

RIGHTS AND RESPONSIBILITIES

A complete guide to your rights and responsibilities as a student at Syracuse University. University policies are listed alphabetically by topic. This information can also be accessed online at: students.syr.edu/handbook/rights/r&rcontent.

- 90 Student Rights and Responsibilities**
- 92 Code of Student Conduct**
- 93 Disciplinary Records**
- 93 *...Enforced Medical Withdrawals*
- 94 Faculty Responsibilities to Students**
- 95 University Judicial System**
- 98 Student Grievance Procedures**
- 99 *... Policy Statement for Students with Disabilities*
- 102 University Policies**
- 102 *...Academic Policies*
- 102 *...Alcohol, Other Drugs, and Tobacco Policies*
- 114 *...Bias-Related Incidents*
- 115 *...Bicycle Policy*
- 115 *...Bookstore*
- 115 *...Campus Disruption*
- 116 *...Computing and Electronic Communication Policies*
- 121 *...Community Policies*
- 123 *...Discrimination*
- 123 *...Good Standing Requirement*
- 123 *...Recognized Student Organizations*
- 124 *...Policy on HIV/AIDS*
- 125 *...Identification Cards*
- 125 *...Library Policy*
- 127 *...Nonconsensual Sexual Activity*
- 128 *...Non-Motorized Wheeled Vehicle Policy*
- 129 *...Parking and Traffic Matters*
- 129 *...Protests and Demonstrations*
- 129 *...Quad Policy*
- 131 *...Recreation Policies*
- 131 *...Residence Life Policies*
- 142 *...Safety Regulations*
- 142 *...Seal, Logo, University Symbols*
- 143 *...Sexual Harassment Policy*
- 145 *...Smoking Policy*
- 145 *...Solicitation*
- 146 *...Standard Sanctions*
- 148 *...Student Records*
- 151 *...University Property*

The policies of Syracuse University printed in this handbook and statements regarding values and objectives of the University are intended as expressions of University goals and expectations; no guarantees are possible in an environment characterized by competing priorities, funding uncertainties, and the independent actions of many individuals. Questions or comments may be referred to the Office of Judicial Affairs, 310 Steele Hall, x3728. Descriptions of the University Judicial System, its policies and procedures, are contained in the *Syracuse University Judicial System Handbook 2004-2005*, which is a separate publication and may be obtained by visiting or contacting the Office of Judicial Affairs, 310 Steele Hall, x3728. This information can also be accessed online at students.syr.edu/judicial.

STUDENT RIGHTS AND RESPONSIBILITIES

Syracuse University is an academic community in which all persons, students, faculty, administration, and staff share responsibility for its growth and continued welfare. As members of the University community, students can reasonably expect that the following rights will be respected by all University offices, programs, employees, and organizations.

Syracuse University further encourages all members of the University community to endorse, support, and abide by the following statement of values that this community has deemed fundamental to its mission and integral to its growth.

Rights and Responsibilities

1. SPEECH/EXPRESSION/PRESS

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the *Code of Student Conduct*. Students, in turn, have the responsibility to respect the rights of all members of the University to exercise these freedoms.

2. NON-DISCRIMINATION

Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

3. ASSEMBLY/PROTEST

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing, which does not disrupt the functions of the University, threaten the health or safety of any person, or violate the *Code of Student Conduct*.

4. RELIGION/ASSOCIATION

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities, provided they do so in a manner that respects the rights of other members of the community and complies with the *Code of Student Conduct*. Students have the responsibility to respect the rights of other members of the University community to free exercise of their religious convictions and to free association with organizations of their choice.

5. PRIVACY/SEARCH/SEIZURE

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property and within their campus residences. Students have the responsibility to respect the privacy of other members of the University community in their person and in their place of residence.

6. ACADEMIC PURSUITS

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

7. QUALITY ENVIRONMENT

Students have the right to expect a reasonably safe environment supportive of the University's Mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

8. GOVERNANCE/PARTICIPATION

Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regulations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.

9. FUNDAMENTAL FAIRNESS

Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the *Code of Student Conduct*—as provided in the published procedures of the University Judicial System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

10. CONFIDENTIALITY

Students have the right to access and control access to their education records as provided in the federal *Family Educational Rights and Privacy Act of 1974*, also known as the "Buckley Amendment." These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the act.*

**The above statement is also true for international students and scholars, except where specified by the legislation, rules, and regulations governing the particular visa status.*

CODE OF STUDENT CONDUCT

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the *Code of Student Conduct*:

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.
3. Conduct which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Academic dishonesty,* including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example; misuse of academic resources or facilities, or misuse of computer software, data, equipment, or networks.
5. Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or University property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the *Syracuse University Policy on Alcohol, Other Drugs, and Tobacco*.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.

12. Unauthorized possession or use of any weapon including firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.
14. Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules, or regulations that are published in the *Student Handbook*, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

** Cases involving academic dishonesty are handled within the student's school or college.*

DISCIPLINARY RECORDS

Disciplinary files of the University Judicial System are retained by the Office of Judicial Affairs, or the dean of your school or college, depending on the nature of the case. Access to disciplinary records is provided in accordance with the provisions of the *Family Educational Rights and Privacy Act of 1974*, as amended.

Disciplinary records maintained by the Office of Judicial Affairs are retained for seven years from the date of the most recent incident in the student's file or until one year after the student has graduated from the University, whichever is longer, provided the student was not suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons. Records of students who were suspended, expelled, prohibited from future enrollment, or otherwise withdrawn for disciplinary or medical reasons are retained indefinitely.

Syracuse University's parental notification policy related to student discipline is available by contacting the Office of Judicial Affairs, 443-3728.

Enforced Medical Withdrawals

Syracuse University reserves the right to withdraw a student from the institution temporarily for misconduct that has its basis in a psychological or medical condition. Such action of the senior vice president and dean of Student Affairs, or his/her designee, will be done with appropriate professional consultation. The student will be provided written notice of the reason(s) for the withdrawal and an opportunity to be heard by the senior vice president and dean of Student Affairs or his/her designee(s).

FACULTY RESPONSIBILITIES TO STUDENTS*

RESPONSIBILITIES

As teachers, members of a profession, and scholars committed to service, faculty members have great responsibilities and opportunities. Their influence is felt not only in the classroom and laboratory but also in all their contacts with students, colleagues, and community. Some of the generally recognized responsibilities of faculty members are listed below.

1. Faculty-Student Relations

The complete education of students is a basic purpose of a university. Syracuse University is aware of its responsibility for the academic, emotional, and physical welfare of all students. It is the philosophy of this University that a student's first responsibility is to the academic side of college life. In like manner, instructors' first obligations are to their classes and students. Guidance and counseling of students, as well as cooperating with the deans of their colleges in academic counseling, are duties of all instructors. Students are encouraged to go to their instructors for assistance even in matters not academic. As they work with students, faculty members may recognize difficulties and may be competent to help students directly or advise them where to go for assistance.

2. Teaching

All faculty members are expected to perform their teaching duties fully and conscientiously. This includes preparing lectures, lesson assignments, reading lists, study materials, tests, and examinations; keeping and posting of regular office hours; making additional time available for special appointments; and promptly reporting all student grades.

Faculty members shall be on campus one week prior to the first day of classes and remain through Commencement.

The University expects that all faculty members will be meticulous in meeting their academic assignments regularly and promptly. Faculty members shall meet and conclude classes on time. Classes meet for the full period, beginning the first day of each semester. If for some reason instructors cannot meet a class, they should notify their department chairperson promptly.

Classrooms are assigned by the Registrar's Office and necessary room changes must be approved by this office. Time and rooms for final examinations are assigned by the Registrar's Office, and faculty members must hold examinations at the time and in the room indicated. No changes are permitted without the authorization of the registrar.

Faculty members have academic obligations to serve on committees, to counsel candidates for graduate degrees, to read theses, and to determine qualifications by means of examinations.

3. Cooperation and Communication

Faculty members are expected to cooperate and consult with colleagues and students and to assist them in their pursuit of scholarly and research activities.

4. Tutoring by Faculty Members

Members of the teaching staff may not tutor students for pay except under conditions approved by the vice chancellor for Academic Affairs.

** This section is an excerpt from the list of responsibilities in the Faculty Manual.*

UNIVERSITY JUDICIAL SYSTEM

The Syracuse University Judicial System is composed of the University Judicial Board, the University Appeals Board, and the Academic Judicial Board(s) of the various schools and colleges. The senior vice president and dean of Student Affairs, in cooperation with the vice chancellor for Academic Affairs and the deans of each of the schools and colleges, supervises the University Judicial System.

University Judicial System procedures are available in the Office of Judicial Affairs, 310 Steele Hall, 443-3728.

Syracuse University reserves the right to modify its judicial procedures and appeals processes with written notice to the complainant and the accused student when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the University's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the University community. Modified procedures, nonetheless, will provide students with required elements of fundamental fairness.

Academic Judicial Board(s)

The Academic Judicial Board(s) are established by each of the schools and colleges of the University to define "academic dishonesty" in each respective discipline and to conduct hearings on charges of academic dishonesty alleged to have occurred within each respective area. Academic Judicial Board(s) are appointed by the deans and include representatives of the student body, faculty, and college administration. Accused students may request that a representative of the University's Division of Student Affairs be included as a member of the hearing board.

Appointments to the Academic Judicial Board(s) are made on a multiple year, rotating basis to assure continuity and even-handed treatment of cases. The number of panel members is fixed by the school or college, and the chairperson is appointed by the dean on a basis that assures continuity in experience. In the event that a student charged is from a school or college other than that conducting the hearing, a representative from the student's home school or college shall be invited to participate on the board.

Academic Judicial Board(s) may impose sanctions up to and including suspension or expulsion from the respective school or college and may design sanctions specific to the facts of a given case that are educational and/or remedial in nature. Appeals from decisions of the Academic Judicial Board(s) are made to the dean of the school or college. Appeal decisions must be confirmed by the vice chancellor for Academic Affairs, or his/her designee, to be considered final. The vice chancellor for Academic Affairs may re-hear cases *de novo* or limit the proceedings to the specific issue outlined in the appeal, depending on the nature of the charge received. The vice chancellor may change the lower decision, alter the sanction, or return the case to a lower board for further process. Decisions of the vice chancellor are final.

Sanctions

University Judicial System sanctions are official actions of the University. Failure to comply with sanctions that are imposed by the University Judicial System, or with specific conditions related to the safety and security of any persons or property while a case is pending, will result in immediate, indefinite suspension or expulsion from the University without benefit of further process.

The following sanctions, or any combination thereof, may be applied to any individual student, group of students, or student organization, for violations of the *Code of Student Conduct* and related University policies:

Educational / Remedial

The primary goal of the University Judicial System is education. Respective boards and case managers may design sanctions that are specific to an individual case when it is determined that educational or remedial value may result and the interests of the University community are maintained. Examples of educational/remedial sanctions include, but are not limited to community service, research and writing assignments, monetary restitution, and Project CARE activities. (Project CARE stands for Citizenship, Awareness, Responsibility, and Ethics, and includes a series of campus and neighborhood activities designed to promote individual student contributions to the life of the University community.)

Warning

In instances of less serious deviations from the University norms of conduct, the student(s) may be formally warned of the possible consequences of continuing such behavior. No other specific action is taken unless further misconduct occurs.

Social Probation

This status is applied as a result of a breach of specific social regulations. Its primary effect is to suspend a privilege related to the nature of the offense and/or restrict access to specific campus facilities or programs.

Residential Probation

This status indicates that a student is no longer in good standing within the University's residential living program. Further violations may result in the immediate loss of eligibility to live in or visit the University's residence and/or dining facilities or in more serious sanctions, as circumstances warrant.

Disciplinary Reprimand

This action is a formal admonition on behalf of the University community and is intended to clearly document in a student's or student organization's disciplinary file that his/her/its behavior has been deemed unacceptable.

Residential Relocation/Suspension/Expulsion

These statuses indicate that a student is not eligible to live in or visit some or all of the University's residence and/or dining facilities. A residential relocation involves the reassignment of a student's living unit within University housing and usually prohibits the student from returning to the residential area associated with the former living assignment. A residential suspension or expulsion involves a student's removal from housing altogether. These statuses may extend for a specific period of time, until the completion of specific conditions, or permanently. These statuses may be limited to a specific facility or applied to all facilities.

Disciplinary Probation

This action constitutes a change in status between good standing and suspension or expulsion from the University. The student, or student organization, is permitted to remain enrolled at or to retain recognition by the University under certain stated conditions, depending on the nature of the violation and upon the potential learning value that may derive from such restrictive measures. Further violations may result in immediate suspension, indefinite suspension, or expulsion from the University.

Interim Suspension

This action by the senior vice president and dean of Student Affairs, or his or her designee, is a temporary suspension of certain rights or privileges while a judicial case is pending. An interim suspension may be broad and inclusive or may be restricted to a specific location and/or function and is based on the determination that the safety and well-being of the University community or specific persons are at risk.

Suspension

This action results in the involuntary withdrawal of the student from the University, or loss of "recognition" for a student organization, for a specific amount of time or until specific conditions have been met. A suspended student, or student organization, is prohibited from any presence or activity on University owned, operated, or controlled property and from participation in any class or program offered by Syracuse University.

Indefinite Suspension

This action results in a student's involuntary withdrawal from the University, or in loss of University recognition and related privileges for a student organization, for an indefinite period of time. A student or student organization placed on a status of indefinite suspension is permitted, after a prescribed period of separation, to submit a petition demonstrating his/her/its good citizenship in the time away from the University and potential for making positive contributions in the future.

Individual student petitions are required and include a personal essay evidencing the learning the student has gained from the incident that led

to the indefinite suspension; the manner in which the student has been occupied since his/her departure from the University; and, the specific commitments the student will make to contributing positively to the University community if offered the opportunity for readmission; documented evidence of the student's completion of substantial service to the community; documented evidence of gainful employment and/or completion of academic course work at an accredited institution of higher education; and documented evidence of completion of any special assignments identified for the student by the Office of Judicial Affairs at the time of or subsequent to the student's departure. This petition is reviewed by the dean of students, the director of Judicial Affairs, and the senior vice president and dean of Student Affairs who will determine whether and under what conditions a student may be permitted to return to the University in a future semester.

Student organization petitions will include elements specific to the type of student organization, as determined by the dean of students and director of Judicial Affairs.

Expulsion

This action results in the permanent separation of the student, or student organization, from the University, its programs, and facilities. It is the most severe disciplinary action that the University Judicial System can impose.

STUDENT GRIEVANCE PROCEDURES

Syracuse University is committed to providing an environment where the individual rights of all persons are protected and where concerns regarding these rights are promptly dealt with and resolutions are reached in a fair and just manner. Syracuse University's *Student Grievance Procedures* ensure that all students and student organizations are afforded an opportunity to resolve their grievances in a timely manner.

Any student or recognized student organization may file a grievance in writing with the staff of Judicial Affairs, 310 Steele Hall, 443-3728, when it is alleged that a right enumerated in the *Statement of Student Rights and Responsibilities* has been violated by any agent of the University.

The Office of the Associate Vice President will act as a resource center for students unless otherwise involved in the case, at which time another resource will be provided.

Every effort will be made to resolve grievances informally, i.e., by mutual agreement of all parties involved. Students are encouraged to attempt to resolve their grievance within the administrative structure of the organization, or with the agent, through mediation and/or consultation, before filing a grievance.

If a suitable solution cannot be reached through ordinary means, the Office of Judicial Affairs will evaluate whether the student has followed all appropriate procedures. Thereafter, the Office of Judicial Affairs will make a good faith effort to assist the student in resolving the grievance informally and confidentially.

If informal resolution of the grievance is not possible and no other suitable agency exists for resolution of the grievance, the senior vice president and dean of Student Affairs will determine whether it is appropriate to convene an Ad Hoc Grievance Committee. The committee will consist of at least five (5) members and be selected by the senior vice president and dean of Student Affairs from students, faculty, and staff of the University.

The Ad Hoc Grievance Committee will employ the procedural guidelines in place within the University Judicial System. Decisions of the Ad Hoc Grievance Committee will be forwarded to the chancellor of the University with recommendations for further action.

Policy Statement for Students with Disabilities

Introduction

Syracuse University is an educational community that values diversity and seeks to promote meaningful access to educational opportunity for all its students. Syracuse University is committed to full compliance with Section 504 of the *Rehabilitation Act of 1973*, the *Americans with Disabilities Act of 1990*, and its own *Statement of Student Rights and Responsibilities*, which provides in relevant part that:

Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of... disability.... In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

Syracuse University provides reasonable accommodations to qualified students with disabilities to afford an opportunity for their full participation in the University's educational programs and activities. Although Syracuse University is not required by law to fundamentally alter the nature of its academic or other programs or services, the University will provide reasonable accommodations. All members of the University community are responsible for promoting compliance with this policy.

In general a person with a disability is defined as any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Reasonable accommodations may include, but are not limited to extended time on examinations; modified testing procedures; use of academic aides in the classroom, such as note takers and sign language

interpreters; substitution of similar or related work for a non-fundamental program requirement; early advisement and assistance with registration and obtaining necessary materials for class; the provision of special furniture, equipment, or other adaptations in a classroom, laboratory, or other facility; provision of access to residential or other structures.

Obtaining Reasonable Accommodations

Students seeking to obtain reasonable accommodations are encouraged to initiate the process prior to or during the first week of class or as early as possible in the semester. Students seeking reasonable accommodations should provide the Office of Disability Services appropriate and sufficient documentation concerning their needs, and this office will assist the students to work with academic departments, faculty, and other programs and services to arrange for reasonable accommodations.

Students should note that requests for reasonable accommodations must be made in writing in a timely manner, including all necessary documentation of the student's disability, before reasonable accommodations will be provided. All faculty, staff, and administrators who receive requests for accommodations from students are expected to direct the student to the Office of Disability Services so that the necessary documentation can be obtained and the reasonable accommodations determined. The process for determining reasonable accommodations will include consultation with the faculty member, administrator, or other appropriate party regarding the specific needs of the student and the specific characteristics of the program prior to the accommodation being determined.

Students seeking reasonable accommodations should contact:

Office of Disability Services
804 University Avenue, Room 309
315-443-4498 (voice) or
315-443-5019 (TDD)

Grievance Procedures

Syracuse University has established specific grievance procedures for the resolution of grievances alleging that a student has been denied reasonable accommodation of a disability. The types of claims that will be reviewed within these grievance procedures include: (1) disputes as to the nature or adequacy of the reasonable accommodations to be provided; and, (2) disputes as to whether reasonable accommodations have been provided consistent with the agreement of the involved parties. Other claims of discrimination on the basis of disability, such as claims of differential treatment or harassment, will be resolved through the University Judicial System or the general *Student Grievance Procedures* outlined in the *Syracuse University Student Handbook*.

Direct Consultation

A student who believes that he or she has been denied reasonable accommodation of a disability first should attempt to resolve the matter informally by speaking directly to the person or office responsible for providing the reasonable accommodation. This person may be the involved faculty member or department chair, the dean's office of an academic unit, and/or an administrator responsible

for a service area. The disabilities services staff members responsible for assisting students in obtaining reasonable accommodations are available to provide advice or other assistance to a student who is seeking to resolve a dispute by direct consultation. These staff members may be contacted through the Office of Disability Services, 804 University Avenue, Room 309, 315-443-4498. If a student believes that the disabilities services staff member is a source of the dispute, the student may instead contact the Office of the Vice President for Undergraduate Studies, 304 Steele Hall, 315-443-1899, for assistance in resolving the matter.

Formal Resolution Process

A formal grievance related to failure to provide a reasonable accommodation of a disability may be initiated through the vice president for undergraduate studies. All formal grievances must be in writing, unless a student requires some other reasonable accommodation. In addition, all formal grievances must be timely. This means that, except in extraordinary circumstances, grievances must be filed within 30 days of the alleged denial of reasonable accommodations becoming known to the student.

The vice president for undergraduate studies will be responsible for attempting to achieve an informal resolution of the grievance. The vice president for undergraduate studies will give written notice of the grievance, together with supporting documentation, to all involved parties and attempt to achieve a resolution of the grievance that conforms to this policy, and is agreeable to the student and the parties responsible for providing the reasonable accommodation. A disabilities services staff member may act as an advisor to the student throughout the formal resolution process, unless the Office of Disability Services is a party to the grievance. In this case, another advisor will be made available to the student by the vice president for undergraduate studies.

If an informal resolution of the grievance cannot be achieved, and the vice president for undergraduate studies determines that this *Policy Statement for Students with Disabilities* may have been violated, then the vice president for undergraduate studies and the 504 Compliance Officer will appoint an ad hoc Disabilities Grievance Committee to hear the case. This Committee will consist of 5 members of the University community who are knowledgeable in the area of disabilities services. The hearing will conform substantially to the procedures followed by the University Judicial System and will be advised by the associate dean of Student Relations and the director of Judicial Affairs or his or her designee. Decisions of the ad hoc disabilities grievance committee must be confirmed by the vice president for undergraduate studies. Decisions of the vice president for undergraduate studies are final and will be communicated to the student in writing within 5 University business days of the hearing.

Time Frame for Resolution

In general all formal grievances should be resolved in full within 30 days. However, when a grievance relates to an event forthcoming within a short period of time, the grievance will be given expedited consideration. The University reserves the right to alter its procedures in cases where expedited consideration is determined necessary by the vice president for undergraduate studies.

UNIVERSITY POLICIES

Academic Policies

The academic policies and rules that apply to all students are published annually in *Academic Rules and Regulations*, which is distributed in various campus locations, including dormitories and the Schine Student Center. Matters concerning grades, courses, academic dishonesty/misconduct, etc., are handled within the student's school or college. Information regarding the policies and practices of specific schools and colleges may be obtained from the appropriate dean's office.

Alcohol, Other Drugs, and Tobacco Policies

I. Policy Preamble

Syracuse University adopts this policy with the support of its students, faculty, and staff to further our mission as the leading student-centered research university. This policy is an extension of our commitment to make every effort to provide a safe and healthy environment for all members of our community. This policy is intended to articulate, affirm, and maintain community-wide norms that support abstinence and encourage low-risk choices regarding alcohol and other drugs; choices that will not compromise positive living, learning, and working experiences for each member of our community.

This policy provides an umbrella framework for the University's approach to prevention and intervention, and defines acceptable and unacceptable behaviors with regard to alcohol and other drugs. In addition, the policy complies with the *Drug-Free Schools and Communities Act Amendments of 1989*, which requires the University to adopt a program to prevent and prohibit unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees; and, New York State Public Health Law, which requires the University, as an employer, to adopt and implement a written smoking policy applicable to all indoor areas open to the public.

Abuse is a matter of concern for the entire community. Abusing alcohol and other drugs, regardless of the user's age, poses a threat to health and interferes with one's ability to fully participate in the academic community. Abusing alcohol and other drugs creates serious problems for other members of the community. Secondhand effects of abuse include incidents of impaired sleep, study, and work time; injuries and other health complications, and criminal victimization including sexual and physical assault, theft, and vandalism. Abusing alcohol and other drugs takes a costly toll on the University community in the form of vandalism/property damage, lost productivity, and health service resources.

II. Guiding Principles

A. University as a Community

Syracuse University is an educational institution dedicated to pursuing excellence, promoting academic achievement, and advancing knowledge. The University takes a demonstrable interest in the intellectual, physical, and psychological well-being of its members. Likewise, as stated in the *University Compact*, students, faculty, staff, and administrators are expected to maintain a safe and healthy environment for each member of our community. Ultimately, the University seeks a proper balance between individual freedom to learn from experience, and the need to accept and live within the standards of conduct set by the community. The University seeks for all its members and guests to share in the responsibility of adhering to and enforcing this policy.

B. Proactive Approach

Federal, state, and local laws, and other mandates require the University to promulgate policies and procedures that stipulate sanctions for violating standards for misusing alcohol and other drugs; however, the University's efforts go beyond rules and sanctions. The University aims to institute policies and procedures that develop and sustain healthy community-wide norms to facilitate the prevention of problems while providing resources for intervention and assistance.

C. Prevention, Education, and Intervention

Syracuse University seeks to provide an environment in which drug and alcohol abuse is not tolerated and does not interfere with the goals of the University as an educational institution and workplace. To provide an environment that does not tolerate the illegal and harmful use of alcohol, other drugs, and tobacco, and helps to prevent problems related to those substances, the University engages in proactive efforts, including the following:

1. Educating members of the community about policies related to alcohol, other drugs, and tobacco, and sanctions used to enforce these policies;
2. Intervening and providing assistance to those with problems while creating an atmosphere in which those with problems are encouraged to seek help;
3. Offering low-risk social options that support institutional initiatives fostering health and wellness; and
4. Upon students' request and to the extent reasonably practicable, making living options available where no alcohol or smoking is permitted and where roommates also elect this option.

In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of individuals involved. Individuals are strongly encouraged to seek medical assistance for themselves or for friends or acquaintances who are dangerously intoxicated. Students or employees who seek assistance and medical treatment from the sources identified as confidential in Appendix B will not be subject to disciplinary action provided the only reason that any University official is aware of the problem is because the student or employee sought help.

D. Values Regarding Substances and Education

Taking into account the public health and safety concerns expressed above, Syracuse University supports the following values with regard to substances and education:

Illegal Drugs

- Manufacturing, distributing, selling, purchasing, possessing, and using illegal drugs and drug paraphernalia is prohibited.

Other Drugs

- Unlawfully distributing, possessing, or using prescription medications, controlled substances, or other legal drugs is prohibited.
- Improperly using prescription medications, controlled substances, or other legal drugs is discouraged.
- Possessing drug paraphernalia is prohibited.

Alcohol

- Abstinence, as an option, is supported and never discouraged.
- Drinking alcoholic beverages legally and in moderation is accepted.
- Drinking alcohol excessively is discouraged.
- Unlawful behaviors involving alcohol including, but not limited to: underage drinking, public intoxication, drinking and driving, manufacturing, distributing, and using false identification are prohibited.
- Disruptive behavior that creates potential for harm or infringes on the rights of others is prohibited.

Tobacco

- The right to a healthy smoke-free environment is recognized and supported.
- Using tobacco where it is offensive to others is discouraged.
- Using tobacco where it is harmful to others is prohibited.
- Using tobacco is not tolerated where its use is prohibited by law or University policy.
- The right to smoke where smoking does not affect others is recognized.

Education

- Self-referral to drug and alcohol education and early intervention programs is encouraged.
- Participation in these programs is strictly confidential.
- Community members should make themselves aware of the risks associated with abuse of alcohol, other drugs, and tobacco and the education and early intervention programs available to the community.

III. Policy on Alcohol, Other Drugs, and Tobacco

A. Jurisdiction

The University *policy on alcohol, other drugs and tobacco* governs the activities of all Syracuse University students, recognized student organizations, staff, faculty, guests, and visitors as follows: this policy applies to all activities occurring on University-owned, operated, or controlled property; to all University-sponsored events occurring at any location; to all individuals while officially representing the University at any location; and to all students and student organizations consistent with the *Code of Student Conduct*, the *Standards for Student Organizations*, and the *Statement of Relationship Between Syracuse University and Greek-Letter Fraternities and Sororities*.

B. Comprehensiveness

All departmental alcohol and other drug policies shall conform to this umbrella policy and all federal, state, and local laws.

C. Definitions

Definitions applicable to this policy are included at Appendix A.

D. Drugs

1. The unlawful manufacture, distribution, sale, purchase, possession, or use of any drugs or controlled substances, or any attempts thereof, is prohibited. Violations of this subsection will be determined from all the circumstances. Students found in the presence of illegal drugs or controlled substances, but who are not determined to have engaged in actual or attempted unlawful manufacture, distribution, sale, purchase, possession, or use of any drugs or controlled substances, may be required to meet with a staff member to discuss their choices concerning peer interactions, social activities, and use of illegal drugs or controlled substances.
2. Possession of drug paraphernalia is prohibited.

E. Alcohol

1. The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages, or attempts thereof, is prohibited.
2. Unlawful behaviors involving alcohol including, but not limited to: underage drinking, public intoxication, drinking and driving, and manufacturing, distributing, and using false identification are prohibited.
3. Alcoholic beverages may be served on University owned, operated, or controlled property or at University-sponsored events only in:
 - Specifically licensed locations (see Registration and Facilities Requirements), and
 - Private University residential units of persons of legal drinking age provided that the host and all guests present are also of legal drinking age. Alcoholic beverages dispensed via a central source container, such as kegs and beer balls, are prohibited in all University residential facilities.

4. Students under the legal drinking age may not distribute, sell, purchase, possess, or consume alcohol. Violations of this subsection will be determined from all the circumstances. Underage students found in the presence of alcohol, but who are not determined to have engaged in actual attempted distribution, sale, purchase, possession, or consumption of alcohol, may be required to meet with a staff member to discuss their choices concerning peer interactions, social activities, and use of alcohol.
5. Upon student request and to the extent reasonably practicable, the University will make living options available where no alcohol is permitted and where roommate(s) also elect this option.
6. All events occurring on University-owned, operated, or controlled property and all University-sponsored events where alcohol is present must conform to the guidelines identified under Service Control Procedures and Registration and Facilities Requirements below.
7. University funds may be used to purchase alcoholic beverages where lawful and in accordance with the values and principles of this policy.
8. There shall be no expenditure of undergraduate student activity fees to purchase alcoholic beverages.

F. Smoking

1. Smoking is prohibited in all residence halls and residential dining facilities, except in private living areas with the approval of all roommates.
2. Smoking is prohibited in all nonresidential, indoor locations on University-owned, operated, or controlled property including, but not limited to: classrooms, private faculty, staff, student, and administrative offices, computing facilities, laboratories, seminar rooms, libraries, stores, health facilities, restrooms, stairwells, elevators, lobbies, and reception areas. The only exceptions are Smoking Permitted Areas as described below:
 - To the extent reasonably practicable and in accordance with New York Public Health Law, a unit head may propose to construct a Smoking Permitted Area. The unit head must gain approval from the office of design and construction.
 - When approved, a Smoking Permitted Area is constructed according to standards set by the office of design and construction. The area is constructed to allow adequate ventilation and to protect non-smokers in adjacent areas from routine exposure to secondary smoke. A University building may have more than one Smoking Permitted Area.
3. Upon student request and to the extent reasonably practicable, the University will provide smoke-free living options for residential students.

G. Marketing Alcoholic Beverages and Tobacco Products

Advertising and Promotions

1. Advertising for events where alcohol is served must be consistent with

the *Code of Student Conduct*, the University solicitation policy, and this policy. Publicity shall indicate prominently the availability of non-alcoholic beverages and food. Alcoholic beverages should not be the primary focus of any event nor its promotion.

2. No promotional activities involving alcoholic beverages and tobacco products shall be associated with campus events or programs without the prior knowledge and written consent of the department head who has oversight responsibility for that particular event or program.
3. No advertising, promotional signage, or other sponsorship of any tobacco product shall be permitted at any University-sponsored athletic event.
4. At University-sponsored events, and in University-sponsored publications (including fee-funded publications) where tobacco products are advertised, there shall be an equal number of educational messages that parallel the content of the advertisement.
5. Advertising, promotional signage, or other sponsorship of any alcoholic beverage shall be limited to the name and/or logo of the product and/or a message communicating responsible consumption of the beverage.

Sponsorship

The sponsorship of events by alcoholic beverage and tobacco companies is prohibited, except with the prior approval of the appropriate dean, department head, or an Office of Student Centers and Programming Services administrator. Approval shall be granted only in circumstances that conform to the guiding principles of this policy.

H. Guidelines for Selling and Serving Alcoholic Beverages on University Property and at University-sponsored Events.

Service Control Procedures

1. Individual(s) and/or group(s) operating a licensed facility or sponsoring an event at which any alcoholic beverage is to be sold or served shall be responsible for ensuring that all regulations listed in this section are observed.
2. It is the responsibility of the sponsor to ensure that procedures are in place to prevent the service or sale of alcoholic beverages to individuals below the legal drinking age and to those who are visibly intoxicated.
3. The service or sale of alcoholic beverages is permitted only at events where 75 percent or more of the persons anticipated to be in attendance are of legal drinking age.
4. At events and/or facilities where alcoholic beverages are served, proof of age is required.
5. All servers of alcoholic beverages must be appropriately trained according to standards set by a reputable server training organization, such as I'M Smart of Central New York Inc.
6. Selling or serving alcoholic beverages must be discontinued for one hour prior to the end of the event.

7. Sufficient quantities of non-alcoholic beverages (other than water) and food must be available and prominently displayed at all times during an event at which alcohol is served. An alcoholic punch or beverage must be clearly labeled as such.
8. All current NCAA bylaws that pertain to selling, serving/distributing, possessing, and consuming alcoholic beverages in athletic facilities and at intercollegiate events will be followed (see Appendix C, section A).

Registration and Facilities Requirements

1. All events occurring on University-owned, operated, or controlled property or at University-sponsored events involving selling or serving alcohol, must be held at locations registered and approved by the Student Centers and Programming Services or the appropriate dean or administrative department head in the respective area when held in a University-owned facility. University-sponsored events held at locations not owned, operated, or controlled by the University require alcoholic beverages be provided and served by a licensed distributor with which the University has entered into a contract for services. Student Centers and Programming Services refers events that require catering to Schine Dining Center, Goldstein Alumni and Faculty Center, or Campus Catering.
2. On-campus events at which alcohol is sold must be held at the following licensed locations: the Goldstein Alumni and Faculty Center, the Schine Student Center, the Carrier Dome, Syracuse Stage, Drumlins, and the Inn Complete. For other approved locations, Campus Catering will need to obtain a temporary permit. Temporary permits require a letter of authorization from the appropriate dean, director, or department head in charge of the location where the event is held. The letter of authorization should state that this official will take full responsibility for adherence to the procedures listed in this policy.
3. With the exception of events held at the Carrier Dome, Syracuse Stage, Drumlins, and the Inn Complete, all on-campus events held on University-owned, operated or controlled property where alcoholic beverages are sold or served must be catered by Campus Catering or another licensed University service provider. Campus Catering will provide the necessary staff to supervise, service, and monitor selling and serving beverages. Student Centers and Programming Services will notify the Syracuse University Department of Public Safety of such events and Public Safety will determine appropriate staffing.

Catering Procedures

Campus Catering is recognized as having primary responsibility for serving and selling alcohol for campus events. In addition to the procedures described in Service Control Procedures and Registration and Facilities Requirements the following catering procedures apply to events where alcoholic beverages are to be served:

- All orders must be placed through Campus Catering for alcohol purchases totaling \$25 or more.

- All persons who appear to be under the age of 35 will be proofed. Two forms of I.D., including one with photo, will be required for all in attendance.
- Temporary liquor licenses are required for all bars at non-licensed facilities.
- Student organizations must provide a letter from the organization's advisor confirming that 75 percent of the attendees are over 21 years of age.
- Public safety and/or catering personnel must be present at all events serving alcohol.

IV. Sanctions for Policy Violations

A. Alcohol and Other Drugs

1. Employees and students known to violate this policy are subject to University disciplinary actions and public law enforcement actions.
2. Any University official or Department of Public Safety representative shall have the authority to stop any violation of this policy occurring on University-owned, operated, or controlled property or at any University-sponsored event. Any member of the University community may file a complaint pursuant to established University disciplinary procedures against any individual, student organization, or department he/she knows or believes to have violated this policy. Complaints may be filed through established University process, and, if a violation is found to have been committed by the accused individual or student organizations, appropriate sanctions will be determined with criteria identified below.

Students and Recognized Student Organizations

Allegations that one or more students or recognized student organizations have committed a violation of this policy are handled by the University Judicial System.

1. Sanctions for policy violations by students or recognized student organizations in which alcohol or other drug use was a contributing factor must include an educational component and may include other elements as described in the *Syracuse University Student Handbook* and the published policies of the University Judicial System. Student-athletes are subject to further sanctions and regulations as set forth by the NCAA and the Athletics Department. Sanctions for policy violations by recognized student organizations may further include: loss of funding or other privileges; denial of access to University facilities and services; and withdrawal of recognition by the University. Social Greek letter organizations are also subject to additional sanctions as set forth by their inter/national organizations and *Greek Council Social Policy*.
2. Sanctions for violating this policy will be handled on a case-by-case basis.
3. Self-referrals to campus drug and alcohol education and early intervention programs are encouraged and are available without risk of further sanctioning.

Employees

All University employees are governed by this policy. Allegations that an employee has violated the policy are handled by the Office of Human Resources. Employees found to have violated this policy are subject to appropriate disciplinary action, pursuant to state, local, and federal law, and policies of the Office of Human Resources, published in the *Administrative Policy Manual*. Such disciplinary action may include, but is not limited to: referral for appropriate assessment, education, counseling, and rehabilitation. In cases where impaired performance is due to illegal drugs, immediate suspension or dismissal may result.

B. Smoking

A complaint, concern, or dispute regarding this policy should be promptly referred for resolution to an immediate supervisor or administrator responsible for the area. The New York Public Health Law provides for a civil penalty of up to \$2,000 for any violation of its non-smoking provisions (Appendix D, Section C).

C. External Sanctions

Sanctions imposed under this policy do not diminish or replace the penalties available under generally applicable federal, state, and local laws (Appendix D).

Appendix A: DEFINITIONS

When used in this policy, the following definitions apply:

Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirit of wine from whatever source or by whatever processes produced.

Alcohol abuse means the excessive use of alcohol in a manner that interferes, but not chronically, with (1) physical or psychological functioning; (2) social adaptation; (3) educational performance; and (4) occupational functioning.

Controlled substance means a controlled substance in schedules I through V of Section 202 of the *Controlled Substances Act* (21 U.S.C. s. 812) or whose possession, sale, or delivery results in criminal sanctions under New York State Law. In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medical use (e.g. heroin, LSD, etc.), and substances that possess a chemical structure similar to that of a controlled substance (e.g. designer drugs). This term does not include alcohol.

Drugs refers to any controlled or other substance, other than food, that is capable of altering an individual's mood, perception, pain level, or judgment.

Early intervention means services identifying individuals or groups who are beginning to exhibit problems with their own use or a significant other's use of alcohol and other drugs, and motivate them to seek help.

Educational messages provide accurate alcohol, tobacco, and other drug information about the health risks associated with alcohol and drug use, and about resources available to prevent use and abuse.

High risk means activities where any alcohol use is unsafe, including many aspects of daily life requiring alertness and coordination, particularly work and recreational activities. Other risky situations include times when physical condition is already impaired by some other cause, such as depression, emotional stress, fatigue, or medication.

Illegal drug or chemical substance is any drug or chemical substance, the use, the sale, or possession of which is illegal under any state or federal law, or one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

Low risk is an umbrella term that covers both abstinence and other quantities and frequencies not associated with high risk. Low risk is intended to replace the word moderation, which is typically used when referring to the consumption of alcoholic beverages.

Officially representing the University is when one's activities involve active management, physical or administrative oversight, financial support, and/or release time by the University. Students officially represent the University when: (1) they are traveling on University money (including student fees), (2) they are on the job (in positions paid for by University accounts and student fees), and/or(3) they use their titles or elected positions in University.

Prevention programs provide accurate alcohol, tobacco, and other drug information; promote health-enhancing life skills; support positive alternatives to activities that have traditionally focused on alcohol and use; change social policies and community norms. They are aimed at eliciting long-term change in behavior and are designed to change the life course of its participants, offer opportunities, or provide support.

Policy is a formal, written statement of the University's position on the use of alcohol, tobacco, and other drugs, setting forth regulations, specific guidelines, and rules to carry out the policy intent.

University-sponsored event is an activity that has active management, or financial, physical, or administrative involvement or oversight by the University.

Appendix B: CAMPUS AND COMMUNITY RESOURCES

CONFIDENTIAL ON-CAMPUS

Employee Assistance Program 443-1087

Provides evaluation, crisis intervention, substance abuse assessments, short-term counseling, and referral for a range of personal concerns and psychological problems.

OPTIONS Program 443-4234

Provides students with assessment, one-to-one educational interventions, group interventions, and referral to brief therapy, support groups, and treatment programs.

Counseling Center 443-4715

Provides short-term counseling, crisis counseling, and referrals.

MISHAP x711/nights

Medical monitoring for intoxicated students.

Substance Abuse Prevention Program 443-1703

Facilitates program and policy review, development, and evaluation; disseminates informational resources; coordinates prevention and early intervention programs for students.

Goldberg Marriage and Family Therapy Center 443-3023

Provides individual, couple, and family therapy for SU staff, faculty, students, and their families.

Psychological Services Center 443-3595

Provides individual, couple, and group counseling and therapy.

EMERGENCY RESPONSE

SU Ambulance x711

OFF-CAMPUS

Onondaga Council on Alcoholism/Addictions 471-1359

Houses a literature and video library on alcohol, tobacco, and other drugs (ATOD); provides information on prevention, intervention, treatment, self-help services for ATOD abuse and addiction, and other addictions (e.g. food, sex, and gambling); conducts assessment and referral services; and conducts prevention program development and presentation.

City/County Drug and Alcohol Abuse Commission 435-5712

Provides educational programs for professionals and community members; conducts media advocacy activities regarding ATOD abuse issues and solutions; and assists with developing, coordinating, and expanding successful prevention efforts.

I'M SMART of CNY Inc. 1-800-442-4422

Provides liquor servers training and tips on responsible social hosting; conducts educational programs; and provides safe driver services.

TREATMENT AND ASSISTANCE (OUTPATIENT)

Alcohol Service	471-2885
Conifer Park Outpatient Clinic	488-0498
Crouse Irving Chemical Dependency Services	470-7381
Syracuse Behavioral Health Care	471-1564
Family Consultation Center	451-2161
Family Services Associates	451-2161
Professional Counseling Services	488-1641
Pelion Incorporated	476-5103

TREATMENT AND ASSISTANCE (INPATIENT)

Conifer Park Inpatient Clinic	488-0498
Crouse Hospital (Syracuse)	1-800-727-6873
Syracuse Behavioral Health Care	492-1184
Tully Hill (Tully)	696-6114

SUPPORT GROUPS/SELF HELP

AA (Alcohol Anonymous)	463-5011
ACoAs (for Adult Children of Alcoholics)	471-0191
Alateen (for teens living with an alcoholic family member)	471-0191
Al-Anon Family Groups	471-0191
Cocaine Anonymous	656-4250
Codependency Anonymous	682-7124
Narcotics Anonymous (for drug/alcohol problems)	472-5555

24-HOUR HOT LINES

Alcohol Hot Line	1-800-234-0420
Cocaine Hot Line	1-800-262-2463
CONTACT (listening/counseling)	251-0600
Drug Abuse Local Hot Line	472-3784
Help Line (information/referral)	474-7011
Suicide Prevention	474-1333

NATIONAL HOT LINES AND HELP LINES

Alcohol and Drug Abuse Help Line	1-800-234-0420
Drug Abuse Hot Line	1-800-522-5353
Drug and Alcohol State/Federal Hot Line	1-800-522-5353
National Cocaine Hot Line	1-800-262-2463
National Clearinghouse for Drug/Alcohol Prevention	1-800-729-6686
National Institute of Drug/Alcohol Service	1-800-662-4357

Appendix C: NCAA BY-LAWS

A. Availability of Alcoholic Beverages

Alcoholic beverages shall not be sold or otherwise made available for public consumption at any championship event sponsored by or administered by the association, nor shall any such beverages be brought to the site during the championship (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition).

B. Restricted Advertising and Sponsorship Activities

The following activities are restricted when they occur in conjunction with NCAA championships:

Advertising

1. Advertising policies of the association are designed to exclude those advertisements that do not appear to be in the best interest of higher education. The executive director shall have the authority to rule in cases where doubt exists concerning acceptable advertisers and advertising copy of game programs, broadcasts, and telecasts of NCAA championships; however, the following expressly are prohibited:
 - Alcoholic beverages (except as specified below)
 - Cigarettes and other tobacco products
2. Malt Beverages, Beer, and Wine Advertisements
Advertising malt beverages, beer, and wine products that do not exceed six percent alcohol by volume may be used in game programs. Such advertisements, however, shall not compose more than 14 percent of the space in the program devoted to advertising or not more than 60 seconds per hour of any telecast or broadcast (either a single 60-second commercial or two 30-second commercials).

Sponsorships

A championship activity or promotion may not be sponsored by liquor, tobacco, beer, or wine companies or by professional sports organizations or teams at any time.

Bias-Related Incidents

Syracuse University seeks to provide all students with a safe and secure learning environment that is free of crime and/or policy violations by discrimination, sexual and bias-related harassment, and other violations of rights.

In Spring 2002, Syracuse University created the Team Against Bias (TAB) to investigate and address acts of bias-related incidents on campus. The team is made up of faculty, staff and students from all areas of the University. Their goal is to investigate acts of bias, including hate crimes, which affect the SU community. The team will tackle such acts through educational forums, workshops, programs and other initiatives.

Examples of bias-related incidents include, but are not limited to, non-threatening name-calling and using degrading language, graffiti, or slurs directed toward a person because of his or her actual or perceived membership in a protected class.

Bicycle Policy

Bicycles are not allowed in University-owned buildings (except for residence hall bike rooms). Bicycle operators should lock their bikes using a U-bolt type lock to prevent theft. Bicycles should not be locked to handrails, handicap ramps, buildings, or trees. Bicycles of repeat offenders will be confiscated. Bicycle racks are provided and should always be used.

Bookstore

Bookstore patrons must leave all books, book bags, knapsacks, shopping bags, and packages in free token-return lockers at the front of the main store. Free lockers are available for patrons on a daily basis. Concealing of merchandise, altering of price tags, or any form of shoplifting will be grounds for disciplinary action. Students who abuse the privilege of using the Bookstore may have bookstore charge accounts revoked, may be denied further access, and/or may be subject to further disciplinary action.

Campus Disruption

Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the University's owned, operated, or controlled property and at its sponsored events.

Pursuant to the requirements of the *New York Educational Law 6450* (Art. 129a, 2004), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Syracuse University-owned, operated, or controlled property.

A) PROHIBITED CONDUCT

Syracuse University is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at the point at which its exercise infringes on the rights of either participants or nonparticipants. In order to preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, or other University activities, including public service functions and other authorized activities on University-owned, operated, or controlled property.
2. Detention or physical abuse of any person on University-owned, operated, or controlled property or conduct which threatens or endangers the health or safety of any such person.
3. Destruction of or damage to University property or the property of any person where such property is located on University-owned, operated, or controlled property.

4. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned, operated, or controlled property.
5. Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
6. Failure to comply with directives of University officials or law enforcement officers acting in the performance of their duties.
7. Acts which recklessly or intentionally endanger mental or physical health or involve the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
8. Aiding any other person to engage in any act or conduct herein prescribed.

B) REMOVAL FROM PREMISES

Any person while on University-owned, operated, or controlled property who refuses the request or command of an authorized University official to desist in any prohibited conduct may be ejected from such premises where such conduct constitutes a disruption to public order.

C) VIOLATIONS AND SANCTIONS

A student charged with violating the prohibitions listed under Section A will be subject to the disciplinary sanctions and procedures outlined in the *Student Handbook*, under the heading of Student Rights and Responsibilities, and the published policies of the University Judicial System.

A member of the non-bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the disciplinary procedures and sanctions described under Conduct and Disciplinary Action, in *On the Staff*. A member of the bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the Rules and Discipline Procedures and Article 17 of the current collective bargaining agreement.

A faculty member charged with violating the prohibitions listed under Section A will be subject to the procedures described under Section 3.16 of the *Faculty Manual*, Edition 18, January 1995 and subsequently amended. A sanction need not in every case be imposed. Where appropriate, sanctions for a person found to have violated those prohibitions may range from a verbal or written reprimand, to suspension of the faculty privileges and responsibilities, either with or without salary or benefits for a period not to exceed the remainder of the semester and the semester following hearing board action, to termination of contract or tenured position. In extraordinary circumstances, the Chancellor or designated representatives may suspend the accused person pending hearing of the charges.

Computing and Electronic Communication Policy

I. Introduction

This policy governs the use of computers, networks, and related services

on the Syracuse University campus. Users of these resources are responsible for reading and understanding this policy. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws, regulations, contractual obligations, and University policies and procedures.

II. The Syracuse University Computer System

The Syracuse University computer system includes computers, communications networks, computer accounts, web pages, network access, central computing and telecommunications facilities, and related services. The Computer System at Syracuse University is maintained by Computing and Media Services (CMS) located at 120 Hinds Hall.

Access to and use of the University's computer system is a privilege granted to currently enrolled Syracuse University students, faculty, and staff. All users of the computer system must act responsibly and maintain the integrity of the computer system. The University reserves the right to deny, limit, revoke, or extend computing privileges and access to the computer system in its discretion. In addition, alleged violations of this policy, or violation of other University policies in the course of using the computer system, may result in an immediate loss of computing privileges and may also result in the referral of the matter to the University Judicial System or other appropriate authority.

All messages, data files, and programs stored in or transmitted via the computer system (Electronic Communications) are Syracuse University records. The University reserves the right to access and disclose all messages, data files, and programs sent over or stored in its computer system for any purpose.

It is the responsibility of all users of the computer system to notify CMS about violations of laws and University policies in connection with the use of the computer system, as well as about potential loopholes in the security of the computer system. The user community is expected to cooperate with CMS in its operation of the computer system, as well as in the investigation of computer system misuse or abuse. Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the director of client services at 443-2555.

A. Computer Accounts. Computer accounts are issued to University faculty, staff, and students, and other individuals in the discretion of CMS, for University purposes. These accounts must not be used for commercial purposes.

Every computer account issued by the University is the responsibility of the person in whose name it is issued. That individual must keep the account secure from unauthorized access by keeping the password secret, changing the password often, and reporting to CMS when anyone else is using the account without permission. Passwords are intended to help prevent unauthorized access and may not be shared. The contents of all accounts are subject to access and disclosure by the University as set forth in this policy.

B. Improper Use of the Computer System. Improper use of the computer system is prohibited. The following are examples of improper use of the computer system:

- **Prohibited Behavior:** Storing, transmitting, or printing any of the following types of electronic communications on the computer system is prohibited: material that infringes upon the rights of another person; material that is obscene; material that consists of any advertisements for commercial enterprises; material or behaviors that violate the *Syracuse University Code of Student Conduct* or other University policies; or, material that may injure someone else and/or lead to a lawsuit or criminal charges.
- **Harassment:** Harassing others by sending annoying, abusive, profane, threatening, defamatory, or offensive messages is prohibited. Some examples include: obscene, threatening, or repeated unnecessary messages; sexually, ethnically, racially, or religiously offensive messages; continuing to send messages after a request to stop; and procedures that hinder a computer session.
- **Destruction, Sabotage:** Intentionally destroying anything stored on the computer system, including anything stored in primary or random access memory, is prohibited. Deliberately performing any act that will seriously impact the operation of the computer system is also prohibited. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer or peripheral.
- **Evasive Techniques:** Attempts to avoid detection of improper or illegal behavior by encrypting electronic messages and computer files are prohibited.
- **Unauthorized Use/Access:** Using the computer system to gain or attempt to gain unauthorized access to remote computers is prohibited. Other prohibited behaviors include: actions that give simulated sign off messages, public announcements, or other fraudulent system responses; possessing or changing system control information (e.g., program status, protection codes, and accounting information), especially when used to defraud others, obtain passwords, gain access to and/or copy other user's electronic communications, or otherwise interfere with or destroy the work of other users.
- **E-Mail Forgery:** Forging e-mail, including concealment of the sender's identity, is prohibited.
- **Theft/Unauthorized Use of Data:** Data created and maintained by the University, or acquired from outside sources, are vital assets of the University and may be subject to a variety of use restrictions. Theft of or unauthorized access to data is prohibited.
- **Program Theft:** Unless specifically authorized, copying computer program(s) from the computer system is prohibited.
- **Viruses, etc:** Running or installing on the Computer System, or giving to another, a program that could result in the eventual damage to a file

or the computer system, and/or the reproduction of itself, is prohibited. This prohibition includes, but is not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

- **Security:** Attempting to circumvent data protection schemes or uncover security loopholes is prohibited.
- **Wasting Resources:** Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include, but are not limited to: sending mass mailings or chain letters; creating unnecessary multiple jobs or processes; generating unnecessary or excessive output or printing; or, creating unnecessary network traffic.
- **Accessing User Accounts:** Attempting to access or monitor another user's electronic communications is prohibited. Accessing, reading, copying, changing, disclosing, or deleting another user's messages, files, or software without permission or the owner is prohibited.
- **Recreational Use:** Recreational use of the computer system that interferes with the ability of other users to complete their work is prohibited. In particular, if you are using a machine in a public computer cluster for recreational purposes, and others are waiting to use a machine for academic purposes, you are expected to give up your seat.

C. **Public Computer Clusters.** Public computer clusters are part of the computer system operated by CMS and are a shared University resource available on a first-come, first-served basis. A valid University or SUNY ESF I.D. card is required to use the clusters. Food and beverages are prohibited in the clusters. Clusters may be reserved for exclusive use by a class or group; schedules are posted on each cluster's door and published electronically to various new groups every week. Some clusters are provided by departments other than CMS; contact those departments for their additional usage guidelines.

D. **Mail Distribution Lists.** Mail distribution lists (often called LISTSERV lists) facilitate e-mail discussions on specified topics. Syracuse University faculty, staff, and students may request to sign up for list maintenance and membership, and have the discretion to control list content. List owners should not add subscribers to their list without the knowledge and consent of the subscriber to be added.

The University does not monitor the content of mail distribution list e-mail, except as otherwise provided in this policy, and is not responsible for the content of such messages. However, the University may terminate lists that consume excessive resources or are no longer relevant to the purposes of the University. In addition, the University may take action where lists violate this computing policy or other University policies. Posting of material unrelated to a list's usual content may be prohibited in the discretion of the list's owner. Posting unrelated material to multiple lists (spamming) will be grounds for account revocation and other disciplinary action.

General e-mail announcements to the University community, such as HOTNEWS and system Messages of the Day, are limited to those messages that concern University business and are deemed to be of the greatest interest to the most recipients.

E. **Backup Copies.** Data on the computer system are subject to backup at the discretion of the University.

F. **Deleting Electronic Communications.** Users of the computer System should be aware that electronic communications are not necessarily erased from the computer system when the user "deletes" the file or message. Deleting an electronic communication causes the computer system to "forget" where the message or file is stored on the computer system. In addition, an electronic communication may continue to be stored on a backup copy long after it is deleted by the user. As a result, deleted messages often can be retrieved or recovered after they have been deleted.

G. **Computer Law.** Under Article 156 of the *New York State Penal Code*, criminal sanctions are imposed for offenses involving computers, software, and computer data. The offenses include unauthorized use of the computer, computer trespass, computer tampering, and unlawful duplication or possession of computer related material. Improper or unauthorized access to, or release or manipulation of, any student record in such form is included in such offenses.

All computers, software, data, business records, and student records of the University in any form, including electronic or paper, belong to the institution. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. Federal laws may also apply to some circumstances.

H. **Copyright Infringement.** The copyright laws of the United States prohibit unauthorized copying. Violators may be subject to criminal prosecution and/or be liable for monetary damages.

In general, you may not copy, download, install, or use software on the computer system without acquiring a license from the publisher. (For example, you may not copy it from a friend or other source.) Furthermore, you may not copy the University's software, unless such copying is specifically permitted by the license agreement. For further information, you can obtain a brochure about the ethical and legal use of software from the Information Center, 116 Hinds Hall.

The ability to download documents from the Internet, and to attach files to e-mail messages, increases the opportunity for and risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through the use of download programs and e-mail. Accordingly, you may not copy and/or distribute any materials of a third party (including software, database files, documentation, articles, graphics files, audio, or video files) unless you have the written permission of the copyright holder to do so. Any questions regarding copying or downloading should be directed to CMS.

Community Policies

Many SU students choose to live off campus in the surrounding neighborhoods. It is important to remember that students are not the only people who live in these areas, and that part of the enjoyment and challenge of living off campus is to become part of the local community. Students living off campus are subject to the laws and ordinances of the City of Syracuse and the *Code of Student Conduct* and related policies.

These are some of the issues that routinely cause concern in the neighborhoods:

Animals

The City of Syracuse has a leash law that requires your pet to be on a leash at all times, unless fenced in on your premises. This is for the safety of the pet, as well as the benefit of the neighborhood. Pets can be stolen, or hit by cars if left unleashed. Also, a pet that is provoked may bite or scratch someone; this, in turn, could result in quarantine or having the pet destroyed at the owner's expense.

Getting Involved in the Community

SU is involved in many of the most visible and exciting community events, including Earth Day, the Westcott Street Festival, Kid's Day, and Thornden Park activities.

If you would like to participate, contact SU's Director of Community Relations at x3919.

Knowing Your Neighbors

There's no more secure feeling than knowing you have a neighbor to help if you've got a problem. Most neighbors are glad to help and even need help sometimes themselves. Living in the neighborhoods surrounding Syracuse University is an experience that you'll remember your entire life. Remember to be a good neighbor and your stay will be an enriching one.

Noise

In general, city noise ordinances prohibit excessive or unnecessary noise that can be heard across property lines. Specifically, stereos or other entertainment equipment operated after 9 p.m. or before 9 a.m. must not be heard across property lines. Audible alarms must not sound for more than 15 minutes. Power tools and lawn mowers must not be operated outdoors in residential areas between the hours of 9 p.m. and 8 a.m. Remember, all fireworks are strictly prohibited without a permit. Fines and possible imprisonment may result from repeated offenses.

If you plan to have a party, tell your neighbors in advance and keep it inside. Public intoxication is illegal, and so is collecting in large groups without a permit. Remember, the legal drinking age in New York State is 21.

Parking

Parking restrictions vary from street to street. **Read the signs carefully,**

because cars are ticketed and towed! Odd-even parking starts at 6 p.m. on odd dates on the odd-number-address side of the street, and 6 p.m. on even dates on the even-number-address side. Some streets have no daytime parking. Under no circumstances is parking permitted on both sides of the street, or on lawns or sidewalks.

Make sure that ample legal parking exists at your apartment or on the street before you decide to rent.

Parties Involving Alcohol or Other Drugs

New York State law, local ordinances, and Syracuse University policy prohibit the following, among other things: selling alcoholic beverages without a license; providing alcohol to persons under the age of 21; possessing alcohol if you are under the age of 21; being intoxicated in public; engaging in disorderly conduct; possessing an open container of alcohol in a public area; obtaining alcohol by fraudulent means, including use of falsified identification; and driving a motor vehicle while under the influence of alcohol or other drugs. University Judicial System action will be taken against students who are alleged to have violated laws or policies related to these matters.

Snow Removal

Landlord/Tenant Responsibility: Tenants may arrange for landlords to supply snow removal equipment as a condition of their lease. It is usually the responsibility of the occupant of the premises to keep the sidewalks clear.

In the SU area, walking is often the only means of transportation, and unshoveled walks can be very dangerous.

Trash Disposal

Syracuse trash laws have recently been updated. Students housed off campus are required to put trash out in no more than three covered 30-gallon containers or tied plastic bags. Recyclables, such as certain glass, metal, and plastic, go in your blue recycling bin. Newspapers, magazines, and paperboard also go in your blue bin but should first be placed in brown paper bags. All corrugated material must be flattened and placed next to your blue recycling bin. For off-campus trash and recycling information, call Onondaga County Resource Recovery Agency, 315-453-2866. Trash and recyclables should not be set out prior to 8 p.m. the evening before the scheduled pick-up day, and should be removed by 7 p.m. on collection day. Students housed on campus are required to separate trash and recycled material by placing in the proper collection receptacles. For campus trash and recycling, information call Syracuse University Purchasing Department, 315-443-2288.

Landlord/Tenant Responsibility: In most cases, landlords must supply tenants with suitable and ample receptacles for proper disposal of trash and recyclables.

Discrimination

No student may be discriminated against by any agent or organization at Syracuse University for reasons of age, color, ethnic or national origin, handicapping condition, marital status, political or social affiliation, race, religion, sex, or sexual orientation. Students who feel they have been discriminated against for any of the above reasons may contact the Office of Judicial Affairs, 310 Steele Hall, 443-3728, for assistance.

Good Standing Requirement

In order to obtain a Syracuse University degree (undergraduate or graduate), students must be in good standing with the University. “Good standing” includes a requirement that all matters pending before the University Judicial System have been fully and finally resolved (including, but not limited to, full satisfaction of any sanctions imposed). Students who are not in good standing will not be granted a degree and are not eligible for graduation.

Recognized Student Organizations

Recognized student organizations, including all social fraternities and sororities and their governing bodies, are formed for educational, professional, social, recreational, or other lawful purposes. Recognized student organizations provide experiential learning and leadership development opportunities for students. These experiences have been shown to enhance student satisfaction with University life and often lead to lifelong friendships, civic involvement, and the development of critical skills. While recognition of a student organization does not imply University sponsorship of or control over the activities of the student organization, the Office of Greek Life and Experiential Learning provides an extensive array of services and programs designed to assist students in achieving their organizational objectives.

Recognition of a student organization requires:

- A current, typewritten constitution on file with the Office of Greek Life and Experiential Learning.
- Submission of completed Student Organization Application for Recognition. New social, Greek-letter fraternities and sororities also must participate in the Greek Expansion Project to be considered for recognition.
- Except in unusual circumstances, a minimum membership of four currently enrolled Syracuse University or SUNY ESF students and a minimum of four officers.
- A student organization mentor who is a full-time faculty or staff member at Syracuse University or SUNY ESF.
- Compliance with the *Code of Student Conduct* and all other applicable policies of Syracuse University, including, where applicable, the

Minimum Standards for Recognition of Syracuse University Social, Greek-Letter Organizations.

- Participation in required recognized student organization training, workshops, and leadership development activities.
- Approval by the Office of Greek Life and Experiential Learning.

For additional information concerning applicable policies, procedures, and experiential learning opportunities, contact the Office of Greek Life and Experiential Learning at 443-2718. For information regarding recognized student organizations at the State University of New York College of Environmental Science and Forestry, contact the Office of Activities and Organizations, 110 Bray Hall, 315-470-6658.

Policy on HIV/AIDS

Syracuse University does not discriminate against individuals on the basis of diagnoses of HIV infection or Acquired Immune Deficiency Syndrome (AIDS). **Knowledge of a person's HIV status should be treated in a confidential manner by all members of the University community.**

No restrictions will be automatically placed on students, staff, or faculty who are known to have HIV infection in terms of their abilities to work, study, or take part in activities on campus. Nevertheless, the University will consider the interests of the affected individual, the University, and the University community. Professional opinion, based on acceptable public health guidelines, will be used in deciding how to respond to specific requirements of individuals with AIDS on campus.

Each case shall be considered individually. It is expected that such case-by-case consideration will use guidelines from the Centers for Disease Control, American College Health Association, and other recognized authorities on the disease. These decisions will also be guided by the *Americans with Disabilities Act (ADA)* and the University's exposure control plan as set forth by the Occupational Safety and Health Administration (OSHA) *Bloodborne Pathogens Standards*.

This policy is based on current scientific and medical information which indicates that persons with HIV infection do not necessarily pose a health risk to others in a campus setting. Currently, there is no documented medical evidence of risk created by living in the same house with, caring for, eating food handled by, being coughed or sneezed upon, casual kissing, or swimming in a pool with an infected person. Known avenues of transmission include blood and body fluid exchange and sexual intercourse.

As with other diseases and conditions which may affect persons at the University from time to time, the University is unable to ensure that a member of the University community may not be exposed to HIV infection. Therefore, the University urges that all members of the University become informed about the infection in order that each person may take precautions as (s)he determines appropriate.

Although HIV testing is not mandatory, the Student Health Center will

provide confidential testing for the University student population in accordance with the New York State Department of Health guidelines specific to the provisions of pre- and post-test counseling and consent for testing. Information regarding other testing sites within the Syracuse community is available at the center for all members of the University community.

In order to facilitate AIDS education and because the primary mission of the University is education, the University is committed to the goal of educating students, faculty, and employees about HIV- and AIDS-related conditions. In addition to the general campus-wide educational programs and individual support groups, specific attention will be devoted to educating boards, administrative, academic and student leaders, faculty, staff, professional and peer counseling groups, and incoming students. Consequently, the University will conduct educational and support programs on HIV- and AIDS-related conditions and will encourage, support, and fund research programs that focus on HIV- and AIDS-related educational endeavors.

Identification Cards

Upon initial registration, each student is issued a University identification card with his or her identification number, photo, and signature on it. The card is automatically revalidated each subsequent semester in which the student registers.

The I.D. card must be carried at all times and is to be presented for identification or surrendered upon request by any University official or campus security personnel. It is to be used for withdrawing books from the library and may be required for admission to University-scheduled and/or college-sponsored events for the legal bearer. The card is also used to gain access to residence halls and other designated University facilities.

Identification cards are NONTRANSFERABLE. Lending this card to anyone or failing to present it when requested by any University official or campus security officer is prohibited.

Questions concerning I.D. cards should be addressed to the University I.D. Card Services Office, 202 Steele Hall 443-2726.

Library Policy

Students are encouraged to take full advantage of the diverse resources of the University library system, which includes the E.S. Bird Library; the Science and Technology and Mathematics Libraries, located in the Carnegie Building; the Geology Library, located in Heroy Laboratory; the Physics Library, located in the Physics Building; and the Belfer Audio Laboratory and Archive, next to E.S. Bird Library.

To ensure that the library provides an atmosphere conducive to study and research, the University has established the following rules and regulations:

1. General Policies

In addition to the regulations mentioned below, library users are expected to act in accordance with all University policies (e.g.,

Computing and Electronic Communication Policy) and the *Code of Student Conduct*.

2. Behavior

2.1 Food, Beverages, Smoking

Syracuse University Library allows patrons to bring beverages in securely sealed containers into E.S. Bird Library, the Science and Technology library, the Physics Library, the Mathematics Library, and the Geology Library, except in restricted areas. Patrons may not bring food into the Library at any time (except in the E.S. Bird Library extended-hours study area); nor may they bring beverages in containers that are not securely sealed. Food and beverages can be extremely damaging to library materials and will be confiscated if found in other locations within in the library. Smoking is not permitted in the library's facilities.

2.2 Disruptive Behavior

Disruptive behavior (e.g., loud talking, audible use of personal electronic devices such as cell phones) that interferes with the study and research needs of others will not be tolerated. Offending individuals will be asked to cease their disruptive behavior. If they do not comply, they will be required by library or Department of Public Safety staff to leave the library facility.

2.3 Criminal Behavior

Anyone engaging in criminal activity will be subject to legal action.

3. Circulation Policies

The library makes available information about borrowing privileges for circulating and reserve materials, as well as policies about borrowing materials from other institutions, through interlibrary loan. The library reports unpaid fines/fees to the Bursar's Office, which withholds future University registration privileges, transcripts, and diplomas until fines/fees are paid. Circulation policies differ at the Martin Luther King Jr. Memorial Library, the H. Douglas Barclay Law Library, and the SUNY/ESF F. Franklin Moon Library.

4. Identification

A University I.D. is needed to gain access to E.S. Bird Library, use specified resources, and to borrow library materials. In addition, library users must present or surrender their valid University I.D.'s at the request of library or University staff under the Identification Cards provision in this *Student Handbook*.

5. Inspection of Possessions

Library staff have the right to inspect possessions at entrances/exits.

6. Library Regulations and Users' Responsibilities

Library users have the responsibility to be familiar with library regulations, and are responsible for any fines, fees, or penalties that they may accrue.

7. Posting of Notices

Notices, signs, etc. may be posted only on public bulletin boards. The library reserves the right to remove postings that are outdated or inappropriate.

8. Priority Uses
The library gives priority to Syracuse University faculty, students, and staff who are using library resources for research, instructional, and information purposes. Thus, at peak times, those individuals who are using library facilities or resources for casual or recreational purposes may be asked to relinquish their use of such facilities or resources to others.
9. Privacy
In recognition of the individual's right to privacy, protected by New York State law, the library does not release information about borrowers or materials borrowed except as required by law.
10. Theft and Mutilation
Theft and mutilation of Library materials are serious offenses, subject to fines, replacement costs, and/or judicial action.

Nonconsensual Sexual Activity

The *Syracuse University Policy on Nonconsensual Sexual Activity* states: Syracuse University is committed to the maintenance of an environment which is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, or other forms of nonconsensual sexual activity.

Syracuse University supports this policy for students, faculty, and staff through its educational prevention programs and its counseling and medical support services.

Syracuse University will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy shall include, but not be limited to, the following:

1. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration.
2. Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse, or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.

Nonconsensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is physically helpless, or is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Victims of nonconsensual sexual activity are encouraged to file a complaint through any University office as soon as possible after the alleged incident. Complaints may also be filed by parties not directly related to the University where a significant relationship to the mission and interests of the University can be shown.

Complaints against students will be forwarded to the Office of Judicial Affairs for resolution within the University Judicial System. Complaints against University employees will be forwarded to the Associate Vice President for Human Resources for resolution within the University's respective grievance procedure systems.

Members of the University community found to be in violation of this policy through the procedures and systems described above shall be subject to sanctions, including suspension and permanent expulsion.

This policy shall supplement all other University policies relating to sexual abuse and harassment, all of which shall remain in effect. All policies shall be applied consistently in such a manner as to effectuate their collective purpose and may be amended from time to time as deemed necessary or desirable by the University.

Non-Motorized Wheeled Vehicle Use Policy

1. **Purpose.** Syracuse University acknowledges the advantages associated with the use of non-motorized wheeled vehicles, including but not limited to skateboards, roller skates, rollerblades, scooters, and bicycles (collectively "Non-Motorized Wheeled Vehicles"), as a means of convenient and energy efficient transportation on campus. The University is willing to permit the use of non-motorized wheeled vehicles on campus, provided that users take appropriate precautions to protect the safety of persons and property. This policy, effective April 1, 2004, is established to address safety concerns of the Syracuse University community posed by the use of non-motorized wheeled vehicles and to minimize potential damage to University property from the use of these vehicles.
2. **Applicability.** This policy applies to all members of the University community, including but not limited to University students and employees, and to other persons present on University premises (whether with or without permission). This policy does not apply to the use of wheelchairs on campus.
3. **Policy.** The use of non-motorized vehicles is prohibited in the following locations:
 - a. inside University buildings;
 - b. on loading docks, stairs, banisters, railings, landings, ramps, walls, sculptures, benches, and other seating areas;
 - c. on athletic or recreational playing venues; and
 - d. anywhere such activities are prohibited by sign.
4. **Enforcement.** Persons violating this policy shall be subject to sanctions including but not limited to the following:
 - a. Students shall be subject to sanctions for violation of University policy in accordance with the University Judicial System policies and procedures.
 - b. Faculty, staff, and other employees shall be subject to disciplinary action in accordance with applicable University policies and procedures.
 - c. Visitors and other persons present on University premises (with or without permission) shall be subject to arrest and prosecution for offenses including but not limited to trespassing. The Department of Public Safety will be responsible for enforcement.

d. In addition to or in lieu of any or all of the foregoing sanctions, persons violating this policy may be held financially responsible for damage caused to University property, and shall make restitution to the University upon demand.

Parking and Traffic Matters

All students who operate any vehicle on campus must register and pay the applicable fee to Parking Services, and be aware of and abide by the *Syracuse University Parking Rules and Regulations*.

Violations of University parking and traffic regulations will result in a traffic violation charge, immobilization, and/or vehicle tow. However, incidents of willful disobedience of directions from University staff, repeated receipt of violation charges, damage to property, or harassment of University personnel is prohibited conduct under these regulations and may result in University Judicial Board review, criminal and civil actions, and other sanctions permitted by law. Questions regarding parking and traffic matters should be addressed to Parking Services, Skytop Office Building, 443-4652.

Protests and Demonstrations

Syracuse University is committed to the principle that freedom of expression is essential to the search for truth, and consequently welcomes and encourages the expression of different and varied opinions, and of dissent. Students may assemble in an orderly manner and engage in any peaceful protest and/or demonstration that does not violate the *Code of Student Conduct* or the *Campus Disruption Policy*.

Quad Policy

STATEMENT OF PURPOSE

Syracuse University's quadrangle, affectionately known as "the Quad," is an open green space designed to be accessible, safe, and attractive and to be used by members of the University community and their guests. The quadrangle is defined as the grassy area bounded by sidewalks which include Hendricks Chapel and steps, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall. The Quad is part of a centuries-old tradition in higher education: the provision of a peaceful, open-air area for both thoughtful contemplation and social interaction. SU's Quad has been part of the campus since Syracuse University's founding in 1870. Once known as the oval and used for football games, it is now the University's "crossroads" and is the site of many fond memories for generations of alumni, as well as enjoyment for current students.

POLICY FOR USE OF THE QUAD

Use of the Quad for Syracuse University related activities or events must be reserved by an academic or administrative department, or by a recognized student organization in good standing with the University. Individual University members who utilize the Quad to exercise free

speech absent participants, should refer to the *Syracuse University Student Handbook* for review of the Campus Disruption Policy and the Statement of Student Rights and Responsibilities, specifically Assembly and Protest. The Student Centers and Programming Services office (SCPS), Suite 228D, Schine Student Center, has established the following space reservation guidelines:

- The sponsoring group and participants are bound by applicable University policies, local and state ordinances, and the *Code of Student Conduct*.
- A minimum of seven business days prior to the proposed event, SCPS must receive an outdoor **space request form** outlining details about the proposed event. SCPS reserves the right to refuse any request.
- The proposed event (including set-up and breakdown) must NOT conflict with scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- A proposed event must NOT present a safety risk or hazard to the participants, to others using the Quad or adjacent space, or to underground utilities. The degree of risk and staffing requirements for all proposed events shall be determined by Syracuse University's Department of Public Safety and/or the Risk Management/Safety Department and/or Physical Plant. Each department will determine necessary staffing for a respective Quad event.
- Recognized student organizations and/or administrative, academic departments may be approved for a maximum of three (3) event requests per semester. An approved event will be defined as any activity that operates between the hours of 7 a.m. and 9 p.m. or any fractional period therein. Events approved to continue beyond 9 p.m. will be considered a continuous event and must be completed within a 48 hour period of the requested event start time.
- Commercial or non-University vendors hired by the event sponsor, shall, at their or the event sponsor's expense, provide to the University Risk Management Department and subject to Risk Management's approval, satisfactory evidence of insurance at least 10 business days prior to the event.
- All costs related to the event (including, but not limited to, security, physical plant, etc.), are the responsibility of the sponsor. Sponsors scheduling events on the Quad are responsible for returning to the University's satisfaction the Quad space to the condition that it was found. This includes the removal of fliers, equipment, and debris related to the event.
- Petitions to request exceptions to the above guidelines must be submitted to the SCPS office at least 21 business days prior to the proposed event.
- Syracuse University reserves the right to cancel any event or activity if, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in these guidelines. The sponsoring group or participants may then be subject to appropriate disciplinary action.

Recreation Policies

The recreational facilities on the SU campus are open to all holders of currently valid SU, ESF, and University College I.D. cards. The I.D. card must be shown each time the user enters one of the facilities.

There is no charge for the use of the recreational facilities. Participants should bring their own locks to use on day lockers while they are in the facility.

Participants who wish to have a permanent locker and optional change of gymnasium clothing may do so by paying a fee at the Department of Recreation Services Office, 241 Archbold Gym.

Towels and limited recreational equipment may be borrowed by surrendering a valid I.D. card.

In the swimming pools, lap swimming typically has priority during recreation hours. No diving is permitted during this time.

In the weight and fitness centers, shirts and shoes are required.

Facilities may be reserved by the University community for special tournaments or sports-related activities by completing a “Facility Request Form” and submitting it to the Recreation Services Office at least two weeks prior to the date of the event.

Groups may borrow intramural/recreational equipment for special events when not needed by the department. Equipment should be reserved at least a week in advance by calling or coming to the Recreation Services Office. A deposit is required, and a rental fee is necessary for certain equipment.

If you are interested in organizing a special recreation event (like a soft-ball or volleyball tournament), we can help you make it happen. Come to our office and fill out a “Facility Request Form” at least two weeks in advance. We can give you important tips to help you get started. Equipment can be reserved through our office. A deposit is required, and a rental fee is necessary for certain equipment.

Residence Life Policies

The theme of residential life focuses on personal responsibility and cooperation in building the community. To enhance this growth of community, the Office of Residence Life requires that all students residing on both North and South campuses be familiar with, and abide by, the University's *Code of Student Conduct*, the Departmental Standards of Residence Life, and the policies outlined in the *Terms and Conditions of Student Housing*. ORL's Departmental Standards appear below; the *Code of Student Conduct* appears elsewhere in this handbook; a copy of the *Terms and Conditions of Student Housing* may be obtained in 204 Steele Hall.

DEPARTMENTAL STANDARDS

What are departmental standards? Departmental standards reflect the rights and responsibilities of all Syracuse University and State University of New York College of Environmental Science and Forestry residence hall stu-

dents. Among these are the right to be afforded a reasonable opportunity to learn without interruptions from others; the right to expect that others will respect you and your need for space, quiet, and privacy; and the right to expect others to observe reasonable standards of conduct that promote and maintain a safe, secure, and mature living environment. In addition, you have the responsibility to recognize and support other students' rights and to be aware of the *Office of Residence Life Departmental Standards* and the *Syracuse University Code of Student Conduct*. Violation of these standards will result in meeting with the Residence Life staff and/or the Office of Judicial Affairs and may result in an educational and/or disciplinary sanction.

How are departmental standards different from community standards?

Departmental standards are safety and facility usage standards to which all residential students must adhere. The Office of Residence Life administers the departmental standards process. Community standards help define how students interact with one another, and are created by students themselves. Because students are responsible for the community standards within their living environments, students are expected to participate in weekly discussions within their communities to discuss issues and events, including but not limited to how the community will support individual growth and development, academic development, community development, respect and appreciation of differences, and support making healthy choices in relation to alcohol and other drugs.

A. Departmental Standards Policy

1. **Damage.** Student rooms/apartments are inspected after the occupant's departure. Students will be billed for all intentional damage discovered during the course of inspection. Normal wear and tear is taken into consideration during inspection. If it is determined that a student has intentionally committed substantial acts of damage or vandalism of University property, the student may be removed from University housing for the remainder of the current year and/or future years. A professional ORL staff member will make this determination.

If individual responsibility for damage to a common area cannot be determined, all members of a floor or living unit will meet to discuss how the community will pay for the cost of the damages. If a community is not successful in the process, all members of the floor or living unit may be assessed a prorated charge. This process is known as group billing.

2. North Campus Lockout Policy.

9 a.m. to midnight, Monday-Friday

10 a.m. to midnight, Saturday-Sunday

If you are locked out of your room, you must go to the main desk for assistance. The staff at the desk will issue you a key to your room. You **MUST** be prepared to verify your identification.

From midnight to 9 a.m., Monday-Friday

or midnight to 10 a.m., Saturday-Sunday

You must contact the RA on duty to obtain a spare key. The telephone/pager number for the RA on duty is posted at the main desk of the residence hall.

Fees:

Your first lockout is free. Any lockout thereafter will result in a 50-cent charge. You have 24 hours to return the key issued to you. If you do not return the key by this deadline, a lock core change will occur, and you will be charged \$32.

If you need your lockout key longer than 24 hours due to extenuating circumstances, please contact the residence life senior staff in your building.

3. Posting Policy. All posters must be approved by the Office of Residence Life before being distributed or posted. You may bring posters to the main desk of your residence hall; to the Office of Residence Life at 111 Waverly Avenue, Suite 200; or to the Goldstein Student Center to request approval. If your flier or poster is approved, it will be stamped with the ORL stamp and returned to you or distributed to RAs to be posted on their floors. All non-approved fliers will be removed, and the RD/AC will follow up on the situation. See "Posting Policy" for ORL for more details.

4. Courtesy Hours. As a member of the residential community, you are expected to contribute to the maintenance of an environment conducive to the sleep and study needs of others. The floor residents on North Campus and the Skyhall residents on South Campus will determine the quiet hours for the community at the beginning of the semester. These hours will be subject to change to meet individual and community needs throughout the year. Individuals are responsible for approaching one another and talking about expectations with regard to noise levels. In addition, you are encouraged to bring noise issues to the community to resolve any concerns. The RAs will assist residents in bringing these issues forward for discussion and will facilitate dialogue to achieve community agreement. Office of Residence Life staff will become involved in extreme or repeated noise issues as deemed appropriate.

Quiet Lifestyle floor quiet hours are:

From 9 p.m. to 8 a.m., Monday-Friday

From midnight to 8 a.m., Saturday-Sunday

5. Use of Premises.

a. *Care of Premises.* The housing unit must be maintained in a clean and orderly condition. No partitions or other alterations or additions shall be made to the housing unit unless the prior written consent of the University is obtained. This shall include, but not be limited to any safety concern, such as the addition or changing of any locks; the removal of window screens; altering or tampering with window safety features; altering or tampering with heating or lighting fixtures; painting on any surface; installation of any television or radio antenna; the addition of electrical, cable television, or telephone wiring; misuse of University furnishings; and all other such changes and additions. Nails, screws, and adhesives, which may cause damage, shall not be inserted into or used on the structure of the housing unit for any reason.

b. *Firearms, Weapons, and Fireworks.* Consistent with the *Code of Student Conduct*, firearms, dangerous or illegal weapons, explosive devices, and/or other hazardous materials are prohibited. Examples of prohibited items include, but are not limited to swords, bows and arrows, pellet and BB guns, and fireworks.

c. *Candles.* Use or possession of candles or incense is prohibited. For religious observations, candles and/or incense may be used in public areas designated by staff with constant vigilance by the user.

d. *Excessive Loads.* Student housing units have varying designs and construction. The University reserves the right to impose reasonable requirements with respect to the usage or storage of heavy items in the housing units.

e. *Compliance with Office of Residence Life Staff Directives.* Students and their guests are expected to comply with the directives of Office of Residence Life staff made in the course of exercising their duties.

f. *Guests.* The Residence Life policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort and rights of other residents, and maintains an appropriate level of safety and security in the residence halls and South Campus. The following general policies apply to all guests:

1. Regardless of the length of his/her stay, the guest is expected to abide by all University and Residence Life policies, procedures, regulations, and standards.
2. It is the responsibility of the host to meet his/her guest in the lobby to sign the guest in. The host is responsible for the action of his/her guest(s) at all times.
3. There may be special times of the year, such as semester breaks, exam periods, and Summer Sessions, when the guest and/or visitation policy may be restricted or modified.
4. Guests must have a valid photo I.D. in order to be signed in. Acceptable forms of photo I.D. are: driver's license, student's ID (SU or another school), non-driver's I.D., military I.D., passport, and resident alien card. Photo I.D.'s not acceptable are: bank cards, telephone cards, and credit cards.
5. Residents must adhere to the University's overnight policy. Please refer to the *Residence Life Guest and Visitation Policy* for more information on short-term guests, overnight guests, and guest passes.

g. *Halogen lamps.* For safety reasons, halogen lamps are not permitted in housing units.

h. *Pets*. No pets or animals of any kind are permitted in any student housing unit or surrounding University property under any circumstances, except trained guide dogs for persons with physical disabilities may be allowed with written permission of the University.

i. *Rights of Others*. Students shall observe and respect the rights of others occupying student housing at the University. This shall include avoiding excessive noise and observing reasonable hours of quiet for sleep and study.

j. *Safety*. All residents must immediately evacuate the premises in response to a fire alarm. Students are not permitted on residence hall roofs or window ledges at any time. Window screens may not be removed for any purpose, and nothing is to be thrown from windows. The number of occupants of a room/apartment for purposes of socializing or visitation is not to exceed the local fire codes. Tampering with or improperly using fire extinguishers, elevators, sprinkler systems, exit lights, or any other life safety equipment is strictly prohibited. The minimum sanction imposed by the University Judicial System for such tampering or improper use is indefinite suspension from Syracuse University and residential living.

k. *Smoking*. All North Campus residence halls and the Skyhalls on South Campus are smoke free. No smoking is permitted in any of the interior areas of the building. Designated smoking areas exist outside the building.

Smoking is permitted in the Skytop and Slocum Heights apartments at South Campus but is subject to provisions determined and agreed upon by roommates in a "Living Agreement." Even where smoking is permitted, smokers are asked to take note of smoke detectors and not smoke directly underneath them.

The smoking policy relies on cooperation and courtesy among smokers and non-smokers in order to succeed. Smokers who are not in compliance should be asked to smoke only in designated areas. All residents share the responsibility for successful implementation of this policy.

l. *In the Presence of Alcohol*. Students who are under 21 years of age may not be in the presence of alcohol.

m. *Special Provisions for Slocum Heights Apartment Housing*.

- (i.) **Guests in Family Student Housing**. The University requires that residents of family housing request approval and registration from the Housing Office at South Campus for all guests whose stay will exceed three days. Approval of the request is at the discretion of the University.
- (ii.) **Outdoor Activities**. All resident-sponsored social events to be held outdoors must be registered at least 72 hours in advance with the Office of Residence Life, 206 Goldstein Student Center. All social events are to occur within the confines of the apartment unless prior written permission for the event is obtained from the associate director of Residence Life for South Campus. Failure to register an event or to comply with all applicable standards of conduct will result in termination of the event and other such action as is deemed appropriate.

6. Termination of Occupancy. Upon written notice from the Senior Vice president and dean of Student Affairs, or his or her designee, the University may immediately terminate the occupancy of a student (and the student's family, if applicable) if necessary to enforce the terms of an interim suspension, suspension, expulsion, or enforced medical withdrawal from the University or student housing.

B. Departmental Standards Accountability Process

Some of the challenges of residential living are learning to respect the rights of others in relation to your own needs and taking responsibility for your actions. The process outlined below describes how you will be held accountable when your behaviors do not match *Office of Residence Life Departmental Standards*.

Step 1: Documentation. Documentation occurs when a student or staff member, usually the RA, observes a situation or obtains information that may indicate individual student behavior has deviated from expectations. An incident report will be completed, and you may be asked for information related to the incident. Keep in mind that failure to comply with directives of Office of Residence Life staff made in the course of exercising their duties violates departmental standards and may constitute a separate violation of the *Code of Student Conduct*.

Step 2: Filing of Incident Report. Incident reports are filed with the senior staff in your building and on South Campus.

Step 3: Initial Review. Senior staff will determine whether the incident report constitutes a departmental standards or a community standards issue. If Senior Staff determines that the incident report reflects a departmental standards issue, the matter will be handled administratively. If Senior Staff determines that the incident report reflects a Community Standards issue, the matter will be handled in your floor community.

Step 4: Notice. If the incident is determined to be a departmental standards issue, you will be sent a letter from the senior staff of your community outlining the specific departmental standard(s) violations with which you are charged. Additionally, you will be given a date and time for a meeting with a senior staff member of your community to discuss these issues.

Step 5: Meeting. You are required to meet with the senior staff member at the time scheduled in the letter, unless you have an academic conflict (e.g., class or examination). The senior staff member will serve as the hearing officer for the case. In this meeting you will discuss the incident, and you will be afforded an opportunity to tell your side of the story. If you are found responsible for violating departmental standards, a sanction will be determined by the hearing officer.

Step 6: Appeal. You may appeal the decision reached in the initial meeting for the following reasons: (1) procedural error that can be shown to have had a detrimental impact on the outcome of the meeting; (2) grossly inappropriate sanction having no reasonable relationship to the charges; or (3) new evidence not reasonably available at the time of the original meeting.

To appeal you must deliver a letter of appeal to the director of Residence Life at 111 Waverly Avenue, Suite 200, Syracuse NY 13244. The letter must be received within 48 hours of your receipt from the senior staff in your community of the written case outcome. The case will be reviewed within three business days by the director of Residence Life, or his or her designee. If the sanction includes relocation from a current room assignment, you may stay in your current room assignment during the appeal process, unless the situation warrants an emergency relocation.

In addition, the following Residence Life policies also apply:

Posting Policy for ORL

The following guidelines reflect the commitment of the Office of Residence Life to foster an educational environment. The guidelines are specific for reasons of safety and security and the need to maintain an environment conducive to the pursuit of learning.

Information to Be Posted

All posted materials and flyers must specify the date, time, place, and sponsor of the event/program. The availability of alcoholic beverages at an event may not be advertised or publicized. All materials must conform to the policies and procedures of Syracuse University and the Office of Residence Life. The Office of Residence Life reserves the right to make exceptions to this policy at any time.

Approval of Materials to Be Posted

Syracuse University student organizations, departments, and offices requesting posting must bring materials to be posted to either the Central Office of Residence Life (111 Waverly Avenue, Suite 200) or to the main offices of each residence hall and South Campus. It is the responsibility of each recognized student organization, office, and/or department to bring the appropriate number by hall/area of materials to the residence halls and South Campus mailboxes located in 111 Waverly Avenue, Suite 200. Recognized student organizations will need to stamp each poster with the ORL stamp in the lower right hand corner. University offices will not need to have their posters stamped. The number of designated copies for each hall and South Campus will be posted in the mailroom in 111 Waverly Avenue, Suite 200. It is the responsibility of the designated Residence Life senior staff member in each of the residence halls and South Campus to approve the materials to be posted. The stamp may not be copied or reproduced. Posters

may not exceed 24 by 36 inches. Events, on campus or off, not approved by the Office of Residence Life may not be advertised in the residence halls or on South Campus.

Distribution of Posters

All approved materials will be posted by the Residence Life staff member within 24 hours of approval in designated posting areas. It is the responsibility of the Residence Life staff member to remove outdated or inappropriate materials posted in each of the halls and South Campus. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two weeks. Posters cannot cover more than 20% of the wall space and must be at least 1 inch from the ceiling.

Number of posters that will be approved for each hall/South Campus

Boland	10	Kimmel/Marion	7
Booth	9	Lawrinson	20
Brewster	14	Sadler	15
Day	16	Shaw	15
DellPlain	10	South (Skyhalls only)	3
Flint	18	Walnut/Washington Arms	6
Haven	11	Watson	13

Distribution of Handbills

Approved handbills may be made available in the halls and South Campus by a registered organization or department only to be placed in a central location at each hall and South Campus. Off-campus vendors, organizations, and/or individuals should not make materials available without prior approval by the designated Residence Life senior staff member in each of the halls and South Campus. Flyers may be distributed with special permission from ORL. Flyers may not be placed under individual residence hall room doors.

Placement of Banners

Banners may be placed by organizations, departments, or individuals in designated areas of the residence halls and South Campus. The designated senior staff member of the individual hall/South Campus must approve the banner. Water-resistant paint must be used when making banners. Size will be determined by the supervisor of the area. Banners need to be discarded after a period of time determined by the supervisor of the area.

Off-Campus Posters

Permission for off-campus advertisers to post in the halls/South Campus will be given if the event and the presented materials comply with established policies of the University. (See *Student Handbook*.)

Mass Mailings

Registered student organizations may distribute information through resident student mailboxes under these conditions: the flyer or letter receives prior approval and all pieces are folded, addressed, bundled, and taken to the Central Office of Residence Life (111 Waverly Avenue, Suite 200) for distribution in hall mailboxes. Mailing labels can be obtained from the Office of Residence Services. Please note that all materials sent through the mail must be addressed to specific individuals. "Occupants of" or "Parents of" will not be delivered.

All mass mailings for South Campus must be addressed, stamped, and sent through U.S. mail.

Room to Room Distribution

Stuffing materials under residence room doors is prohibited.

Non-Compliance

Any violations of this policy will be appropriately handled by the Office of Residence Life.

South Campus staff reserves the right to remove unapproved posters from bus stops, mailbox clusters, and bulletin boards.

Vendor Policy

In an effort to provide residents with an environment that is free of unwanted personal solicitation for services or products, the University policy prohibits outside vendors from entering all residential facilities. No flyers, handbills, or other posting materials are to be distributed in any form, including under student doors, in mailboxes, or left in any public areas.

Vendors who are not under contracted agreements with the University are prohibited from entering the residence halls. Students who have legitimate requests for exceptions to this policy are asked to meet with the director of the hall.

Residence Life Guest and Visitation Policy

The Residence Life policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort and rights of other residents, and maintain an appropriate level of safety and security in the residence halls and South Campus. The following general policies apply to all guests:

1. Regardless of the length of his/her stay, the guest is expected to abide by all University and Residence Life policies, procedures, regulations, and standards.
2. It is the responsibility of the host to meet his/her guest in the lobby to sign the guest in. The host is responsible for the action of his/her guest(s) at all times.

3. There may be special times of the year, such as semester breaks, exam periods, and Summer Sessions, when the guest and/or visitation policy may be restricted or modified.
4. Guests must have a valid photo I.D. in order to be signed in. Acceptable forms of photo I.D. are driver's license, student's I.D. (SU or another school), non-driver's I.D., military I.D., passport and resident alien card. Photo I.D.'s not acceptable are: bank cards, telephone cards, and credit cards.

Short-Term Guests

Provided that there are no unreasonable interference with the rights of a roommate, a resident may have a short-term guest (one whose stay is for a few hours, but not overnight) at any time. The following procedures and conditions must be met:

1. All guests must register by signing the guest sign-in log and presenting a valid form of current photo identification such as a student I.D., driver's license, non-driver's I.D., military I.D., passport, or resident alien card with the Residential Security Aid (RSA) between 8 p.m. to 7 a.m. daily*. The host must sign the guest in by presenting an SU ID card to the RSA with a valid security dot.
2. When the guest leaves the hall, he/she must be escorted to the lobby by the host.
3. A resident may have no more than three (3) "short-term" guests at one time unless prior permission is obtained from the Residence Life staff.

* Brewster/Boland RSAs are stationed 24 hours/day/7 days a week.

Overnight Guests

Provided that there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest (one who stays for longer than a few hours and/or sleeps in the room overnight). In the interest of the rights of the roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests as outlined above. In addition, the following procedures and conditions must be adhered to:

1. A resident may have an overnight guest in single student housing with the prior consent by all roommates and suitemates.
2. A resident may host an overnight guest for no more than three consecutive nights and no more than six nights total in any month, exceptions are made through the Office of Residence Life.
3. No individual guest may be hosted in University housing more than six nights total in any month, whether with the same host or different hosts, exceptions are made through the Office of Residence Life.

4. Except with prior approval of all roommates and suitemates, and approval by the Office of Residence Life, no resident may host more than two overnight guests at one time. Exceptions are made through the Office of Residence Life.
5. All overnight guests must be registered with the Office of Residence Life. The process for both registration and approval will be made online through the Office of Residence Life home page. This policy is designed for the safety of residents, guests, and other members of the University community. **Failure to register an overnight guest pursuant to this policy will subject the responsible resident to immediate removal from University housing through the *Office of Residence Life Departmental Standards* process.** See *Office of Residence Life Departmental Standards Accountability Process* for information.

Guest Passes

In order to facilitate the entrance and exit of visitors, particularly those who will be overnight guests, it is recommended that the host obtain a guest pass, which is available through the Residence Life staff. The guest pass allows the visitor to enter and exit the hall by showing the guard the pass with an appropriate I.D.

1. Requests for guest passes can be made through the web-based guest registration request process, available via the Office of Residence Life web site at orl.syr.edu. Requests for overnight parking may also be submitted through the registration process.
2. No more than two guest passes will be issued at one time to a resident.
3. Upon entering the building, the guest who has a pass must present both the pass and appropriate I.D., but need not sign in.
4. A guest pass will be issued for no more than three consecutive days.
5. It's the responsibility of the host to meet his/her guest in the lobby upon arrival.

Other Policies

Other Office of Residence Life policies are available at residence hall main desks and at Goldstein Student Center.

Safety Regulations

A) Tampering with or abuse of any fire safety, emergency or elevator device or system, or any other act which threatens human life or safety, are considered extremely dangerous acts and are prohibited. Such systems include but are not limited to fire alarm pull boxes, smoke detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, exit signs, posted emergency information, and elevator systems and equipment.

Abuse of elevators by attempting to force doors open or restrain them from closing, tampering with stop, emergency, alarm buttons or other controls, interrupting car travel, inserting objects between the doors, putting foreign matter into hoistways or by any other means, is extremely dangerous and is prohibited.

- i.) When the fire bell sounds, all persons MUST immediately vacate buildings by the nearest exits.
- ii.) No person shall re-enter a building where a fire alarm has occurred until the building has been examined and ruled safe by the fire department, Safety Department or Public Safety.
- iii.) Starting fires is prohibited.
- iv.) No person shall remove items from, go into, remain inside, or nearby, any construction site without prior permission from the Office of Space and Facilities.
- v.) Any unsafe condition should be reported immediately to Residence Hall personnel, Physical Plant, Safety Department, or Public Safety.

B) At any mass gathering (spontaneously created or scheduled in advance), acts, which recklessly or intentionally cause mental or physical harm, constitute disorderly conduct or malicious mischief, evince a refusal to cooperate with law enforcement/security personnel, or in other ways disrupt the peaceful enjoyment or safety of those gathered, shall be regarded as a threat to public safety.

Seal, Logo, University Symbols

The use of the Syracuse name, seal, logo, and other registered trademarks is prohibited unless a licensing agreement is finalized with the Office of Licensing Programs. Artwork of the registered marks and logos is provided to official licensees. Also required to become an official licensee are product samples, artwork to be used on the products, and product liability insurance. For further information, contact the Office of Licensing programs, 443-2838.

For further information and guidelines on using the University seal or logo on publications, contact the Office of Publications, 443-2233.

Sexual Harassment Policy

University Policy and the Law

The *Syracuse University Sexual Harassment Policy*, which covers activity both on- and off-campus, provides the following definition of sexual harassment:

Unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for student, work, or social living.

Institutions of higher learning across the country have adopted similar policies in response to court actions that recognize two forms of sexual harassment under Title VII of the *Civil Rights Act of 1964*:

Quid pro quo—The “quid pro quo” (literally, “this for that”) claim involves harassment in which a supervisor or teacher demands sexual favors in exchange for job or academic benefits over which that person has some control or influence.

Hostile environment—The “hostile environment” claim involves unwelcome behavior of a sexual nature that creates an intimidating environment for study, work, or social living. This claim includes intentional behavior, as well as behavior that has the reasonably foreseeable effect of interfering with an individual’s ability to work or study.

This policy is consistent with the University’s strong commitment to academic freedom and to social interaction between faculty members and students. Both inside and outside the classroom, the University welcomes discussion of controversial subjects and expression of ideas with which some or most members of the community strongly disagree.

Identifying Sexual Harassment

Sexual harassment occurs in many forms. Common to all sexually harassing behaviors is their focus on an individual’s sexuality, rather than on that person’s contribution as a student or employee of the University. Although sexual harassment often happens in the context of a relationship of authority, it can also occur in peer relationships. Students, faculty members, administrators, and staff members, regardless of their gender, may be the recipients of harassment.

Harassment may be intentional or unintentional, subtle or flagrant. It can range from offensive remarks to sexual assault, and it can occur in any setting. Severe acts, such as unwelcome sexual grabbing, need only occur once to be judged harassing, while mildly offensive actions may constitute harassment if repeated and pervasive.

Sexual harassment can be verbal, nonverbal, or physical. It includes, but is not limited to, the following:

Verbal or Written Harassment

- Sexual slurs, insults, or catcalls
- Sexual, sexist, or heterosexist (anti-gay or anti-lesbian) remarks or jokes about someone’s body, clothing, activities, or sexual orientation

- Unwelcome sexual propositions, demands, or pressure for sexual activities
- Unwelcome notes, emails, letters, posters, etc.
- Requests for romantic or sexual relations by a person in authority, combined with an implicit or explicit threat or reward
- Repeated requests for dates despite being asked to stop

Nonverbal Harassment

- Sexually suggestive staring, leering, sounds, or gestures
- Sexually suggestive or degrading images or graffiti (such as on T-shirts, posters, calendars, mugs, etc.)
- Use of such images to advertise events

Physical Harassment

- Unnecessary and unwanted physical contact (for example, unwanted touching, brushing, hugging, pinching)
- Unwelcome fondling or kissing
- Coerced sexual activity

Consensual Relationships

Sexual relations between a teacher, supervisor, or other employee and any person for whom he or she is professionally responsible create a conflict of interest as well as a high risk of harassment. A person in the position of authority, for example, may assume that a sexual relationship is welcome by a subordinate when, in fact, the subordinate may only agree to the relationship out of fear or concern for consequences. Even if a sexual relationship is mutually agreed upon in the beginning, the end of the relationship can prove awkward for both parties, and the potential for unwelcome and continued attentions, reprisals, or other abuses at any point is great. In addition, other individuals may be made uncomfortable or denied equal access to the professional attention of the person in the position of authority.

Therefore, Syracuse University prohibits all employees from pursuing sexual relationships with undergraduate students whom they are teaching or supervising.

The University also strongly discourages sexual relationships between faculty members or administrators and graduate students, and between employees and any subordinates whose work they supervise.

If a relationship with a graduate student or subordinate is undertaken in spite of this discouragement, the teacher or supervisor must take necessary steps to avoid a conflict of interest. This requires reporting the relationship to an appropriate supervisor, who will then arrange for an alternative way to monitor or evaluate the student's or subordinate's work. If a harassment complaint is made, the University will not presume that the relationship was ever welcomed by the graduate student or subordinate.

Protection Against Reprisals

A member of the University community has every right to take action against sexual harassment without penalty or retaliation. It is University policy that reprisals against persons who initiate or support action against sexual harassment are strictly forbidden and will be grounds for severe disciplinary action.

It is University policy to respond promptly and sensitively to all complaints of sexual harassment. Complaints against students should be made to Office of Judicial Affairs at 310 Steele Hall, 443-3728. Complaints against faculty should be directed to the University Senate Committee on Academic Freedom, Tenure, and Professional Ethics at 19 Newhouse I, 443-3152. Complaints against staff should be made to the associate vice president for Human Resources at Skytop Office Building, 443-4224.

Smoking Policy

In consideration of the non-smokers, it is the policy of Syracuse University to achieve an environment as close to smoke-free as practicably possible.

The following guidelines are to be used in implementing the University's Smoking Policy:

Smoking is prohibited in indoor locations where smokers and non-smokers routinely occupy the same area. Such areas include classrooms, offices, computing facilities, laboratories, seminar rooms, libraries, conference rooms, auditoriums, theaters, athletic facilities, stores, health facilities, restrooms, stairwells, elevators, lobbies, and reception areas.

As of August 2000, all University residence halls are smoke-free. See Residence Life Policies or contact the Office of Residence Life at 443-3637 for more information.

A "Smoking Permitted Area" may be established in a University building in an enclosed space or may be established in up to one-third of a large dining lounge or the large open space, as long as ventilation is adequate and as long as non-smokers in adjacent areas are not routinely exposed to secondary smoke from the "Smoking Permitted Area." A University building may have more than one "Smoking Permitted Area." Approval of a proposed "Smoking Permitted Area" must be obtained by a unit head from the Office of Facilities Administration.

Solicitation

Any organization or individual wishing to solicit funds or engage in the sale or promotion of services or products on property owned or operated by Syracuse University must receive written permission from Student Centers and Programming Services, Schine Student Center. Student Centers and Programming Services maintains the right to deny any application or restrict any such activity to particular locations, times, and format. Permits shall be carried at all times by persons engaging in sales or solicitations and shall be shown upon request to University officials or campus security.

STANDARD SANCTIONS FOR SUBSTANCE ABUSE-RELATED VIOLATIONS

Category	First Violation	Second Violation	Third Violation
Use or possession of alcohol under prohibited circumstances	Warning/residential probation/disciplinary reprimand Project CARE referral Educational project(s)	Disciplinary probation Project CARE referral Educational project(s) Substance Abuse Prevention and Health Enhancement Office referral	Indefinite suspension for a minimum of 1 academic year
Supplying alcohol to underage person(s)	Disciplinary probation Project CARE referral or community service project(s) Educational project(s)	Indefinite suspension for a minimum of 1 academic year	Not applicable*
Driving any motor vehicle while intoxicated or while under the influence of unlawful drugs	Indefinite suspension for a minimum of 1 academic term Project CARE referral or community service project(s) Educational projects	Expulsion or indefinite suspension for a minimum of 1 academic year	Not applicable*
Extreme intoxication or other substance abuse-related behavior posing a substantial risk to the health and well-being of self-and/or others	Disciplinary probation Residential relocation (at the discretion of the case manager or hearing board) Substance Abuse Prevention and Health Enhancement Office referral Project CARE referral and/or other educational project(s)	Indefinite suspension for a minimum of 1 academic year	Not applicable*
Use or possession of marijuana or drug paraphernalia	Disciplinary probation Residential relocation (in the discretion of the case manager or hearing board) Substance Abuse Prevention and Health Enhancement Office referral. Project CARE or community service referral and/or other educational project(s)	Indefinite suspension for a minimum of 1 academic year	Not applicable*
Manufacture, sale, purchase, or distribution of illegal drugs or controlled substances	Expulsion or indefinite suspension for a minimum of 1 academic year	Not applicable*	Not applicable*

**In these circumstances, sanctions will be determined on a case-specific basis by the adjudicator or appropriate adjudicative body.*

STANDARD SANCTIONS FOR WEAPONS-RELATED VIOLATIONS

Category	Sanction
Possession of a prohibited weapon or other dangerous object, including, but not limited to firearms, BB guns, air rifles, explosive devices, fireworks, or any other dangerous, unlawful, or hazardous object or material	Disciplinary probation, suspension, indefinite suspension, or expulsion as determined by the case manager or hearing board Expulsion from student housing, if the student is not suspended, indefinitely suspended, or expelled and lives in a University residence; minimum of 80 hours of community service and/or other educational sanctions as deemed appropriate by the case manager or hearing board
Any improper use, attempted use, or threat of use of a weapon or other dangerous, illegal, or hazardous object; any improper use as a weapon of any otherwise permitted object or material	Expulsion or indefinite suspension for a minimum of 1 academic year

STANDARD SANCTIONS FOR VIOLENCE - RELATED VIOLATIONS

Category	Sanction
Physical harm or threat of physical harm without a weapon resulting in little or no physical injury to involved persons	Disciplinary probation, suspension, or indefinite suspension as determined by the case manager or hearing board; participation in the Anger Management Program; Options Program referral, if alcohol or other drugs were a factor in the incident; minimum of 80 hours of community service and/or other educational sanctions as deemed appropriate by the case manager or hearing board
Physical harm without a weapon resulting in significant physical injury to another person	Expulsion or indefinite suspension for a minimum of 1 academic year

STANDARD SANCTIONS FOR SAFETY AND FIRE-RELATED VIOLATIONS

Category	Sanction
Interference with, improper activation of, or damage to any elevator or safety or emergency equipment, including, but not limited to fire alarms, fire extinguishers, sprinkler systems, and blue lights; lighting any unauthorized fire on University property	Expulsion or indefinite suspension for a minimum of 1 academic year

Student Records

Institutional Responsibility

Syracuse University fully complies with the federal *Family Educational Rights and Privacy Act (FERPA)* and with procedures recommended by the American Association of Collegiate Registrars and Admissions Officers. This legislation gives students the following rights with respect to their education records:

I. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the University Registrar (106 Steele Hall, Syracuse University, Syracuse NY 13244-1120) written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected.

II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading, although this does not include challenges to the accuracy/fairness of grades in courses or any other assessment of academic performance. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision, of his or her right to a hearing regarding the request for amendment, and of the hearing procedures. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Specific exceptions include:

A. School officials with legitimate educational interest.

"School official" means:

1. A person employed by the University;
2. A person, company, or agency with whom the University has contracted for a service; or
3. 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.

"Legitimate educational interest" means an educationally related purpose, which has a directly identifiable relationship to the student involved and is

consistent with the purposes for which the information is maintained. A school official has a legitimate educational interest if, in the judgment of the data custodian responsible for requested information, the official needs to review an education record in order to fulfill his or her professional responsibility. The information sought and provided must be pertinent to and used within the context of official University business and not for a purpose extraneous to the official's area of responsibility. Release of a student's education record to a school official having legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all of the information to a third party, within or outside the University.

B. *Officials of another school in which a student seeks or intends to enroll*, upon the request of such officials.

C. *Parents of a dependent student as defined by the Internal Revenue Service*. A "parent" is a parent, guardian, or someone acting as a parent who meets the IRS standard. Undergraduates at Syracuse University are assumed to be dependents of the parent(s) they list on application materials unless they prove otherwise. Divorced or separated parents will be provided equal access unless the University is provided with evidence of a court order, state law, or legally binding document that specifically revokes those rights. Graduate students will be presumed to be independent of their parent(s) unless the parent(s) provide their most recent IRS tax return with evidence to the contrary.

D. *Appropriate parties in connection with an emergency* if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

[Note: Students should refer to their individual school/college(s)' policies concerning parental notification in cases of academic misconduct and academic performance issues.]

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Syracuse University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

V. The right to prevent disclosure of any types of personally identifiable information that Syracuse University has designated as “Directory Information.”

A. Syracuse University has designated certain items of students’ education records as “directory information,” which may be disclosed under FERPA without students’ permission (asterisked items are printed in the University’s telephone directory):

Name*	Class/Level*
Current Address*	SU School/College(s)*
Current Phone Number*	Major(s)/Degree Program(s)
Permanent Address*	Degree(s) Earned and Date(s)
Permanent Phone Number	Academic Awards and Honors
SU e-mail Address*	Prior Postsecondary
Dates of Attendance	Institutions Attended
Full-/Part-Time Status	Athletic Participation

- B. Directory information may be made available through the following media:
1. The University’s annual printed telephone directory,
 2. Electronic and Internet directories,
 3. Telephone or written responses to requests from external/third parties,
 4. Announcements of academic achievements released by the Office of Communication Programs to students’ hometown newspapers,
 5. The annual *Register of Graduates*, and
 6. The Department of Athletics

C. To prevent disclosure through the media represented in items 1–4, students must file a Request to Prevent Disclosure of Directory Information form with the Office of the Registrar, 106 Steele Hall. Such requests may be filed at any time and will remain in effect permanently (including after departure from the University) or until changed by the students.

In order to prevent asterisked items from appearing in the University’s annual printed telephone directory, students must file the Request form within the first two weeks of classes in the fall semester. Requests filed after this deadline in the fall semester will prevent designated directory information from appearing in subsequent telephone directories.

Students who wish to allow directory information to be released through items 1–3 above but who want to prevent hometown news releases (item 4) and/or listing in the annual *Register of Graduates* (item 5) must submit separate written requests; **for preventing hometown news releases** to the Office of Communication Programs, 820 Comstock Avenue, Syracuse NY 13244–5040; **for preventing listing in the *Register of Graduates*** to the Office of Special Events, 820 Comstock Avenue, Syracuse NY 13244–5040.

Student athletes who wish to prevent disclosure of information related to athletic participation should contact the Department of Athletics.

Syracuse University assumes that a student's failure to specifically request blocking access to any element of directory information constitutes approval for disclosure. Questions about FERPA, student privacy rights, and Syracuse University's compliance procedures may be directed to the Office of the Registrar, 106 Steele Hall, Syracuse University, Syracuse NY 13244-1120.

Individual Responsibility

Under Article 156 of the *New York State Penal Code*, criminal sanctions are imposed for offenses involving computers, software, and computer data. The offenses include unauthorized use of a computer, computer trespass, computer tampering, unlawful duplication, and unlawful possession of computer-related material. Improper or unauthorized access to, or release or manipulation of, any student record in such form is included within those offenses.

All computers, software, data, business records, and student records of the University in any form, electronic or paper, belong to the institution. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. The University will cooperate with law enforcement authorities in prosecuting all persons who commit any such offense.

University Property

A) All requests to hold events on the Syracuse University campus or on property controlled, operated, or owned by the University must be sponsored by a Syracuse University administrative or academic department or a recognized student organization. Requests for events must be submitted in writing for approval by Student Centers and Programming Services, Schine Student Center, in advance of the event. Requests for events to be held in residence halls should be submitted initially to the specific residence hall director.

B) Individuals, members of groups, and organizations holding functions on property controlled, operated, or owned by the University and their guests are expected to conform to the *Code of Student Conduct*.

C) The University reserves the right to establish the location of an event, limit the duration, mandate levels of services to be present in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of University property. Syracuse University also reserves the right to reassess the event, if necessary, at its discretion.

D) Any person(s), while on University-owned or -controlled premises, who willfully refuses the request or command of an authorized University official to desist in any prohibited conduct, may be ejected from such premises and subject to appropriate disciplinary action.

E) Syracuse University does not register or supervise events held by individuals, groups or organizations, off campus or in locations or facilities other than those described above.

F) Solicitations and other activities engaged in for personal financial gain or profit are prohibited. Fund raising for charitable groups must be approved by Student Centers and Programming Services, Schine Student Center.

G) All events will be held in compliance with the *Syracuse University Alcohol Policy* and New York State law.

H) The posting of notices and signs for and during an event is subject to the regulations of the facility(ies) in question. In the case of outdoor posting on campus and/or posting during an outdoor event, the postings must comply with Student Centers and Programming Services guidelines.

I) Events are considered scheduled only when Student Centers and Programming Services confirms an event in writing to the individual, group, or organization sponsoring the event.

J) Individuals, groups, and organizations holding events on Syracuse University property shall be solely responsible for the conduct of the event in accordance with all conditions established by the University and for the matter presented at the event. However, the University reserves the right to terminate its consent to the use of its property if the event incites or is likely to lead to violence or danger to person or property, advocates violence, breaking the law, or the overthrow of government, or otherwise violates or imminently threatens to violate the law or rights of others.

All questions regarding facility use should be referred to the Student Centers and Programming Services office, 228D Schine Student Center.