30.0 Off-Campus Addresses

All students living off campus are required to notify the College of their off-campus addresses and phone numbers by September 15 of the Fall semester or February 15 of the Spring semester or immediately thereafter following any moves. Failure to abide by this regulation will result in holds being placed on a student's account, and the holds will not be removed until the student is in compliance. Addresses should be provided to the Residence Life Office at the time a housing release request is submitted or provided to the Registrar's Office if the address change takes place after the release request has been submitted.

31.0 Pets On Campus

(See Policies & Procedures Manual)

31.1 In Buildings

Pets are permitted only in The Pet Wing as stated in the Residence Hall License and those areas approved for educational purposes (e.g., Veterinary Science Technology).

The use of service dogs by a handicapped individual is an exception to this rule.

Personal pets are not allowed in campus buildings and administrative offices.

31.2 On Grounds

All pets that are on the campus grounds must be under the direct control of their owner. (Dogs must be leashed and restrained). The Dog Control Law of the Village of Canton is in full effect on this campus.

Village Code requires that pet owners pick up and properly discard waste.

32.0 Relationships

32.1 Policy On Romantic Relationships

(See Policies & Procedures Manual)

Staff at SUNY Canton will not engage in sexual and/or romantic relationships with any student over which they have direct authority in terms of employment or educational decisions. Direct authority over a student includes, but is not limited to, the following situations:

Students enrolled in a faculty member's course; supervisors of work study or student assistants and the students they supervise; advisors to organizations or clubs and members of that organization or club; coaches or trainers of an athletic team and members of that team; residence hall directors and

students; counselors and student clients; academic advisors and their advisees.

32.2 Statement On Consensual Relationships

(See Policies & Procedures Manual)

It is in the interest of SUNY Canton to provide a clear statement to the college community about the professional risks associated with consensual romantic and/or sexual relationships where a definite power differential between the parties exists. These relationships are inappropriate for two primary reasons:

1. Conflict of Interest: Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar personnel decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision making with regard to the student, subordinate or prospective employee.
2. Abuse of Power Differential: Although many conflict of interest issues can be resolved in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences for the college and the individual remains. Individuals entering into such relationships must recognize that:
 - The reasons for entering into such a relationship may be a function of the power differential;
 - Even in a seemingly consensual relationship, where power differentials exist there are limited after-the-fact defenses against charges of sexual harassment;
 - The individual with the power in the relationship will bear the burden of accountability; and
 - Such a relationship, whether in a class or work situation, may affect the educational or employment environment for others by creating an appearance of improper, unprofessional, or possibly discriminatory conduct.

It should also be noted that should any complaint be lodged regarding a conflict of

interest, abuse of power, or sexual harassment, a “consenting relationship” is no defense, and appropriate disciplinary action, including termination, may follow.

33.0 Residency Policy

(See Policies & Procedures Manual)

All full-time students are required to live in the residence halls unless the Director of Residence Life has released them from the College mandatory residency policy. These students must also sustain a minimum of 12 credit hours to reside on campus. The College has authorized the Director to release individuals from the policy if they are married, single parents, residing with parents, students residing in College-approved fraternities or sororities, age 21 or older, part-time students, taking only online classes or enrolled in the Dental Hygiene program in Rome, New York. Also, the Director of Residence Life can release any student who is officially enrolled as a junior or senior in their Bachelor’s degree program. All other cases will be reviewed on an individual basis, and a judgment will be made by the Director of Residence Life as to whether the severity of the hardship warrants a release.

34.0 Safety Committee

(See Policies & Procedures Manual)

The SUNY Canton Safety Committee was established to address a wide range of campus concerns which contribute to maintaining an overall safe environment conducive to living and working together. The Committee’s charge includes:

- Addressing a wide range of campus safety concerns including responding to inquiries from concerned persons and referring complaints to the appropriate authorities;
- Ensuring that education is provided to the campus community about personal safety and crime prevention;
- Recognizing, evaluating and recommending a course of action to solve or control safety/health problems.

Campus health and safety concerns can be reported through an online Safety and Health Inquiry Report at <http://www.canton.edu/safety/report.html>. This form is also available from University Police and Human Resources.

For more specific information regarding the Campus Safety Committee, please refer to the Safety Committee webpage at <http://www.canton.edu/safety/> or contact Patty

Todd, Campus Safety Committee Chair, at toddpa@canton.edu or (315)386-7333.

35.0 Sledding and Skiing on Campus

All members of the campus community and visitors to the campus are advised of the prohibition of all recreational uses of property near the residence halls.

36.0 Tobacco Policy

(See Policies & Procedures Manual)

SUNY Canton serves to protect the health, safety, and comfort of its students, employees, and visitors while fostering a respect for others and the environment. The College joins the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active or passive, is a significant health hazard. Moreover, SUNY Canton recognizes that environmental tobacco smoke is classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA).

In the fall of 2012, the College will begin its transition to a tobacco-free campus. During this time, designated smoking areas on campus will be significantly reduced and smoke-free areas significantly increased. The campus plaza will be declared tobacco-free.

Some of the reasons for SUNY Canton’s commitment to becoming tobacco-free include:

- Promoting respect for others and the environment
- Reducing the health hazards posed by exposure to second-hand smoke on campus
- Preparing students for increasingly tobacco-free workplaces
- Helping prevent desecration of the campus environment by tobacco litter
- Supporting campus wellness

36.1 Definitions

For the purposes of this policy, the following definitions apply:

—“Tobacco” is defined as all tobacco and tobacco-derived products intended for human consumption, including, but not limited to: cigarettes, electronic cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, synthetic marijuana, smokeless tobacco and snus. This definition does not include any product that has been approved by the U.S. Food

and Drug Administration for sale as a tobacco use cessation product.

- “College” is defined as SUNY Canton.
- “SUNY Canton property” is defined as any property owned, leased or operated by SUNY Canton.

36.2 Components of the Policy

Cessation

The College will make every reasonable effort to assist those employees and students who wish to stop using tobacco. The campus will promote and provide evidence-based cessation resources. Students can access cessation treatment, including counseling and nicotine replacement therapy, at the Davis Health Center. Employees can access support through the Employee Assistance Program.

Compliance and Communication

This policy applies to all College employees, students, visitors, and vendors and is driven by respect for others and the environment. Enforcement is the shared responsibility of the entire campus and relies on the thoughtfulness, consideration, and cooperation of tobacco users and non-users for its success. Violation of any campus policy may result in discipline - Faculty and staff should be referred to their supervisor and/or to the Director of Human Resources. Students should be referred to their Residence Hall Director, the Dean of Students, or designee, for disciplinary action.

Additionally,

- The sale of tobacco products or tobacco related merchandise is prohibited on College property.
- The free distribution (sampling) of tobacco products and associated products is prohibited on the College properties.
- Sponsorship of campus events by organizations that promote tobacco use is prohibited.
- Advertisement of tobacco products at campus events is prohibited regardless of sponsorship.
- Organizers of public events on campus are responsible to communicate this policy to attendees.

Policy Review

SUNY Canton will maintain a broad-based Tobacco Advisory Committee to identify and address needs and concerns related to this policy, implementation, compliance, enforcement, and cessation. The Tobacco Advisory Committee will review this policy on a regular basis to ensure that it is sustained, effective, and up to date.

36.3 Tobacco-Free Areas:

- College sidewalks, the campus plaza, building entrances and common areas, landscape areas, recreational areas, and campus buildings on College property.
- Interior of all buildings located on the College property and vehicles owned or operated by SUNY Canton and personally owned and rented vehicles when used to transport SUNY Canton faculty, staff or students on any College related business, academic or student life activities.
- Residence hall facilities; smoking or the carrying of lighted cigars, cigarettes, pipes or any other form of smoking object is prohibited in all areas of the residence halls including hallways, bathrooms, lounges,

- laundry rooms, offices and vestibules.
- Within 40 feet of any building entrance or exit; including immediate vicinity of all windows and air intakes.
 - Covered walkways or building over hangs.

37.0 Wheeled-Vehicle Policy

(See Policies & Procedures Manual)

SUNY Canton recognizes that skateboards, roller blades, bicycles, and other wheeled vehicles or devices are legitimate methods of both exercise and transportation. However, some people choose to utilize these items in other than a conventional

manner, thereby creating a physical danger to themselves and others as well as a hazard to property. In an effort to continue to provide for the open use of College property of these modes of transportation, the following guidelines are adopted:

- No wheeled-vehicle or device for personal transportation may be used in any campus building. Wheelchairs and youth strollers are exempt from this provision.
- Skateboarders and roller bladers using sidewalks will do so safely and will yield the right of way to pedestrians.
- Skateboarders and roller bladers using campus roadways will travel in the right lane of traffic only, as close to the right hand curb as is feasible and safe.

RESIDENCE HALL GUIDE

Alcohol Policy

Regulations for Individual Possession and Consumption of Alcohol in Student Rooms

1. Students under the age of 21 shall neither possess nor consume alcoholic beverages.
2. Possession and consumption of alcohol in the residence halls is a privilege and may be revoked at any time. No alcohol is permitted in the alcohol free area of Mohawk–South Wing or on any floor noted as substance-free housing.
3. Only those rooms where **ALL** the residents are 21 years of age or older shall be permitted the use of alcoholic beverages and the privilege to possess and/or store any container which previously contained an alcoholic beverage. Those possessing alcohol are responsible for safeguarding their supply of alcohol to prevent it from being obtained by those under the age of 21.
4. Any student violating existing rules and regulations governing alcoholic beverages set forth in the Code of Student Conduct or NYS laws will be subject to the legal process and/or the campus disciplinary process.
5. No more than six persons, all of whom must be 21 years of age or older, may be in a room at the time alcohol is being consumed.
6. There shall be no kegs of any size or beer balls. The quantity shall not exceed one

case of 12 oz. American beer per room or one gallon of wine or one quart of 80 proof liquor or any combination thereof allowed for personal use only.

7. Each individual in a residence hall is responsible for his or her own actions. **Students are responsible for the actions of their guests.**
8. All students, whether or not they are 21 years of age or older, who do not want alcohol in their room will be segregated by rooms, floors, and wings whenever possible. An alcohol-free wing is provided in Mohawk South or any floor noted as substance-free housing.
9. Cans or bottles which previously contained alcohol (“empties”) are treated as full containers. Regardless what function(s) the containers serve (such as lamps or decorations), they are still prohibited in rooms unless **ALL** occupants of the room are age 21 or older.

Specific Regulations Concerning Registered Events in the Residence Halls

1. All requests for events shall be submitted to and approved by the Residence Hall Director at least two weeks before the event. The Residence Hall Director will forward qualified requests to the Alcohol Coordinator for action.
2. All events must be registered with the master calendar in the Student Activities Office and with the University Police

at least two weeks prior to the event by means of the approved request form.

3. No approved events shall take place on a day preceding an academic school day (one on which classes or exams are held) and not on designated all college weekends.

Clarification of the keg, beer ball and large quantity of alcohol rule. Possession of kegs, beer balls and large quantities of alcohol in College housing will result in immediate suspension from College housing. Large quantity is defined as 15 oz. or more of total alcohol. This means more than a case of American beer **or** a quart of 80-proof liquor **or** one gallon of wine **or** any combination of alcoholic beverages which amass 15 ozs. or more total alcohol. An empty container which previously contained an alcoholic beverage may be considered the equivalent of a FULL container and dealt with as such under the Zero Tolerance Policy.

Fire & Fire Drill Procedures

If there is a fire in the residence halls, pull the nearest fire pull box and notify your Resident Assistant, the Residence Hall Director, or the office at once.

During the year, there will be periodic fire drills in the residence hall conducted by University Police. These drills are often unannounced so you should assume that there is a fire whenever you hear the alarm.

When a fire alarm sounds, all residents must immediately and completely evacuate the residence hall, and dress appropriately for current outdoor weather conditions.

You are responsible for knowing the proper fire drill procedure including the proper dress, preparation of your room, exit route, and assembly area.

If you are not in your room when the alarm goes off, proceed to the nearest exit and go to the area outside the building assigned to you for roll call. If you are in your room, please adhere to the following rules:

1. Open the drapes and leave lights on in the room.
2. Close windows if possible.
3. Close your room door.
4. Wake roommate and students in the next room.
5. Proceed quickly and quietly to the nearest stairwell.
6. Wait outside the fire exit, away from the building, for further instruction.
7. Rooms are checked for evacuation by Residence Staff and University Police.

In Heritage, Rushton, Mohawk, and Smith Halls, no more than six people are permitted to be in a residence hall room at any time for safety reasons. In Grasse River Suites, the maximum occupancy per New York State Building Code is: studio unit—6 people, three-bedroom unit—15 people, four-bedroom unit—16 people, five-bedroom unit—20 people.

Eligibility for Campus Housing

You are eligible for campus housing only if you are a full-time student (carrying 12 or more credits) and you are in good academic standing (you must meet re-registration requirements as stated in the College Catalog). Students not meeting this requirement may appeal to the Director of Residence Life to request special permission to live on campus.

General Information

Adjustment to Rooms

The college considers living in a residence hall an integral component of the total college experience. It is an opportunity for residents to encounter individuals with different ideas, backgrounds, and upbringings from different races, religions, and cultures. The Residence Life staff knows roommates often confront difficulties adapting to one another. We believe this is natural. The maturation pro-

cess is greatly aided by striving to overcome obstacles to understanding, communication, and cooperation. Residents can learn much about themselves and others. Therefore, the Residence Life staff is committed to assisting residents to solve their own problems with roommates and adjusting to residence hall life through open discussion, development of coping skills, negotiation, and compromise in order to live in harmony with one another and develop a greater appreciation for the differences in one another.

Elevator

The elevator in the East Wing of Heritage, Rushton, Mohawk and Smith Halls is to be used by Residence Life staff and maintenance staff only. The elevators in Grasse River Suites apartments are for student use. Any students using this elevator without the Residence Hall Director's permission will be subject to disciplinary action.

Housing License Releases

Your housing license is a one year agreement. Students seeking a release from their housing license must contact the Director of Residence Life. Any student wishing to be released (after having signed a housing license) must apply in the Residence Life Office. If the request is approved, the student will be charged \$250.00 for breaking the housing license.

All students living off campus are required to notify the College of their off-campus addresses and phone numbers by September 15 of the Fall semester or February 15 of the Spring semester or immediately thereafter following any moves. Failure to abide by this regulation will result in holds being placed on a student's account, and the holds will not be removed until the student is in compliance. Addresses should be provided to the Residence Life Office at the time a housing release request is submitted or provided to the Registrar's Office if the address change takes place after the release request has been submitted.

Laundry Facilities

Each wing has an ample number of washers and dryers for your convenience. The operation of these facilities incurs a responsibility on your part to be mindful of their correct usage, particularly as it relates to fire safety and proper use of equipment. Students are responsible for supplying their own laundry soap and bleach. **Also, it is highly recommended for residents to stay with their laundry while washing & drying to prevent theft.**

Mail

Resident students receive their mail Monday-Friday at the student mailroom located on the first floor of the Campus Center. You must go to the mailroom and sign out your mail key. You are not permitted to get your mail from the window; you must have your key with you. When you receive a package, you are notified by a notice placed in your mailbox. The package may be claimed any time the window is open. When receiving your mail, your address should read:

Your Name
Campus Mailroom
34 Cornell Dr.
Canton, New York 13617

If you lose your mail key, go to the Campus Center Mailroom to obtain a new key for a \$10 replacement charge.

Main Lounge

This main lounge is open at all times to guests, faculty members and students of the College unless otherwise specified by the Residence Hall Director.

The main lounge is the living room of the hall. Remember to treat the furnishings as you would those in your own home and keep them looking new for those who will use them in future years. **Moving lounge furniture into student rooms is prohibited.** Noise in the lounge should always be kept at a reasonable level.

Materials Available at Hall Office

Each hall office has athletic equipment and various other items available for resident sign-out. The office staff is responsible for signing out this equipment and the resident borrowing this equipment must leave his/her ID until this equipment is returned, taking full responsibility for returning the equipment in proper condition.

Vacation Dates and Closing Reminders

Whenever the residence halls close for a vacation, it is important to remember to do the following things in your room:

1. Unplug **all** electrical items: radio, hair dryer, stereo, refrigerator, etc.
2. Close and lock the windows and close the blinds.
3. Empty all trash! Do not leave empty cans and bottles in your room, as they attract bugs. **You will be charged \$20 per bag for any trash left in your room.**
4. Clean out all items in your refrigerator and leave its door open.
5. The last one to leave should shut off all lights.

6. On the first vacation in the fall, you should plan on taking your bicycle home. There is no storage space.
7. At closing for the year, you are expected to fully clean your room of all personal belongings and leave the room in broom-swept condition.

The Residence Life Staff will verify by physical inspection that this policy has been followed. **ALL residents MUST vacate at or by the closing times listed below.**

The following dates and times should be kept in mind as days that the residence halls will close for vacation:

CLOSE	REOPEN
Thanksgiving Recess	
Fri., Nov. 16 at 5 pm.....	Sun., Nov. 25 at 3 pm
Christmas Recess	
Sat., Dec. 8 at noon.....	Sun., Jan. 20 at noon
<i>(or 24 hours after last exam, whichever comes first)</i>	
Winter Break	
Fri., Feb. 22 at 5 pm.....	Sun., March 3 at 3 pm
Spring Break	
Fri., April 5 at 5 pm	Sun., April 14 at 3 pm
Summer Recess	
Saturday, May 18 at 3 pm	
<i>(Individuals not participating in graduation ceremonies are to vacate 24 hours after last exam.)</i>	

Vending Machines

The residence halls have a variety of vending machines for the use of the residents. The staff should be notified if a machine is not working or if money has been lost. Tampering with these machines is a serious offense and will be referred to civil authorities for legal prosecution. Refunds can be obtained at the Campus Store.

Wing Lounges

The noise in this lounge must be kept to a minimum since many will use this area for studying. You are responsible for cleaning up anything (papers, candy wrappers, clothes, etc.) that you leave in the lounge. Students in the wing are responsible for the actions of their guests.

Maintenance, Operations & Damages

Damage Policy

Prompt payment of any damage charges incurred by individuals is the best idea, as it eliminates the possibility of degrees or transcripts being held up later on. **NOTE:** The definition of "damage" is as follows: Any act (intentional or unintentional) which results

in costs being incurred by the College. It is important to realize that nothing actually has to be broken in order for it to fall within this definition. Examples of this are situations which require College personnel to clean a location, re-paint something, etc.

Heat, Hot Water, or Electrical Problems

If you are experiencing problems with your heat, hot water, or electrical lighting, please contact your Residence Hall Director. If the Residence Hall Director is not available, please call the appropriate number below and inform the staff member of the specific problem. If a problem persists, please ask the Residence Hall Director to inquire as to the status of the problem's resolution.

Weekdays - 8 am-4 pm	(315)386-7222
Weekends and evenings	(315)386-7777
	<i>(University Police)</i>

Maintenance and Cleaning

The cleaning staff is responsible for the cleaning of the common areas of the residence hall. These areas include all lounges, bathrooms, stairwells, laundry rooms, and corridors. The exceptions to this definition of common areas are the bathroom facilities included in a suite or private room. The residents of those rooms are responsible for the cleaning of their bathrooms. Any repairs that need to be done to any furniture or areas in the residence hall (this includes student rooms) should be brought to the attention of the Residence Hall Director. The Maintenance staff are the only ones authorized to make repairs. The cleaning staff will not clean areas in excess of ordinary debris.

***Special Note:** The cleaning staff will not clean a bathroom that is cluttered with toiletries, clothing, dishes, or other unnecessary items. These items will be discarded if left in the bathrooms.

At closing for the year, you are expected to fully clean your room of all personal belongings and leave the room in broom-swept condition.

Movement of Furniture

No person shall move lounge furniture, room furniture, or the contents of any residence hall room without written permission from the Residence Hall Director. Movement of furniture request forms may be obtained from the Residence Hall Director. **Lounge furniture may not be removed from any lounge.**

Recycling/Trash

SUNY Canton strongly supports recycling. Residents are required to separate trash

and recyclables.

The college has a "Zero Sort" recycling system. A container is provided in your room and also in the wing. All recyclables go into one bin. Recyclables must be rinsed and clean.

To make this work we need your cooperation, so do not be afraid to ask questions of your R.A. or Hall Director.

Room/Suite Inspections

Upon arrival, a copy of the "Room/Suite Condition Report" for your room/suite will be distributed to you. The completion of this form is the **sole responsibility** of the **residents of the room/suite**. This form is very important because it states the physical condition of your room/suite at the time you move in. Your RA will verify this record with you. When the residents have completed the information on the record, he/she signs and dates it to show approval.

Whenever the occupancy of a room/suite changes, a resident should request a preliminary inspection of the room/suite be done. At this time the Room/Suite Condition Report will be used to identify any new damages. The individual(s) responsible for the damages will be billed and the Room/Suite Condition Report will be updated. This is why it is crucial that the residents fill out a very detailed and accurate record upon arrival. Any damages not noted on the original inspection may be charged to any/all occupants of the room/suite.

Formal room/suite inspections will occur at the end of each semester (December, April/May). At this time we ask that the residents make proper arrangements so that any damages in the rooms/suites can be verified and the proper individual(s) can be charged. At closing for the year, you are expected to fully clean your room/suite of all personal belongings and leave the room/suite in broom-swept condition.

Damage and cleaning charges in common areas of suites will be split among all suitemates unless one student voluntarily takes responsibility for the damage. It is your responsibility to ensure that the entire suite is clean and damage free; do not assume your suitemates will clean and repair the suite.

If at any time you have a question concerning the condition of something, please do not hesitate to ask. It will save some hassles at the end of the year.

Timetable for Repairs Under Normal Conditions Maintenance Repairs

Broken Faucets.....	Same Day
Broken Outlets.....	Same Day

Broken Sinks	Same Day
Broken Window	Same Day
Bulletin Boards.....	7 Days
Ceiling Tile	3-4 Days
Circuit Breakers.....	Same Day
Closet Doors	Could Go Until Next Semester
Elevators.....	Same Day
Emerg. Lighting Exit Lights	Same Day
Floor Tile	3-4 Days
Fluorescent Lighting in Halls	Same Day
Lamps, janitors interchange.....	Same Day
Light Switches	Same Day
Locks and Doors	Same Day
No Cold Water.....	Same Day
No Hot Water, bathrooms.....	Same Day
Pest Control	Monthly
Plugged Drains.....	Same Day
Plugged Sinks.....	Same Day
Plugged Toilets	Same Day
Smoke Detectors, rooms/halls	Same Day
Washers/Dryers	48 Hours
Water Main Breaks.....	Same Day
Power Outages for Underground Cables Feeding Dorms	2-3 Days
<i>(Completed Under Emergency Contract - Students May Need to be Relocated or Sent Home)</i>	

Miscellaneous Policies

Antennas

Outside antennas of any kind will not be allowed in the residence halls. Splicing into or connecting with college-owned cables and antennas is prohibited.

Appliances

As stated in the Residence Terms, the College prohibits the use of certain electrical appliances in students' rooms. The following are prohibited: halogen torchiere floor lamps, hot plates, coffee pots, toasters, toaster ovens, lava lamps, electric woks, electric coils, sunlamps, air conditioners, heaters, electric percolators, "hotpots," and any electrical appliance used to cook or prepare food. Please do not bring any of the listed appliances, as you will not be able to use them in the residence hall. Unlike the other residence halls, coffee makers and toasters are permitted in Grasse River Suites. However, students may not bring their own refrigerators or microwaves if they live in Grasse River Suites.

Candles and Incense

Because of the danger of fire, the use of candles and/or incense or other open flames is not allowed in the rooms or public areas of the residence halls.

Ceilings

Because of potential damage and fire hazard, attaching anything to the ceiling in student rooms is prohibited and punishable by a \$100 fine.

Children in Residence Halls

Children under 16 years of age are not permitted in the residence halls unless accompanied by a legal guardian, college employee, or a sibling who resides in the residence hall who is at least 18 years old. Under no circumstances is an individual under 16 years of age to be allowed in the residence halls after 9 p.m. or before 9 a.m., unless they are participating in a college organized program. An individual must be at least 16 years old and a full-time student to reside in the residence halls.

Christmas Decorations

Live Christmas trees, string lights and rope lights are **prohibited** in student rooms.

Hall Sports

Any form of athletic activity (including, but not limited to the following: playing catch, floor hockey, roller blading, whiffleball, etc.) is prohibited within the residence halls because of the high probability of injury to residents and/or college property. Waterguns and water fights also fall within this category, as the water left on floors and walkways could cause serious injury.

Halogen Lamps

Halogen lamps, also known as torchieres, are prohibited. In accordance with a directive from SUNY, students are not allowed to have them in their rooms because of the intense heat they generate, thus rendering them a potential fire hazard.

Microwave Ovens

Students are permitted to have one microwave oven per room. Microwave ovens are included in Grasse River Suites; students are not permitted to bring their own microwave ovens in this building.

Refrigerators

Due to potential problems stemming from the substantial electrical draw of certain refrigerators, large house-style refrigerators cannot be placed in student rooms. However, students may have two small refrigerators (1.7 cubic feet), or 1 larger refrigerator **as long as the TOTAL cubic footage of the refrigerator(s) does not exceed 3.4 cubic feet per room**. Refrigerators are included in Grasse River Suites; students are not permitted to bring their own refrigerators in this building.

Solicitation

Solicitation in the buildings or on the grounds is strictly prohibited. No occupant is to use his or her room, or permit his or her room to be used for any commercial purpose whatsoever. Any and all door-to-door solicitation is regarded as an unnecessary invasion of the privacy of the residents and is, therefore, prohibited. This restriction applies to both commercial and non-commercial solicitation and to distribution of written materials as well as personal contact.

Speakers

Students are not permitted to have stereo speakers, subwoofers or amplifiers in residence hall rooms. All music must be kept at a reasonable level.

Waterbeds

The Residence Life Office does not permit waterbeds in the residence halls. The potential and consequences of property damage are too great to allow such an unnecessary item in student rooms.

Windows

The placement of stereo speakers in windows is prohibited, as doing so will undoubtedly disturb other residents and/or the overall atmosphere of the College. Furthermore, objects may neither be passed out of nor received through open windows. Window screens may **NEVER** be removed.

New York State Minimum Living Standards for Residence Halls

In 1988 the New York State legislature directed the State University Board of Trustees to develop Minimum Living Condition Standards for the SUNY residence halls. The five standards are stated along with how SUNY Canton addresses each standard.

Standard I

The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards.

Guidelines:

1. All furnishings and equipment supplied by the University will meet applicable fire and safety code standards promulgated by the State of New York.

SUNY Canton is in compliance with this guideline and meets all applicable state codes when purchasing furnishings and equipment.

2. Each resident's sleeping room will have an operational smoke detector.

The Physical Plant at SUNY Canton provides annual preventative maintenance for the smoke detectors. Annual testing of smoke detectors is conducted by the Physical Plant office and Simplex and the records of the inspection are kept by both the Physical Plant office and Simplex. Once notified of a non-working or malfunctioning smoke detector, it is replaced with a working smoke detector.

3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted).

Residents of SUNY Canton's residence halls are required to sign a residence license directing them to the Student Handbook which informs them of safety regulations and sanctions regarding their use of private equipment and appliances in the residence halls. All residents are notified of the Student Handbook's location on the College's website.

4. Access to residence hall living on each campus that operates residence halls will be provided for the differently abled in accordance with applicable codes and standards (e.g., section 504 of the Rehabilitation Act of 1973).

SUNY Canton is in compliance with this guideline. Both Heritage Hall and Rushton Hall have handicapped accessible rooms and facilities.

5. Inspection and assessment of the physical facility and its components (e.g., water, electricity, and heating systems) will be conducted annually by appropriate campus personnel. The report of this inspection should be distributed to appropriate campus personnel. A priority list (as viewed by appropriate campus personnel) of repairs/refurbishment should be part of this report, with recommended timetables for completion. Backlogs from earlier reports should be noted.

The Physical Plant Office at SUNY Canton is responsible for inspecting the physical facility annually and reporting the list of repairs/refurbishments to the following: the College President and his/her cabinet, the Vice President for Student Affairs, and the Director of Physical Plant.

Standard II

The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.

Guidelines:

1. A regular schedule for cleaning of common areas including lounges, hallways, bathrooms and areas used by all residents

should be established. Copies of the schedule should be posted.

During the week all trash will be removed each day and bathrooms are stocked with toilet paper. In addition, under normal circumstances, bathrooms/restrooms, lounges, hallways, and laundry rooms will be cleaned daily, Monday through Friday between the hours of 6:30 am through 3:00 pm. This information will be posted for viewing by residents in the main lobby of each residence hall.

2. Every reasonable effort by the campus administration and student residents should be made to keep residence halls sanitary and vermin free, and all appliances provided by the University in working order or removed from service.

The services of a local pest control company are contracted by SUNY Canton to provide regular service. Pest problems are referred immediately to the pest control company for their immediate response (24-48 hours) to eliminate the problem.

A private vendor has contracted with College Association to provide and maintain washers and dryers in the residence halls. A toll-free phone number and web address to report maintenance problems is conspicuously posted in each laundry room along with detailed directions for operation of the washers and dryers. Terms of contract require the vendor to respond within 24 hours from receiving notification of the problem. If a machine is out of service for 72 consecutive hours, the vendor will provide a replacement.

3. Campuses should have an established procedure, developed in conjunction with the Central Administration Offices of Finance and Business, Capital Facilities, and Student Affairs for declaring student rooms unlivable and for removing them from service until conditions are corrected.

The Director of Residence Life will make the decision as to whether a student room is unlivable and should be removed from service, based on pertinent information from the Director of Physical Plant and/or other appropriate campus personnel. Life, health, and safety of student residents, and whether the continued occupancy could harm the occupants or further impair the condition of the facility will be the criteria utilized in making this decision. The affected students, the Vice President for Student Affairs, Vice President for Administration, and Director of Physical Plant will receive written notification of this decision.

Standard III

The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light and hot water.

Guidelines:

1. The campus will provide each student resident with adequate living and lounge furniture. As a minimum (except in the case of tripling) each student resident will be provided with: a bed, lamp, chair, dresser, desk, and closet. All such equipment should be clean, sturdy, free from major scarring, and of acceptable appearance.

SUNY Canton is in compliance with the above guidelines. In a tripling situation, students are provided with a bed, adequate area lighting, chair, dresser, desk, and closet space. On an annual basis Residence Life and Maintenance inspect all student rooms to determine the condition of each piece of furniture. Items identified as unacceptable will be removed from service and replaced with furniture in good repair.

2. Campuses should provide for a planned replacement or rehabilitation of residence hall furnishings.

Residence hall furnishings are replaced on a regularly scheduled basis.

Standard IV

The campus shall establish procedures for routine and emergency repairs to residence hall facilities.

Guidelines:

1. Protocols will be established to promptly address inquiries, requests, and complaints regarding routine repairs and maintenance for the provision of heat, lights, and hot water. The student resident should also be apprised periodically of the status of his/her request. These protocols, along with appropriate telephone numbers, should be provided in writing to each student resident. All repairs, especially those involving heat, light, and hot water, should be accomplished within a reasonable amount of time.

Residents experiencing problems with heat, lights, or availability of hot water in bathrooms may report them by phone to the Physical Plant during weekdays from 8:00 am through 4:00 pm. Problems experienced at other times are to be reported to University Police who in turn will contact appropriate campus personnel to address the problem in a reasonable time frame. This procedure and appropriate phone numbers will be stated in

the Student Handbook. The Physical Plant will inform the Residence Hall Director of action taken so that the Residence Hall Director can notify the affected student(s). The work order system is utilized by the Physical Plant for routine building repairs and maintenance. If a problem persists, the resident may inquire of the Residence Hall Director the status of the work order.

2. To the extent possible, major rehabilitation or other capital projects should take place at times when students are not in occupancy of the residence halls. Major construction projects which are disruptive to ongoing programs should not continue during scheduled examination periods. If this is impossible, arrangements should be made to house residents elsewhere.

SUNY Canton is in compliance with the above guideline.

Standard V

The campus shall establish procedures for redress for student residents in the event of the loss of services such as heat, light, and hot water in residence halls for extended periods that are within the control of the campus.

Guidelines:

1. These procedures will include a plan for reassignment on campus if conditions continue for an unreasonable time which involve the loss of heat, light, or hot water or the creation of any other condition which is detrimental to the life, health, or safety of the student residents.

If a student residing in SUNY Canton's residence halls goes without heat or electricity or access to hot water for three or more days, or the room is declared unlivable for any other reason, and the situation is determined to be within the control of the campus, then that student should be reimbursed for the amount of time they were inconvenienced. The reimbursement shall never exceed the full cost of room rent for the number of days the student has been affected.

A committee comprised of the President and Vice President of the Residence Hall Association and two Residence Life professional staff members shall review all applications for redress and determine the appropriate level of reimbursement.

When a student room has been declared unlivable and is removed from service, the occupants of that room shall be reassigned by the Director of Residence Life to any available student room even if it results in the room being tripled.

2. If reassignment on campus is not possible, the procedures should also include a plan

for the provision of alternate housing at no additional charge to student residents and/or refund of a portion of room rental charges where applicable.

If no space is available in the residence halls, the College may offer the student an opportunity to be released from their housing license and refund the unused portion of their room fee or the College may make arrangements to house the student(s) in off-campus facilities at no additional charge to the individual.

Pets

Due to health reasons and a group living situation, absolutely no pets are allowed in the residence halls except those pre-approved to live in The Pet Wing. These animals must be registered with the Residence Hall Director prior to their arrival on campus.

Students living in The Pet Wing must realize that having a pet is a **privilege** and associated with it are certain responsibilities which follow:

1. All roommates must be in total agreement to allow a pet in their room.
2. All waste associated with the pet must be deposited directly in the dumpster by the loading dock. At no time is it to be placed in the trash receptacle in the residence hall.
3. Any messes created by the pet must be attended to immediately by the caretaker.
4. The caretaker is totally responsible for any damages caused by the pet, i.e., soiled carpets.
5. Abuse of this privilege may result in its loss, confiscation of the pet, and/or suspension from College housing.
6. Students living in The Pet Wing should reference the pet contract for more specific requirements.
7. No birds, dogs, snakes or spiders will be allowed in The Pet Wing. All other pets will be approved or denied on an individual basis by the Residence Hall Director.

Philosophy

The Residence Hall Program attempts to develop an atmosphere in which students grow personally, socially, emotionally, culturally, and academically. Through the experience of residence hall living, a student can gain understanding and practice the processes of group living. Residence halls thus contribute to the total education of a

student through the building of attitudes, appreciation, and characteristics associated with cooperation and responsibility.

Residence halls also serve as a bridge between the rather close supervision of the home and the complete freedom and responsibility experienced after graduation. For this reason, it is important within the residence halls to recognize the needs of individual students and to help them to develop a sense of responsibility.

A residence hall can be a home and the residents a family. Of course, it has more members than the average family, but nevertheless, it still functions as a home and as a social unit. Besides being a place in which to sleep and keep one's belongings, a residence hall can be the center where lasting friendships are made. New ideas and concepts are formulated and exchanged. Residents widen their horizons by these experiences in social relations. Cooperation, consideration, tolerance, and understanding are promoted within the residence hall.

A residence hall can also be the center of student communication. It can be the area of contact between administration, faculty, community, and student.

The residence hall program, just as all programs at SUNY Canton College of Technology, is administered without discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, veteran status, age, or sexual orientation.

Statement of Student's Rights and Responsibilities

Student residents in SUNY Canton's residence halls possess specific individual and group rights and responsibilities which serve to guide Residence Life/Housing personnel in making decisions concerning welfare and behavior. The following statements define expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of college life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents.

Students have the right . . .

- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation;
- To access their living accommodations;
- To live in a clean and secure environment;
- To competitive prices on housing accommodations and/or food service;
- To receive written copies of college hous-

ing rules and regulations, or individual building policies which govern individual and group behavior;

- To the respect and safety of personal property;
- To study without interruption or interference;
- To be free from unreasonable noise;
- To be free of intimidation or harassment;
- To be free of unreasonable searches and seizures by College officials;
- To expect enforcement of the housing license;
- To staff who provide assistance, guidance, and support as needed;
- To host guests, within established guidelines;
- To equitable treatment when behavior is in question;
- To participate in student governmental bodies and Residence Life/Housing departmental committees;
- To individual and group educational and developmental opportunities in the residence halls;
- To request that their rooms be inspected prior to their departure to identify items for which a damage charge will be assessed.

Students have the responsibility . . .

- To respect the rights of others, as stated above;
- To adhere to rules and regulations;
- To comply with reasonable requests made by staff or college officials;
- To meet expected room and board payment schedules;
- To monitor and accept responsibility for behavior of guests;
- To report violations of rules and regulations to appropriate staff;
- To participate actively in self governance;
- To participate in Residence Life/Housing departmental committees as requested;
- To participate in judicial proceedings to determine appropriate standards of behavior;
- To contribute positively to the community by participating in educational and developmental activities.

Residence Life Staff

Residence Hall Director

Residence Hall Directors are staff members educated in counseling and/or student services. They focus on ways to help students

adjust to college and teach life skills. Specifically, the Residence Hall Director is responsible for the overall operation of the hall; the advisement of educational, social, academic, and cultural programs undertaken by the hall; the discipline and redirection of students' inappropriate behavior; the supervision of student staff and the individual counseling of students. Residence Hall Directors have a private office adjacent to the general office so he/she is available for your personal and academic concerns. The Residence Hall Director lives in the residence hall with the students so that after working hours he/she can be available for emergencies.

Office Hours

All Directors have posted office hours Monday through Friday. If these hours are inconvenient for you, your Director can arrange a time that is suitable for you both.

Resident Assistants

Resident Assistants are carefully selected each year on the basis of their sensitivity to others' needs, their abilities to handle various forms of emergencies - health, safety or emotional - their academic records and their potential to develop and present innovative and interesting programs to the hall community. Their training has taught them to deal with all types of behavior and to aid in the readjustment of behavior of students experiencing anxiety and frustration.

There are so many requirements involved in becoming a Resident Assistant because students have many adjustments to make. Your R.A. won't be able to solve all your problems, but you'll always have someone to go to for help. Remember, your R.A. is a student, too, and had to make all the adjustments you're making. A Resident Assistant is a valuable resource.

Residence Life Office

Mohawk Hall
 Phone: (315)386-7513
 Fax: (315)386-7969
 e-mail: reslife@canton.edu
 John Kennedy, *Director of Residence Life*
 Lisa M. Perry, *Secretary I*

2012-2013 Residence Hall Directors

	RA RD
	Office Office
GRASSE RIVER	<i>Kristen Roberts</i> ... 7977/7965
HERITAGE	<i>Santina Doldo</i> 7305/7399
RUSHTON	<i>Troy Lassial</i> 7508/7403
MOHAWK	<i>Javon Joslyn</i> 7511/7511
SMITH	<i>Brandy Lawrence</i> .. 7619/7672

2012-2013 Resident Assistant Staff

Ameele, Heather	McCants, Richard
Arokium, Dacia	Milos, Donald
Blake, Lazina	Mumuni, Amida*
Campbell, Jewell	Parham, Terome*
Campo, Karyn*	Parker, Ornella
Depestre, Ashley	Phillips, Alexis
Duran, Michelle*	Ragler, Anthony
Fajardo, Yaslin	Ramirez, Betzaida
Garcia, Leonardo	Richards, Yahnique*
Gordon, Brendan	Rude, Alex
Helfter, Jessica	Russell, Amarie*
Johnson, Nafeesa	Sanogo, Oumarou
Joseph, Keelon	St. Germain, Elissa
Kennard, Kory	Stark, Nathan
Langomas, Stephanie	Welsh, Darian
Lawrence, George	Zaccaro, Taylor
Massillon, Ashley	

**Senior Resident Assistant*

Resident Assistant Recruitment and Selection

The beginning of the school year brings the search for future Resident Assistants. Interested individuals are encouraged to talk with their Resident Assistant or Residence Hall Director about upcoming informational sessions. Beginning in mid-November, there will be a series of informational sessions, open to all students, to recruit and enlighten individuals about the responsibilities and expectations of the Resident Assistants. These sessions will also explain the extensive selection process that will take place during second semester. Keep your eyes and ears open for more information as the year goes on. These sessions are designed to inform individuals and answer any questions, so take advantage of the opportunities as they arise.

Residence Terms

General Conditions of Occupancy

1. **The residence hall license is binding for the ENTIRE ACADEMIC YEAR (both fall and spring semesters) as a student at SUNY Canton.**
2. Any change of occupancy must have prior specific written approval of the Residence Hall Director in charge of the residence hall to which the student or students are officially assigned by the College.
3. The College reserves the right to:
 - increase or decrease the designed occupancy of a room at any time to insure maximum utilization of residence hall rooms;
 - move students within the residence hall system at its discretion for programmatic, financial, or disciplinary reasons;

RESIDENCE LIFE

4. Residence Hall Guest Policy – A guest is anyone other than an authorized resident of the room in which they wish to visit. Students wishing to have guests must follow these guidelines:

A. The resident student must register their guest with the residence hall staff (Residence Hall Director or Resident Assistant) upon the guest's arrival to the residence hall. Guests may also be pre-registered with the RA or RD, but will have to provide identification to the residence hall staff for review when they arrive.

B. Students must obtain permission from all roommates in advance of the guest's arrival. If roommates, at any time, withdraw their permission for the guest to stay in their room, the guest will be asked to leave.

C. No one under the age of 16 is permitted to be a guest in the residence halls at any time unless they are a registered, full-time student at SUNY Canton.

D. Students are responsible for their guests at all times. If the guest violates the rules/policies at SUNY Canton, he/she may be asked to leave at any time and the student may be held accountable through the campus judicial system for any code violations.

E. Guests are limited to a stay of no more than three (3) days/nights per month, and no longer than 48 hours at a time.

F. Each room is only permitted to have one guest at a time unless special permission is obtained from the Residence Hall Director.

G. Guests are not permitted during finals exams week.

H. Guests must carry identification on them at all times during their stay on campus, and must submit this identification for review to staff upon request.

I. Guests who are not officially registered may be removed at any time from the residence hall and/or campus.

5. Children under 16 years of age are not permitted in the residence halls unless accompanied by a legal guardian, college employee, or a sibling who resides in the residence hall who is at least 18 years old. Under no circumstances is an individual under 16 years of age allowed in the residence halls after 9 p.m. or before 9 a.m., unless they are participating in a college-organized program. An individual must

be at least 16 years old and a full-time student to reside in the residence halls.

6. Residence halls are open only when classes are in session. During vacation periods residents are required to leave the facilities prior to 5:00 p.m. on the last day of classes. Only those students who have received prior permission from the Director of Residence Life will be permitted to stay during vacations. This costs an additional fee of \$150 per week (not including international students).

7. Rooms must be vacated within 24 hours of withdrawal or suspension from the College.

8. All residents are required to contract and pay for an approved College meal plan unless specifically exempted therefrom.

Duties, Standards & Obligations

1. Residents shall be held responsible for and charged with full knowledge of all applicable rules and regulations contained in the current Code of Student Conduct and all Office of Residence Life publications. Students are considered adults and, therefore, are expected to obey all laws and take personal responsibility for their conduct.

2. The resident agrees to conform to generally accepted standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and harmonious living, in keeping with the function and purpose of each room, lounge, or other area of the residence hall.

3. Quiet hours are in effect from 8:00 p.m. to 9:00 a.m. on Sunday through Thursday and Midnight to 10:00 a.m. on Friday and Saturday. Morgue hours (20 hours of quiet hours. A four-hour break occurs from 4 p.m. to 8 p.m.) begin approximately one week prior to final examinations and remain in effect through the end of the semester.

4. Courtesy hours are in effect 24 hours a day, 7 days a week. The goal is to empower residents to take control of the environment in which they sleep, study, and live. Residents are expected to cooperate with reasonable requests from other residents and staff members. Doing so will create a more positive atmosphere, and will make for a more enjoyable living environment.

5. The privilege of using alcoholic beverages is governed by State law and College policy as detailed in the *Student Handbook*. Irresponsible and/or illegal use of alcoholic beverages and/or the resulting inappropri-

ate behavior is strictly prohibited.

6. Refrigerators of 1.7 cubic feet are permitted in students' rooms. Larger refrigerators are also acceptable, AS LONG AS the TOTAL cubic footage of refrigerator(s) in each individual student room does not exceed 3.4 cubic feet.

7. The resident further agrees to comply with any and all further rules, regulations, and directions of residence hall staff which the College may prescribe for the safety, cleanliness, and care of each room, lounge, or other area in the residence hall, and the furniture, fixtures, furnishings, and equipment provided therefore by the College, and residence hall as a whole for the preservation of good order therein; and for the privacy, quiet, comfort, and convenience of all occupants of each room and the residence hall as a whole.

8. All students residing in the residence halls must carry a minimum of 12 credit hours. If a student drops below 12 credits during the academic year, they will be required to move from the residence hall unless approval is given by the Director of Residence Life.

9. The following are strictly prohibited anywhere in a College residence hall:

—the possession, sale or use without a physician's prescription of any controlled substance under the laws of the State of New York and College policies as stated in the *Student Handbook*;

—smoking is prohibited in all areas of the residence halls;

—gambling;

—the possession of any explosive device, dangerous chemical, firearm or weapon, including air guns, BB guns, soft air guns, paintball guns, and archery equipment or any weapon in which the propelling force is spring, piston, or CO2 cartridge, or any deadly weapon as defined in the New York State Penal Law or any object that can be construed as a dangerous instrument. The College requires that all firearms or weapons brought on campus be surrendered at the University Police Department, where they will be stored. They may be picked up by the owner when they desire to use them off-campus. Handguns are never allowed on campus.

—the possession of any dangerous knife designated in the NYS Penal Law (including gravity knives) and, in addition, any sheath knife or butterfly knife or any other knife that can be construed as a dangerous instrument;

RESIDENCE LIFE

- the possession of open electrical appliances, air conditioners; ovens or cooking appliances of any type; halogen torchiere floor lamps; tube, coil, or string lighting;
 - the possession of engines, motors, and mechanical equipment;
 - the possession of waterbeds;
 - the possession or harboring of any birds, cats, dogs, snakes or other pets or animals, except for those approved in advance to live in The Pet Wing;
 - the throwing of snowballs, Frisbees, and footballs in and around residence halls. Sports are not allowed in the residence halls.
 - the use of water guns and water fights in and around residence halls;
 - the possession of stereo speakers, subwoofers or amplifiers.
10. Commercial use and solicitation in any part of a residence hall is strictly and expressly forbidden except as may be specifically authorized by the Director of Residence Life.

Health and Safety

1. It is the policy of the State University of New York that all residence halls are smoke free. No smoking will be permitted in any residence hall.
2. Residents are strongly urged to keep their rooms locked at all times.
3. Residents are strongly advised to have all of their personal property protected against theft, damage, and other loss by appropriate individual or family insurance coverage inasmuch as the State of New York, and the State University of New York College of Technology at Canton carry and provide no such insurance and will not be responsible for any such theft, damage, or other loss.
4. All residents are urged to participate in the Operation Identification Program of the University Police Department.
5. Causing a fire alarm, discharging a fire extinguisher, breaking or damaging an exit

light, causing a heat or smoke detector to be activated, or removing or tampering with any fire or safety equipment, is strictly prohibited, and may result in suspension from the residence halls and/or college.

6. Each resident is required to familiarize him/herself with and abide by the fire and safety regulations for the residence hall. Fire drills will be held periodically. When a fire alarm sounds, all residents must immediately and completely evacuate the residence hall, and dress appropriately for current outdoor weather conditions. Failure to evacuate will result in disciplinary sanction.

Entry

It is the College's intention to insure all reasonable privacy in student living quarters. However, in the interest of the health, safety, and general welfare of the residence halls, the College reserves the right to enter and inspect student rooms at any reasonable time including but not limited to before all academic recess periods after giving notice of its intention to do so to any occupant or occupants then present.

The College reserves the right to enter a student's room whenever there is reason to believe that there exists therein a clear and present danger to person or property, or to retrieve residence hall or College property, or to determine compliance with Federal, State, local law and College policies, procedures and rules where there is reasonable cause to believe that a violation has occurred or is occurring.

Occupancy Charges - Payments and Refunds

1. All students must pay an advance room deposit, which is non-refundable after May 15 or 30 days from the date of admission to the College, to secure a room assignment.
2. The entire occupancy charge for each semester is due and payable in the Student Service Center at the same time as

the student's tuition bill for the semester and is subject to the same payment and other conditions as are applicable to the tuition bill.

3. Occupancy charges are established on the basis of occupancy. If differentials are in effect for other than normal occupancy - for tripled rooms, for example - credit will be given after the second Census Day of each semester.
4. The date on which all belongings are removed from the room will be the date used to calculate refund(s), if applicable. Upon official withdrawal from the College, refunds are on a percentage basis as follows:

CANCELLATION DURING:	REDUCTION
First Week.....	100%
Second Week.....	70%
Third Week.....	50%
Fourth Week.....	30%
Fifth Week.....	0%

The first day of classes shall be considered the first day of the semester. Seven calendar days later will be deemed the end of the first week for refund purposes.

5. Residence halls are thoroughly inspected prior to student occupancy each semester. Damages which occur during a particular semester will be charged to individual students and/or groups of students.
6. Residents are issued a college I.D. which also serves as their front door key. There is a \$10 charge to replace a lost college I.D. It is the student's responsibility to have their I.D. properly encoded by the Residence Life Office (Campus Center 229). If requested by the majority on the floor, Mohawk-East and Smith-East residents are also issued wing door keys. There is a \$10.00 charge to replace wing keys.
7. Each student room is equipped with a telephone jack. Residents who wish may arrange for off-campus telephone service through the Procurement Office in French Hall.

Academic Department Chairpersons & Program Directors

ACADEMIC AFFAIRS

KAREN M. SPELLACY,
Interim Provost and Vice President for Academic Affairs

SCHOOL OF SCIENCE, HEALTH AND CRIMINAL JUSTICE

KENNETH ERICKSON, *Interim Dean*

Criminal Justice - Susan Buckley
Dental Hygiene - Susan Willette
Nursing - Debra Backus
Science – Brian Washburn

Program Directors

Funeral Services Administration – David Penepent
Health and Fitness Promotion – Diane Para
Physical Therapist Assistant – Deborah Molnar
Sports Management – Diane Para
Veterinary Science Technology – Mary Loomis
Veterinary Technology - B.S. – Mary Loomis

SCHOOL OF BUSINESS AND LIBERAL ARTS

MAUREEN MAIOCCO, *Interim Dean*

Business – William Jones
Humanities – Nadine Jennings
Social Science – Amani Awwad

Interim Program Director

Early Childhood – Christina Martin

CANINO SCHOOL OF ENGINEERING TECHNOLOGY

DAVID WELLS, *Dean*

Civil and Construction Technology - Adrienne Rygel
Decision Systems - Eric Cheng
Electrical Technology and Engineering Science –
Stephen Frempong
Mathematics - Alice Reed
Mechanical and Energy Systems - Daniel Miller

Student Affairs Chairpersons & Program Directors

STUDENT AFFAIRS

	OFFICE LOCATION	PHONE NUMBER
Vice President Molly Mott, Ph.D.	Faculty Office Building 604	386-7425
Dean of Students Courtney Battista Bish	Miller Campus Center 229	386-7120

Departments

	DIRECTOR	OFFICE LOCATION	PHONE NUMBER
Counseling	Melinda Miller	Miller Campus Center 225	386-7314
Diversity	Lashawanda Ingram	Miller Campus Center 211	386-7128
Greeks	Melissa Duprey	Miller Campus Center 224	386-7210
Health Services	Patricia Todd	Miller Campus Center 004	386-7333
Judicial Affairs	Courtney Battista Bish	Miller Campus Center 229	386-7120
Orientation	Sharon Tavernier	Miller Campus Center 221	379-3954
Residence Life/Housing	John Kennedy	Mohawk Residence Hall	386-7513
Student Activities	Michael Perry	Miller Campus Center 211	386-7315
University Police	Lisa Colbert	Dana Hall 210	386-7777

HELP CHART

Dean of Students

Miller Campus Center 229, phone 386-7120

- Student Advocacy
- Excused Absences
- Crisis Intervention
- Greek Life

Homesick, depressed
Change in temperament, or moodiness
Extreme nervousness and withdrawal
Unpopularity, unsure of anything
Moral problems

Explore your spiritual development
Desire to discuss your faith journey
Need a list of church services
Wish to explore volunteer service programs

Information about activities
Student government, clubs
Use of facilities

Diversity workshops and presentations
Multicultural programming
Inter-city student concerns and advocacy
Ethnic counseling

Money problems and financial planning
Work-study programs or need for part-time work
Loan or scholarship information

Information on advising for students and faculty/staff

EOP students may receive additional assistance through their EOP Counselor, Campus Center 234, phone 386-7226.

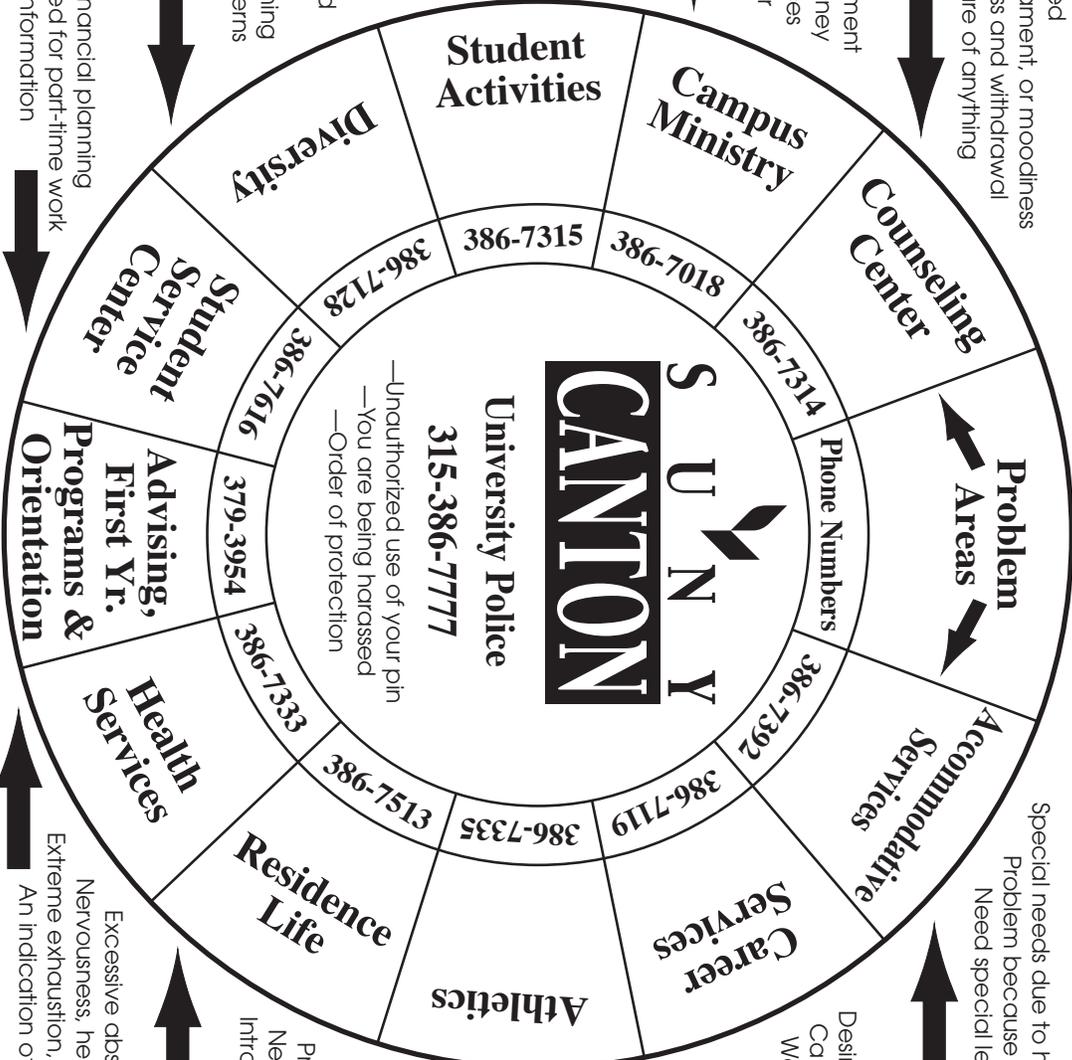
Special needs due to handicap
Problem because of disability
Need special learning aids

Desire to transfer
Career information and exploration
Worried about what to expect after graduation, resumes
Need for part-time work

Fitness Center
Sports Teams
Gym use
How to get involved in intramural activities

Maintenance problem in room
Residence hall noisy
Problem with roommate(s)
Need housing on- or off-campus
Intramurals

Excessive absences, frequent colds
Nervousness, headaches, birth control
Extreme exhaustion, STD testing
An indication of health abnormalities



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2012-13 Calendar

FALL SEMESTER

New & Returning Resident students check into Residence Halls	Thursday, August 16, 2012, 8 am to 4 pm
New Student Orientation	Friday-Sunday, August 17-19
Mandatory Curriculum Meetings	Friday, August 17, 1 pm
Add/Drop Sessions	Friday, August 17, 2-5 pm
Classes Begin	Monday, August 20, 8 am
Last Day for Late Registrants	Wednesday, August 22
Change Period Ends (5 Class Days)	Friday, August 24
Family and Community Weekend	Friday-Sunday, September 21-23
Fall Recess—NO CLASSES	Monday, October 8
Midterm Grades Available for Students Online	Friday, October 12, Noon
Prescheduling for Spring 2013	Monday-Friday, October 29-November 2
Last Day to Withdraw Without Academic Penalty	Monday, November 12
Thanksgiving Recess—NO CLASSES	Monday-Sunday, November 19-25
<i>(Residence Halls Close 5 pm Friday, Nov. 16—Re-open 3 pm Sunday, Nov. 25)</i>	
Instruction Ends	Monday, December 3
Final Exam Week	Tuesday-Saturday, December 4-8
Residence Halls Close	Saturday, December 8, Noon
<i>(Students are expected to vacate residence halls 24 hrs. after their last exam.)</i>	
Final Grades Available for Students Online	Wednesday, December 12, Noon
Semester Ends	Friday, December 14
Winterterm Classes Begin	Wednesday, December 19, 8 am
Last Day to Make Up Fall 2012 Incompletes	Monday, February 4, 2013

SPRING SEMESTER

New Resident Students Check Into Residence Halls	Thursday, January 17, 2013, Noon-4 pm
New Student Orientation	Friday, January 18, Registration 8 am
Mandatory Curriculum Mtgs/New Stu. Add/Drop Sessions	Friday, January 18, 1 pm
Returning Resident Students Check Into Residence Halls	Sunday, January 20, Noon-4 pm
Add/Drop Sessions (Registrar's Office)	Sunday, January 20, 1-4 pm and Mon.-Wed., Jan. 21-23
Classes Begin	Monday, January 21
Last Day for Late Registrants	Wednesday, January 23
Change Period Ends (5 Class Days)	Friday, January 25
Winter Break—NO CLASSES	Saturday, February 23, Noon, through Sunday, March 3
<i>(Residence Halls Close 5 pm Friday, Feb. 22 - Reopen 3 pm Sunday, March 3)</i>	
Midterm Grades Available for Students Online	Tuesday, March 19, Noon
Spring Break—NO CLASSES	Saturday, April 6, Noon, through Sunday, April 14
<i>(Residence Halls Close 5 pm Friday, Apr. 5—Re-open 3 pm Sunday, Apr. 14)</i>	
Prescheduling for Fall 2013	Monday-Friday, April 22-26
Last Day to Withdraw Without Academic Penalty	Friday, April 26
Honors Convocation	Wednesday, May 1
Instruction Ends	Friday, May 10, Noon
Final Exam Week	Monday-Friday, May 13-17
Commencement	Saturday, May 18, 10:30 am
Residence Halls Close	Saturday, May 18, 3 pm
<i>(Students are expected to vacate residence halls 24 hrs. after their last exam, unless they are a graduating senior.)</i>	
Final Grades Available for Students Online	Thursday, May 23, Noon
Semester Ends	Friday, May 24
Summer Classes Begin	Session I and II-June 3; Session III-July 8
Last Day to Make Up Spring 2013 Incompletes	Tuesday, September 3, 2013

Frequently Called Telephone Numbers

Academic Dean's Office	
– Academic Services & Retention	7425
– Business & Liberal Arts	7328
– Engineering Technology	7411
– Science, Health & Criminal Justice	7401
Academic Support Services	7684
– Math Lab	7151
– Science Tutoring & Learning Ctr.....	7065
– Writing Center	7308
Accommodative Services	7392
Admissions	7123
Athletics	7335
Campus Ministry	7018
Campus Store.....	7319
Career Services	7119
Counseling.....	7314
Dean of Students.....	7120
Dining Services	
– Chaney Dining Center	7634
– Cyber Café	3860
– Deb's Corner	7033
– JT's.....	7084
– Underground Lounge.....	7310
Diversity.....	7128
EOP.....	7226
Financial Aid.....	7616
Fitness Center	7989
Health Services	7333
Help Desk (Information Services)	7448
Library	7228
Mailroom – (Student – Campus Center).....	7506
Orientation	3822
President	7204
Provost	7202
Registrar	7042
Residence Halls:	
– Grasse River Suites	7965
– Heritage	7399
– Mohawk.....	7511
– Rushton.....	7403
– Smith	7672
Residence Life	7513
Special Events.....	7342
Student Activities	7315
Student Service Center	7616
Textbook Center	7112
University Police	7777
VP for Academic Affairs	7202
VP for Administration.....	7103
VP for Advancement	7082
VP for Student Affairs	7425

Note: Phone numbers are 386-7, 379-3, or 379-8 unless noted otherwise.

Advisors to Clubs & Organizations

LEADERSHIP OPPORTUNITIES

College Activities Board (CAB)	Priscilla Leggette
Residence Hall Association.....	John Kennedy
Student Government Assoc. (SGA)	Mike Perry/Priscilla Leggette

CURRICULUM CLUBS

American Criminal Justice Assoc. (ACJA)	Brian Harte, Elizabeth Erickson
American Society of Civil Engineers (ASCE).....	Robert Blickwedehl
Automotive Club	Dennis Tuper
Criminal Justice Club.....	William Fassinger, Brian Harte
Early Childhood Club.....	Christina Martin/Tiffany Faulkner
Funeral Service Association	Barry Walch/David Penepent
Graphic & Multimedia Design (GMMD) Association	Kamal Turner
HAC'KERS.....	Michael Newtown
IEEE	Steven Frempong/Robert Jennings
International Assoc. of Emergency Mgmt.....	Michael O'Connor
Nursing Students Association	Mary Ann Caswell
Power Sports	Mark Hill
Sports Management	TBA
Veterinary Technicians Assoc. (VTA)	Robbie Gittings

ACADEMIC HONOR SOCIETIES

Alpha Phi Sigma.....	Elizabeth Erickson
Chi Alpha Epsilon.....	Scott Quinell
Phi Theta Kappa	C. Kavanagh/L. Ononye/J. Vandevere/C. Simmons
Sigma Beta Delta.....	Umesh Kumar
Tau Alpha Pi	Michael Newtown

OTHER CLUBS

African Student Union (ASU)	Lashawanda Ingram
Beauty of Colour.....	Javon Joslyn
Black Student Union (BSU)	Lashawanda Ingram/Javon Joslyn
Brazilian Jiu Jit Su	TBA
Brother 2 Brother.....	Javon Joslyn
Business Club.....	TBA
Campus Christian Ministry.....	Colin Mackey
Caribbean United.....	Lashawanda Ingram
Club Habitat.....	Joanne Fassinger
Commuter Club (Omega Alpha)	Melinda Miller/Mike Herzog/Deb Lowry
Gaming Club	TBA
Gay/Straight Alliance	Lashawanda Ingram
Gospel Choir.....	Lashawanda Ingram
Hispanic Unity.....	Kristen Roberts
Horse Club	Julie Parkman
Ice Hockey Club	Eric McCambly
Intramural Sports	Troy Lassial
Investment Club	TBA
Karate Club.....	Bruce Kenna
Lacrosse Club (Women's)	TBA
Lacrosse Club (Men's)	Nicholas Kocher
Newman Club.....	Will & Joanne Fassinger
Oriental Chinese Club	Feng Hong
Outdoor Adventure Club	James Sheppard/Memorie Shampine
Peer Educators.....	Melinda Miller
Pool Enthusiasts Club	TBA
Student Alumni Association	Peggy Levato
Student Environmental Awareness Society (SEAS)	TBA
Students for Sensible Drug Policy (SSDP)	Gaylynn Welch
Theatrical Productions	Kismet Crump
Ultimate Frisbee Club	Kristen Roberts
Unity Band	Lashawanda Ingram
Untouchable Movement Dance Team	Lashawanda Ingram
Veterans Association.....	R. Edwards/W. Fassinger/W. Barnes
Volleyball Club.....	Patrick Martin
Vybrant Rythems Step Team.....	Lashawanda Ingram
Weekend Movie Studio	TBA

GREEK ORGANIZATIONS

Greek Council.....	Melissa Duprey
Alpha Chi Omicron Sorority.....	Javon Joslyn
Alpha Theta Gamma Fraternity.....	H. Joe Leroux
Delta Kappa Sigma Fraternity	Eric Cook
Delta Omega Epsilon Fraternity.....	William Jones
Delta Sigma Tau Sorority	Diane Gusa
Gamma Sigma Zeta Fraternity	Kamal Turner
Kappa Xi Omega Sorority	Amanda Deckert
Pi Nu Epsilon Sorority	Melissa Duprey
Upsilon Zeta Iota Fraternity	Brandon Baldwin/Bryan Parker
Zeta Alpha Phi Fraternity.....	Dan Fay

For more information, contact Student Activities at (315) 386-7315.