



CANTON

STATE UNIVERSITY OF NEW YORK

2016-17 Student Handbook





CAMPUS CREED

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

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

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

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

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

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

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

February 6, 2004

Student Handbook Disclaimer

Notwithstanding anything contained in this Student Handbook, SUNY Canton expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this Student Handbook may be outdated, i.e., changes in regulations, policies or programs. The most updated copy of the Student Handbook is located online at www.canton.edu/student_affairs/pdf/handbook.pdf. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the office of the student's School Dean, the Vice President for Student Affairs/Dean of Students and other appropriate offices such as the Registrar or Financial Aid. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, SUNY Canton assumes no responsibility for Handbook errors or omissions.

STUDENT HANDBOOK

2016-2017



SUNY CANTON

34 Cornell Drive, Canton, New York

DIVISION OF STUDENT AFFAIRS:
315-386-7120 / FAX: 315-386-7990

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NON-DISCRIMINATION NOTICE

Pursuant to the State University of New York policy, SUNY Canton is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the campus community (including, but not limited to, vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of laws, regulations, and policies prohibiting discrimination may be directed to Co-Affirmative Action Officers, William Jones at (315) 386-7063/jonesw@canton.edu or Lashawanda Ingram at (315)386-7128/ingraml@canton.edu. Inquiries regarding the application of Title IX may be directed to the Title IX Coordinator, Amanda Rowley, at (315) 386-7559/rowleya@canton.edu. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; email OCR.NewYork@ed.gov.

Revised October 2016

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ACADEMICS

1.0 Classifications - Student

(See Policies & Procedures Manual)

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

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

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

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

1.1 Course Selection/Registration

Registration allows students to select courses for the next semester. The Registrar arranges for and coordinates the registration of returning students each semester. The Advising Center coordinates the registration of new students. Faculty advisors will assist students with appropriate selections to meet their program requirements; however, the responsibility for meeting all graduation requirements is that of the student. Following advisement, continuing students schedule their classes for the subsequent semester through secure access to UCanWeb, the online student information system. Non-matriculated students and those who do not register may register for courses on a space-available basis. (Please note that only courses required for a student's current curriculum will be considered eligible for federal and state financial aid).

1.2 Maximum Student Course Load

(See Policies & Procedures Manual)

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

1.3 Credit Hours

(See Policies & Procedures Manual)

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

1. Lecture - A semester credit hour is granted for satisfactory completion of

(15) 50-minute sessions of classroom instruction.

2. Lab/Practicum/Recitation - (45) 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of at least 15 periods of 100 minutes' duration each will earn one semester credit hour.

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

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

Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

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

1.4 Dropping and/or Adding Courses

Students may add and drop courses themselves on UCan Web with their PIN up through the third day of classes. Beginning the fourth day of classes each semester, all changes will utilize the Course Change Notice (Drop/Add Form). Students wishing to drop courses from their schedule will require the signed consent of the, advisor or department chairperson and the School Dean.

Students will not be permitted to add classes after the first three days of classes each semester, except in extenuating circumstances or in the case of late-starting classes. In such cases, the Drop/Add Form must be signed and dated by the instructor, advisor or department chairperson, and approved by the School Dean. No change is official until the completed form has been presented by the student to the Registrar's Office. There is no fee to drop/add courses the first five days of classes; however, a \$20 course change fee will be imposed beginning the second week of classes.

1.5 Auditing Courses

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

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

1.6 Withdrawal From Courses

There will be no academic record of courses dropped during the first week of classes. Beginning the sixth day of classes, students may withdraw from credit courses without academic penalty (receiving a grade of "W") under the following conditions, unless dismissed for deviant academic conduct:

—In order to maintain the academic integrity of the institution, the academic focus of the students, and adequate student academic progress toward a degree, a matriculated, full-time student may not drop courses below a 12 credit-hour load while a semester is in progress without written approval of the School's Dean. Students are encouraged to consult with the Offices of Financial Aid and Residence Life to determine the impact of this academic decision before dropping to part-time status.

—Withdrawal from a course is accomplished by means of a Drop/Add Form available in the Deans' offices. These must be signed by the advisor and the School Dean. A \$20 fee must be paid at the Student Accounts - One Hop Shop, and the completed form must be delivered by the student to the Registrar's Office. The course withdrawal will not be official until the form, fully completed, is received by the Registrar.

—Withdrawal is allowed under the above conditions prior to the last ten class days of the semester. In courses less than a semester in length, withdrawal is allowed prior to completion of 85 percent of the class meetings.

—Non-matriculated students are not required to obtain advisor and School Dean's signatures but are still required to pay the \$20 fee.

—A student may withdraw from a course only once under the above conditions. A subsequent withdrawal from the same course will result in an "F" (failing) grade unless there are extenuating circumstances acceptable to the Dean of the School in which the student is enrolled.

—Signatures of the advisor and School Dean do not necessarily indicate approval of the action but signify that the student is aware of the academic consequences of course withdrawal.

—Failure to attend class or merely giving notice to an instructor is not an official withdrawal.

—A "W" (withdrawn) will be recorded for courses dropped and will not be used in calculating GPA.

Students may withdraw from non-credit courses; official notice must be given in writing by the student to the Registrar's Office. When the Registrar has been informed, official withdrawal will be executed with copies going to the student, instructor, Registrar, and the Financial Aid Office - Student Service Center.

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

1.7 Procedure for Withdrawing from College

Students wishing to withdraw from the College must obtain and sign a Withdrawal Form from the appropriate School Dean or the Registrar's website. In the case of non-matriculated students, the student must notify the Office of the Registrar in writing that they wish to withdraw from college.

Degree and certificate students must obtain the signatures of the 1) Academic Advisor 2) School Dean 3) Counselor (or EOP Counselor for EOP Students), 4) Financial Aid Officer - Student Service Center and 5) Registrar.

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

Students may not officially withdraw from the College during the last ten instructional days of a semester, exclusive of the final exam period. The withdrawal will not be consid-

ered official until the official withdrawal date has been entered by the Registrar's Office. All signatures must be obtained and the completed form presented to the Registrar by the individual withdrawing.

Medical Withdrawal

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

—Students must provide substantiating documentation of serious illness or recent trauma and compelling reasons to justify the action. This information will be provided to either the Health Center or Counseling Center. The Vice President for Student Affairs/Dean of Students will confer with the Directors of those departments and with instructors to confirm the need for the medical withdrawal and to eliminate the possibility of receiving incompletes.

—A college withdrawal form or letter signed by the student or legal guardian must be submitted to the Vice President for Student Affairs/Dean of Students to initiate the process. No medical withdrawals will be considered after the last official day of the semester as designated on the College calendar. Extenuating circumstances beyond the student's control may warrant an extension beyond the end of the semester.

—Students wishing to return to the College must meet with the Director of Health Services (medical) or Director of Counseling (mental health) and provide documentation from their health care provider regarding their suitability to return and to determine if any additional accommodations, such as modified living arrangements or additional support services, are required.

—The Academic Transcript will reflect a grade of "W" to indicate a student has withdrawn. The Vice President for Student Affairs/Dean of Students will forward copies of the conditions of withdrawal to the College Registrar, School Dean's Office, Admissions, Counseling Center, and Health Services. Re-registration is not guaranteed. Each student must apply for re-admission.

Medical Leave of Absence

A student who encounters a serious medical problem that disrupts their college studies may apply for a medical leave of absence. A medical leave form must be completed and a supporting letter from the student's attending physician, therapist, or counselor

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

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

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

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

Suspension or Dismissal of a Student for Non-Academic Reasons

[As discussed in The SUNY Board of Trustees Rules for the Maintenance of Public Order (9f)] Temporary suspension from all or part of the institution's premises or facilities may be ordered by the Vice President for Student Affairs/Dean of Students or designee for a non-academic reason where the conduct of the student has been unlawful or in violation of rules and regulations of SUNY Canton, or in the event that a student who has been

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accused of a violation fails to respond to the Vice President for Student Affairs/Dean of Students or designee when asked to do so. The Vice President for Student Affairs/Dean of Students or designee shall grant a hearing as soon as possible upon request of any student so removed with respect to the basis of the action.

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

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

Tuition

Semester charges reduced on a percentage basis as follows:

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

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

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

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

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

Reduced at the same rate as tuition.

Alumni Fee

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

Parking Fee

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

Medical Insurance

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

Meal Ticket

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

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

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

Housing: Residence Hall

Charges reduced on a percentage basis as follows:

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

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

Financial Aid Policy

Under Federal Financial Aid rules, the College must recalculate Federal* financial

aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. Recalculation is based on the percent of earned aid using the following formula:

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

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

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

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

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

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

2.0 General Education Requirements

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

In accordance with the SUNY Board of Trustees Policy on General Education, all entering freshmen must meet specific General Education requirements. **Faculty and**

students will periodically be required to engage in assessment activities to ensure that the General Education learning outcomes are being met. At SUNY Canton

students enrolled in the Associate of Arts (A.A.) or Associate of Science (A.S.) degree must complete seven of the ten Knowledge and Skills Areas of General Education in order to transfer seamlessly to another SUNY college to earn a baccalaureate degree. These may be completed in separate courses, although some courses may satisfy more than one General Education Requirement. Nevertheless, in order to meet graduation requirements, students enrolled in a SUNY Canton baccalaureate degree program must complete 30 credit hours of general education which must include Mathematics (GER 1) and Basic Communication (GER 10) as well as at least three credits each in at least five of the following academic areas - Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, the Arts and Foreign Languages. (See individual baccalaureate degree requirements for exceptions to this mandate.) All students will fulfill competency outcomes in Critical Thinking and Information Management which are infused throughout the curricula.

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

2.1 SUNY General Education Requirements

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

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

B. Competencies

1. Critical Thinking (Reasoning)
2. Information Management

3.0 Grading

3.1 Passing Grade

(See Policies & Procedures Manual)

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

3.2 Incomplete Grades

(See Policies & Procedures Manual)

An incomplete grade may be assigned by a faculty member in cases when, for valid reasons (sickness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. (*Unexcused absence from the final exam and/or failure to turn in a final project or paper are NOT extenuating circumstances*). Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work. An Incomplete Grade Contract must be completed in full, including all signatures, prior to receiving a grade of ("I") Incomplete.

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

3.3 Midterm Grades

(See Policies & Procedures Manual)

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

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

3.4 Repeating a Course

Students may repeat courses. If higher, the grade earned in the repeated course will be substituted for the original grade in computing the GPA. NOTE: Refer to the Policies & Procedures Manual regarding financial aid eligibility when repeating courses. Repeated courses must be taken at SUNY Canton for the course grade to be calculated in your SUNY Canton GPA. Repeated courses taken at another institution where a grade of C or better is earned, will be transferred back for credit only and the SUNY Canton grade will be excluded from the student's GPA; to clarify, the student will receive transfer credit, but the grade will not transfer.

3.5 Repeat of "D" Grades and Financial Aid Eligibility

According to New York State Regulations, "If a student repeats a course in which a passing grade acceptable to the institution has already been received, the course cannot be included as a part of the student's minimum full-time or part-time course load for financial aid purposes. When such courses are included in meeting the minimum requirement, they render the student ineligible for a State award (TAP)." In the following instances, repeated courses may count toward full-time or part-time study: (1) when a failed course is repeated; (2) when a grade received is passing at the institution but is unacceptable in the current curriculum (i.e., Nursing I, II, III, IV for Nursing-622); and (3) when a course may be repeated and credit earned each time. In addition, the repeated course may not be considered in determining whether the student has met the Pursuit of Program Requirement and is in good academic standing. The student should check with his/her advisor and/or the Financial Aid Office - One Hop Shop to determine if repeating a course will affect his/her state TAP Grant eligibility.

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

3.6 Academic Integrity Policy

The instructor may impose a penalty upon a student evidencing prohibited academic behavior. In those instances where cheating, plagiarism, and/or alteration of academic documents are proven, a student will be subject to a grade of "F" for the specific assignment and/or course. Similarly, a student may be dismissed from a course with a grade of "F" as a consequence of intentional disruption, obstruction, or comparable class misconduct.

These consequences should be included in the class syllabus. Repeated violations of this policy may result in suspension from the College. For additional information on SUNY Canton's Academic Integrity Policy, please click on this link. http://www.canton.edu/provost/pdf/Academic_Integrity.pdf

3.7 Final Examination Period (See Policies & Procedures Manual)

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

3.8 Credit for Prior Learning

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

3.9 Transcript of Records

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

4.0 Graduation Requirements

(See Policies & Procedures Manual)

The College reserves the right to make modifications to a prescribed curriculum. Students failing to graduate due to failure, deficiency of grade points, or credit hours may be granted the degree after successful completion of the work either at SUNY Canton or another accredited college within seven years of departure. These hours must have the prior approval of the School Dean or department chairperson. All courses transferred will be recorded as "TR" credit only. Note: The commencement program is created once a year for May commencement ceremonies. The list of graduates is based on students

who completed degree requirements in the prior August, December, January, and those who anticipate competing requirements in May. Students may petition their academic Dean for permission to participate in the current year's commencement ceremony without meeting requirements by the May deadline. Outstanding credit requirements will be at the discretion of the Dean. Please be aware that students are not permitted to have their names published in the commencement program in the same major within the past two years.

4.1 Baccalaureate Degrees

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

4.2 Associate Degrees

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

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

4.3 Certificate Programs

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

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

4.4 Dual Degrees - Awarding Two Associate Degrees

(See Policies & Procedures Manual)

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

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

4.5 Dual Degrees - Awarding Two Baccalaureate Degrees

(See Policies & Procedures Manual)

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

A student who wishes to earn a second

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

5.0 Grievance Procedure

(See Policies & Procedures Manual)

Both faculty and students have joint responsibilities in maintaining academic integrity. Conducive to learning is a precept of fair evaluation of academic work and a concern for human dignity.

I. Purpose:

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

II. Student Academic Grievance Procedure

An academic grievance is a complaint by a student:

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

Under no circumstances may a grade be grieved if the student simply disagrees with an instructor about the quality of the student's work. A grade may be grieved only when the student alleges that the instructor was acting arbitrarily or maliciously by giving the grade for reasons unrelated to the quality of the work in question. In any grievance alleging discrimination based on race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, the student should pursue the Campus Discrimination Grievance Procedure.

III. Responsibility:

To substantiate the existence of an academic grievance:

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

IV. Procedures:

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

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

STEP ONE:

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

STEP TWO:

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

STEP THREE:

The student shall present the grievance in writing within five school days after the exhaustion of the Step Two review to the

Provost/Vice President for Academic Affairs. A review and hearing will be conducted at this step by an Ad Hoc Academic Appeals Committee composed of:

1. Two teaching faculty members, other than a Director/Department Chairperson, one selected by the complainant and one appointed by the Provost/Vice President for Academic Affairs; the latter appointee serving also as committee chairperson;
2. One student member of the Student Faculty Judicial Board appointed by the President of the Student Government Association, and one student appointed by the faculty member involved;
3. One member of the Student Affairs Staff appointed by the Vice President for Student Affairs/Dean of Students;
4. One member of the Academic Standards Committee appointed by the Provost/Vice President for Academic Affairs; and
5. The Dean of the School in which the faculty member involved is located.

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

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

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

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

6.0 Honor Definitions

(See *Policies & Procedures Manual*)

6.1 Grade Point Average

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

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

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

6.2 Honors Lists

(See *Policies & Procedures Manual*)

President's Honors Lists will include the names of the full-time students who earn semester GPA's of 3.75 or higher. To be eligible students must be enrolled in 12 or more credit hours. The President's Honors List includes students taking imputed- or remedial-level courses and students taking pass/fail courses if fewer than 3 credit hours.

Dean's Honors Lists will include the names of full-time students who earn semester GPA's of 3.25 or higher. To be eligible, students must be enrolled in 12 or more credit hours. The Dean's Honors List includes students taking imputed- or remedial-level courses and students taking pass/fail courses if fewer than 3 credit hours.

Part-Time Academic Honors Lists will include the names of part-time, matriculated students who earn semester GPA's of 3.25 or higher. To be eligible, students must complete 6 or more credit hours. The Part-Time Academic Honors List includes students taking imputed- or remedial-level courses and students taking pass/fail courses if fewer than 3 credit hours.

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

Note: Students who receive any incomplete grades at the completion of a semester are not included in the Dean's/President's/Part-Time honors lists. If a student is eligible for an honor's list once the grade is changed, the appropriate honor be notated on the student transcript. However, because the change will occur after the deadline, student letters and media releases will not include the names of students who are eligible for an honor's list.

6.3 Honor Societies

Alpha Phi Sigma - The only national Criminal Justice honor society for Criminal Justice majors. The society recognizes academic excellence of baccalaureate and graduate students of Criminal Justice, as well as juris doctorate. Students are required to complete three full-time semesters, have a minimum GPA of 3.00 with a minimum GPA of 3.20 in Criminal Justice courses, and be in the top 35 percent of their class.

Chi Alpha Epsilon (Alpha Sigma Chapter) - A national honor society comprised of Educational Opportunity Program students and other full-time students initially enrolled in post-secondary development programs, who have achieved a cumulative GPA of 3.00 or above for two consecutive semesters.

Golden Key - An international and cross-discipline honor society for those students enrolled in a baccalaureate program. Membership is extended to those junior and senior students who possess a GPA that, when calculated, is within the top 15 percent of their class.

Phi Theta Kappa (Lambda Eta Chapter) - An international honor society for students at two-year colleges. To be inducted into Phi Theta Kappa Lambda Eta, members must have a 3.50 GPA for one full semester and maintain a 3.25 GPA overall thereafter.

Tau Alpha Pi (New York Mu Chapter) - A national honor society consisting of students and alumni of Engineering Technology curricula. Students are required to maintain a 3.75 GPA for three semesters prior to induction. SUNY Canton was chartered in 1981.

6.4 Graduating With Honors

(See *Policies & Procedures Manual*)

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

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

Upon program completion students who have earned cumulative GPAs as listed above

will be designated for Honors, High Honors, or Highest Honors on their diplomas and transcripts.

7.0 Registration

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

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

7.1 Good Academic Standing and Satisfactory Progress

(See *Policies & Procedures Manual*)

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

7.2 Re-Registration/Academic Requirements

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

Students who do not meet re-registration requirements may, at the discretion of the Dean of the appropriate school, be placed on either Suspension or Academic Recovery.

Good Standing

TO RE-REGISTER FOR SEMESTER	COMPLETED HOURS (EARNED HOURS) ¹	CUMULATIVE GPA
2	9	1.50
3	18	1.75
4	27	2.00
5	39	2.00
6	51	2.00
7	63	2.00
8	75	2.00
9	90	2.00
10	105	2.00

Academic Jeopardy²

TO RE-REGISTER FOR SEMESTER	COMPLETED HOURS (EARNED HOURS) ¹	CUMULATIVE GPA
2	9	1.25-1.49
3	18	1.50-1.74
4	27	1.75-1.99

ACADEMICS

TO RE-REGISTER FOR SEMESTER	COMPLETED HOURS (EARNED HOURS) ¹	CUMULATIVE GPA
5	39	2.00
6	51	2.00
7	63	2.00
8	75	2.00
9	90	2.00
10	105	2.00

Academic Recovery

TO RE-REGISTER FOR SEMESTER	COMPLETED HOURS (EARNED HOURS) ¹	CUMULATIVE GPA
2	3-8	0.50-1.24
3	9-17	0.75-1.49
4	18-26	1.30-1.74
5	27-38	1.50-1.99
6	39-50	1.65-1.99
7	51-62	1.75-1.99
8	63-74	1.75-1.99
9	75-89	1.75-1.99
10	90-104	1.75-1.99

Academic Suspension

TO RE-REGISTER FOR SEMESTER:	COMPLETED HOURS (EARNED HOURS) ¹	CUMULATIVE GPA
2	0-2	0.49 or less
3	8 or less	0.74 or less
4	17 or less	1.29 or less
5	26 or less	1.49 or less
6	38 or less	1.64 or less
7	50 or less	1.74 or less
8	62 or less	1.74 or less
9	74 or less	1.74 or less
10	89 or less	1.74 or less

¹Imputed credit - Courses designated as remedial/developmental cannot be awarded academic credit, and therefore do not count towards overall GPA or earned hours toward a college degree. At the discretion of the appropriate academic dean, imputed credit hours may be used in determining a student's academic status.

²Students in academic jeopardy are considered to be maintaining minimum satisfactory academic progress and are eligible to re-register.

Any matriculated student who earns an index of 0.00 in any semester may be suspended and any matriculated student who earns a GPA of less than 1.50 in each of two consecutive semesters may be suspended.

Exceptions to this rule may be made by the School Dean.

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

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

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

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

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

Academic Forgiveness Policy

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

Academic Forgiveness, in this context, means that the student's previous college work will be treated as if it had been transferred to SUNY Canton from another col-

lege: none of the grades received would be counted in the current GPA, but the student would receive credit for any courses in which he/she earned a C or above. All General Education requirements completed during prior attendance would continue to count as requirements met, but only courses with a C or higher grade would be included in credits earned toward the degree, at the discretion of the School Dean.

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

- A. The student must not have taken any coursework at SUNY Canton for a minimum of two calendar years at the time of proposed readmission.
- B. The student must complete the Academic Forgiveness Application Form at the time of application for readmission. The application will include a reflective summary of why he/she should be considered for the privilege.
- C. The student will not have attempted more than two semesters of coursework at SUNY Canton prior to readmission if enrolled in an associate degree program or more than four semesters of coursework if enrolled in a bachelor's degree program. Students must complete at least one half of their degree requirement credits at SUNY Canton after forgiveness is granted.
- D. The student is not eligible to receive Academic Forgiveness until he/she has completed a full-time semester of at least 12 credit hours as a readmitted student. In this probationary semester, the student must receive at least a C in every course and is not permitted to withdraw from any courses.
- E. The student will be placed on Academic Recovery for this first semester after readmission.
- F. Upon completion of the semester of Academic Recovery, if all requirements for Academic Forgiveness have been met, the Dean of the School will notify the Registrar so that the student's academic record may be modified.
- G. If approved for Academic Forgiveness, a notation to this effect will be made on the student's SUNY Canton transcript, and a new cumulative GPA will be calculated for all work beginning with the semester of readmission. This new GPA will be printed on the official transcript and used for computing the student's academic standing and for meeting the minimum GPA requirement for gradu-

ation. All previous SUNY Canton work will continue to be listed on the transcript with the original grades received.

- H. Academic Forgiveness may be granted only once in a student's college career at SUNY Canton.
- I. Academic Forgiveness does not override state and federal financial aid regulations and satisfactory academic progress standards. Also, repeating courses previously passed may not count toward full-time enrollment for financial aid purposes. Students should contact the Financial Aid Office in the One Hop Shop for information on their aid eligibility if considering applying for Academic Forgiveness.

7.3 Cross Registration

Cross registration in the Associated Colleges (Clarkson, Potsdam, St. Lawrence, Canton) is defined as registration by, and is limited to, full-time matriculated undergraduate and graduate students. Cross registration permits access to courses not available on the student's own campus. Exceptions to this policy may be made under unusual or extenuating circumstances. More information and forms can be found online at www.associatedcolleges.org. Questions should be directed to the Registrar.

- A. Cross registration is open to full-time, undergraduate and graduate students and staff members within the member institutions of the Associated Colleges of the St. Lawrence Valley: SUNY Canton, SUNY Potsdam, St. Lawrence University, and Clarkson University. Cross registration permits access to courses not available on the student's own campus.
- B. Eligible persons may register for a maximum of two courses per academic year (Fall semester through the completion of Summer Session) at campuses other than their own. Exceptions to this policy may be made under unusual or extenuating circumstances by the Provost/Vice President for Academic Affairs at the institution offering the course.
- C. After students have identified courses for which they wish to cross register, they must obtain the signed approval of their program advisor to ensure that the course satisfies the student's program and credit-hour requirements.
- D. The student must also obtain the signature of the instructor of the course to ensure that space is available and that all prerequisites have been met.
- E. The completed form must be returned

to the Registrar of the institution at which the student is officially enrolled or employed.

- F. Institutions in the Consortium schedule different starting and ending dates and vacations. The student is individually responsible for arranging to keep up with course work despite calendar disjunctions and, in some cases, must arrange for food and lodging when dormitories at the home campus are closed.
- G. All students taking a course on a campus other than their own must abide by all appropriate attendance regulations, honor systems, parking regulations, and the like at that institution.
- H. Cross registration cannot be used for non-credit courses. Summer and Winter term courses are not eligible for cross registration.

7.4 Late Registration Fee

(See Policies & Procedures Manual)

Should a student fail to register by the appropriate registration deadline date, a \$50.00 non-refundable late registration fee will be assessed.

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

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

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

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

students who are considered a first-semester freshman.

STUDENT LIFE

8.0 Absence/Attendance Policy

(See Policies & Procedures Manual)

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

8.1 Attendance/Absences

Attendance

The Vice President for Student Affairs/Dean of Students may issue excused absences for the following reasons: participation in intercollegiate athletics, course/curriculum field trips, religious observances, military service obligations, and for Title IX-related accommodations. Instructors must accept these excused absences for up to the equivalent of one week's worth of class time for each course (e.g., for a three credit hour lecture course that meets for three, one hour sessions a week, missing three sessions amounts to missing a week's worth of classes.) Instructors have the right to accept or deny excused absences issued by the Vice President for Student Affairs/Dean of Students for students who are over this limit. Students having excused absences must fulfill all academic responsibilities. Students will submit a request for an excused absence via the form located on the Student Affairs webpage.

Instructors of record must state their attendance policy (or participation policy for online classes) in their course syllabus, and are able to excuse students for any absence they deem appropriate.

If the absence is planned, all previously assigned work must be submitted prior to the student's campus departure. The student will complete work and secure all laboratory/lecture information missed immediately upon return to campus. Students missing (quizzes/hourly) examinations will be given the opportunity to take "make-up" examinations OR some other appropriate alternative to the missed examination which would be decided upon at the discretion of the instructor.

Instructors/Advisors planning course or curriculum-related field trips, and coaches planning excused athletic absences are required to compile and circulate (via email) the preliminary roster two weeks prior to the event. Instructors anticipating field trips as

part of academic instruction must include the field trip and any associated fees on the course syllabus. Instructors may not mandate field trips. Students unable to attend a field trip should be provided with alternative assignments.

9.0 Alcohol Policy

9.1 Statement of Purpose

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

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

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

9.2 Events on Campus

All campus events which include alcohol must be appropriately registered, supervised and conform to applicable laws and College regulations. It is the responsibility of the Director of the sponsoring office or the president and advisor of a campus student organization to make sure the event adheres to the laws and College policies, participants in the event act civilly and the event is registered with the chief administrator responsible for the facility and University Police. Registration forms may be obtained from University Police or the chief administrator in charge of the facility (*i.e. Chaney Dining Center/Director of Dining, Miller Campus Center/Director of Student Activities, Residence Halls/Director of Residence Life, Campus Grounds/Director of Facilities, Athletic Fields/Director of Athletics*).

9.3 Administrative Responsibility

The chief administrator (C.A.) of a build-

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

9.4 Legal Responsibilities

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

9.5 Sanction for Violations

When there is a failure to comply, the College may impose sanctions on individuals who have violated the policy and/or applicable laws. There is a need to send a strong message that illegal use of alcohol will not be tolerated. Education and various alcohol abuse interventions may be an integral part of the sanction. The College will not tolerate conduct which disrupts the educational mission or campus life. Employees who violate the law or campus regulations will be referred to their direct supervisor while students will be referred to Vice President for Student Affairs/Dean of Students or designee.

9.6 On-Campus Advertising

All on-campus advertising that promotes events where alcohol will be consumed must obtain consent and approval stamp of the Student Activities Office prior to display. Promotional materials need to promote the main activity, not the consumption of alcohol. Promotional materials advertising explicit use of alcohol that are not activity oriented will not be approved.

9.7 Alcohol Awareness Programs

Educational programs that stress positive attitudes and behavior and emphasize the dangers of alcohol consumption are equally important. SUNY Canton is committed to fostering an environment that will offer alternative academic and social settings to eliminate alcohol abuse. The College recognizes that the abuse of alcohol is a very

serious problem which is detrimental to the individual student, to the educational process and the learning environment. The College encourages students to attend educational awareness programs which address the issues concerning alcohol consumption.

9.8 Alcohol-Free Events

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

9.9 Counseling

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

10.0 Automobiles/Parking

10.1 Registration

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

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

Upon payment of a motor vehicle registration fee and any applicable parking fee at the Student Service Center, a permit shall be issued by University Police Department, which must be affixed to the vehicle in accordance with instructions provided. Where such registered vehicle is sold or transferred or where the owner is no longer enrolled or in the employ of the institution, or in the event of the revocation of the registration, such tags must be removed and returned.

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

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

10.2 Enforcement

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

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

10.3 Accessible Parking

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

To obtain a handicap permit:

1. A severely disabled person may apply for a handicap permit through an issuing agent. The issuing agent shall issue permits only to residents of the city, town or village in which such issuing agent is located. (You should apply for the handicap permit in the city, town or village where you reside).
2. A temporary special vehicle identification parking permit will be issued by the University Police Department to a person who is temporarily unable to ambulate without the aid of an assisting device. To obtain this special permit you must:
 - a. Complete an application for a special permit (from the University Police Department).
 - b. Provide certified proof from a physician that a need exists, a description of the disability, the length of time the special permit will be needed and the type of assisting device you will be using for the disability.

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

11.0 Awards

11.1 Outstanding Graduate Awards

Each year, SUNY Canton honors an outstanding graduating senior in the Baccalaureate and Associate degree programs. The Outstanding Graduate Awards are presented

to those deserving students at Commencement each year. Their names are engraved on a permanent plaque at the College and they are each presented with an individual plaque honoring their achievement.

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

For more information, contact the Student Activities office.

11.2 David R. Maynard Student Activities Award

The Senior class of 1965 initiated an award for "outstanding contribution to student activities". The award name was later changed to the David R. Maynard Student Activities Award. This Award is given to a member of the graduating class each year. The recipient receives a plaque at the Honors Convocation ceremony in the spring semester.

For more information, contact the Student Activities office.

11.3 Northstar Award

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

All SUNY Canton employees (faculty, professional staff, administration, secretarial staff, maintenance, College Association staff, food service staff) who have been employed for at least one semester during the current academic year are eligible for nomination. The recipient receives a plaque and gift at the Commencement Ceremony.

11.4 Specialty Student Awards

Heritage Award or Outstanding Graduate Award

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

Humanitarian Award

These awards are given in recognition of students with a minimum cumulative GPA of

2.50 who have demonstrated a documentable act of humanitarianism worthy of campus recognition.

Leaders of Tomorrow Award

These students are leaders of a team, group, or organization; students who give their time and expertise to promote teamwork and accomplishment while maintaining a minimum cumulative GPA of 2.50.

Phoenix Award

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

Pillars of Character Award

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

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

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

Spirit of Success Award

These awards are given in recognition of students who maintained a minimum cumulative GPA of 3.20 and have demonstrated active citizenship in the college community.

The recipients receive their awards at a ceremony in the spring semester. For more information, contact the Office of the Vice President for Student Affairs/Dean of Students.

12.0 Behavioral Expectations re: Violence, Alcohol & Drugs

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

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

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

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

12.1 Acts Of Violence

The College will not tolerate acts of violence towards other students, staff, community members, or visitors.

Any student who is involved in an act of violence on campus may be immediately placed on Interim Suspension pending the outcome of a hearing before the Student Faculty Hearing Board if deemed appropriate by the Vice President for Student Affairs. If the individual(s) are found to have committed an act of violence, thus a violation of the Code of Student Conduct, it could result in sanctions up to and including suspension from College for the balance of the current semester or subsequent semesters as appropriate with no special refunds.

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

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

12.2 Alcohol/Drug Violations - Sanctions

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

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

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

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

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

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

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

The Third alcohol/drug policy violation will result in the individual meeting with the Vice President for Student Affairs/Dean of Students or his/her designee. For any questions or need for clarification of this policy, please contact Courtney Bish, Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, phone (315)386-7120.

12.3 Alcohol And Controlled Substances

(See Policies & Procedures Manual)

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

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

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

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

As a condition of employment, each

employee shall abide by this policy and notify the Director of Human Resources, in writing, of any criminal drug statute conviction for a violation occurring in the workplace or at the College worksite within five calendar days of such a conviction. The College is obligated to notify the appropriate federal contracting agency, if applicable, within ten calendar days of receipt of notice of an employee conviction as noted above. The College provides on-going drug and alcohol awareness educational programs, and dissemination of pertinent information will continue to occur for all members of the campus community.

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

13.0 Chaperone Policy

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

14.0 Children on Campus - Policy

The State University of New York is committed to protecting the safety and well-being of children who participate in University-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports

campus, academic and personal enrichment programs, and research studies.

Definitions

Covered Activity: A program or activity sponsored or approved by the University or a University-affiliated organization, or an activity conducted by a vendor, licensee or permittee for which a license or permit for use of University facilities has been approved, occurring on or off campus, for the duration of which the responsibility for custody, control and supervision of children is vested in the University, University-affiliated organization or the vendor, licensee, or permittee so approved. This policy is not applicable to university on-campus child care centers.

Covered Person: A person who is responsible for the custody, control, or supervision of children participating in the Covered Activity and who is:

- i. An employee of the University or University-affiliated organization;
- ii. A University student;
- iii. A volunteer of the University or University-affiliated organization; or
- iv. A vendor, Licensee, permittee, or other person, who is given permission to come onto campus or to use University facilities for Covered Activities; or
- v. An employee, agent, or volunteer of (iv) above.

Child: An individual under the age of seventeen years, who is participating in a Covered Activity. The term "child" shall not include a matriculated student of the University or a person accepted for matriculation. For purposes of this policy, "matriculation" means accepted by the University as a student into a college course that is listed in the college catalog.

Children's Camp: A camp defined under the New York Public Health Law §1392.

Physical Abuse: Physical contact with a child by a covered person which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

Sexual Abuse: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and

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Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263, and Section 260.10.

Responsible University Official: The employee of the University or University-affiliated organization, who has been designated by the Campus under Section G, Campus Responsibilities.

University-affiliated organization: The Research Foundation for the State University of New York, campus foundation, campus alumni association, campus auxiliary services corporation, or any other entity so designated by the Chancellor or Campus President.

PROHIBITED CONDUCT

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to Section G.2 of this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area, or vehicle.
2. Engage in physical abuse or sexual abuse of a child
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities
4. Enable, facilitate, or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.

6. Offer or made a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

REQUIRED CONDUCT

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse, or prohibited conduct as defined herein.
2. Report immediately any suspected physical abuse or sexual abuse of a child to the campus University Police Department, and provide to the campus University Police Department a written report of suspected physical or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
3. Comply with the University's Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504 available on the University-Wide Policies and Procedures webpage.
4. Complete all required training required for Covered Persons (i)-(iii) developed pursuant to this Policy.
5. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

RESPONSIBLE UNIVERSITY OFFICIAL

A Responsible University Official shall:

1. Confirm that the requirements of this Policy have been communicated to Covered Persons (i)-(iii) prior to the commencement of a Covered Activity.
2. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches (as described in Campus Responsibilities, below) have been obtained and reviewed for Covered Persons (i)-(iii) prior to the

commencement of a Covered Activity.

3. Confirm that the completed Acknowledgement of the University's Child Protection form (available in Exhibit D of this policy) has been obtained from Covered Persons (iv)-(v) prior to the commencement of a Covered Activity.
4. Immediately report allegations of physical abuse or sexual abuse of a child to the campus University Police Department, and complete and provide to the campus University Police Department a written report for each allegation of physical abuse or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
5. Notify and coordinate with appropriate campus offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.
6. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students or agents of the State University or a University-affiliated organization.
7. Confirm that the University has provided Covered Persons (i)-(iii) with identification that identifies the individual as having the responsibilities of a Covered Person.

CAMPUS RESPONSIBILITIES

Each campus, System Administration, and University-affiliated organization shall develop procedures to:

1. Designate a Responsible University Official for each Covered Activity.
2. Determine on a limited basis that the first sentence of section D.1. of this Policy, which prohibits a Covered Person from being alone with a child, shall not apply to certain Covered Activities when the pedagogical or health-related nature of a Covered Activity requires such one-on-one contact with a child. Examples may include tutoring, music lessons, speech therapy, and medical, dental, or optical services.

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3. Communicate the requirements of this Policy to Covered Persons (i)-(v).
4. By May 15, 2015, the biennially thereafter, provide for and require training on this policy for all Covered Persons (i)-(iii) prior to the commencement of a Covered Activity.
5. Obtain New York Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons (i)-(iii) and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.
 - a. A search of the NY Sex Offender Registry means:
 1. A search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law §168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy of submission of names and identifiers to DCJS as described on the DCJA website ([url: http://www.criminaljustice.ny.gov/nsor/800info_cdsuubmit.htm](http://www.criminaljustice.ny.gov/nsor/800info_cdsuubmit.htm)); and
 2. Retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.
 - b. A search of the National Sex Offender Public Registry means:
 1. A search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: <http://nsopw.gov/>; and
 2. Retention of the records of the results of such search.
6. Provide for the prompt investigation and preparation of written findings by the campus University Police Department of records of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the campus University Police Department with other law enforcement officials.
7. Provide a mechanism to report and respond to allegations of retaliation (as described below).
8. Retain documentation of the search

results from the New York and National Sex Offender registries for Covered Persons who are employees, volunteers, students, or agents of the University of a University-affiliated organization for six (6) years after the covered person has separated from the University.

9. Provide identification for Covered Persons (i)-(iii) that identifies the individual as having the responsibilities of a Covered Person.

RETALIATION

Retaliatory action against anyone acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy, is a violation of this Policy. Retaliatory acts may include, but are not limited to:

- Employment actions affecting salary, promotion, job duties, work schedules, and/or work location;
- Actions negatively impacting a student's academic record or progress; and
- Any action affecting the campus environment, including harassment and intimidation.

THIRD PARTY USE OF UNIVERSITY FACILITIES

The use of University facilities by vendors, licensees, or permittees for commercial and non-commercial Covered Activities shall be accomplished pursuant to a revocable permit. The following minimum terms shall be included in all such revocable permits:

1. A specific definition of the areas accessible to the Covered Activity. For example, revocable permits for sporting events held on athletic fields should include the athletic field, as well as any ancillary areas or structures where minors will be permitted, such as adjacent grounds, parking lots, rest rooms, locker rooms, accessory structures, etc.
2. A provision requiring insurance coverage in the types and amounts listed below, naming the University as an additional insured, and requiring that evidence of such insurance be provided to the University within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of University facilities.
 - a. General liability insurance two

million dollars (\$2,000,000) each claim and two million dollars (\$2,000,000) in the aggregate;

- b. New York State Workers' Compensation insurance and New York State Disability Benefits insurance during the term of the revocable permit for the benefit of permittee's employees required to be covered under the NYS Worker's Compensation Law and the New York State Disability Benefits law.
 - c. For those instances in which a campus believes that the activity is so long or substantial and that the obtaining of such insurance will not unduly preclude beneficial use of the campus' facilities, the campus should require additional insurance in the form of: Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims-made basis shall remain in effect for a minimum of six (6) months following the use of University facilities.
3. If the Covered Activity is a Children's Camp as defined in Section C of this policy, a provision requiring permittee to provide the University with a copy of its camp operator permit issued by the New York State Commissioner of Health, either upon execution of the permit or not later than two weeks (14 days) before the use of University facilities.
 4. A representation and warranty from permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon University facilities for purposes related to Covered Activity, permittee has conducted within the ninety (90) day period preceding the use of University facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.
 5. A representation and warranty from permittee that for all Covered Activities: (i) it shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements (available at: <http://www.acacamps.org/accreditation/>

stdsglance); and (ii) that the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.

6. A representation and warranty from permittee that any transportation it provides for participating minors to and from the University grounds shall conform to the American Camp Association's transportation standards (available at: <http://www.acacamps.org/accreditation/stdsglance>).
7. A provision requiring written acknowledgement from permittee that it has received a copy of the University's Child Protection Policy and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the campus University Police Department.

CAMPUS POLICIES AND PROCEDURES

A campus may promulgate policies and procedures that supplement, and are no less stringent than, the policies and procedures set forth herein.

Definitions

All definitions relevant to this policy can be found in the Policy section of this document, under DEFINITIONS section.

15.0 Code of Student Conduct, Rights & Responsibilities

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

Every student at the State University College of Technology at Canton is assumed to be a mature individual with the ability to accept academic and social responsibility. Individuals are expected to be responsible for their academic progress and their actions and to be familiar with the rules of conduct that govern their behavior at the College. The Student Code of Conduct and Student

Handbook can be found on the College's computer network. Any questions regarding such policies should be directed to the Vice President for Student Affairs/Dean of Students.

15.1 Article I: Definitions

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

Accused Student

Any student accused of violating this Student Code.

Appeal

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

Burden of Proof

The burden of proof in all cases is "the preponderance of the evidence" – whether it is "more likely than not" that the incident occurred. If the evidence presented meets this standard, then the accused should be found responsible.

Campus

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

College

The State University College of Technology at Canton, New York, or any official representing the College.

College Association

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

College Community

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

Complainant

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

Consent

Consent is the agreement to engage in specific sexual contact, which may be given by verbal agreement or active and willing participation in the sexual activity. Consent

to sexual contact or any specific sexual act cannot be given if an individual is incapacitated or impaired because of a physical or mental condition or the ingestion of drugs or alcohol, or under the age of 17. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs is not an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity is evidence of lack of consent. Consent may be initially given, but it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to cease sexual contact promptly in response to a withdrawal of consent constitutes prohibited non-consensual sexual contact. "No" or any other negative statement or acts/physical gestures supporting the desire to cease contact in response to sexual contact or an invitation to sexual contact will be regarded as a denial of consent to such sexual contact.

Dating Violence

Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Vice President for Student Affairs/Dean of Students

An administrative officer of the College who oversees student discipline and issues related to the Student Code of Conduct. The Vice President for Student Affairs/Dean of Students or his/her designee serves as the adjudicating officer.

Domestic Violence

Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Entry

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

Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the Vice President for Student Affairs/Dean of Students. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions will not be longer than 5 business/school days. Temporary sanctions may be imposed by the Vice President for Student Affairs/Dean of Students or designee during any extension.

Faculty

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

Force

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

Greek Council

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

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender

Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

The Maintenance of Public Order Rules

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

Non-consensual Sexual Contact

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

Non-consensual Sexual Intercourse

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

Organization

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

President

The chief administrative officer of the College.

Professional Staff

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

Reasonable

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

Retaliation

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

No member of the University community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to University Police or the Vice President for Student Affairs/Dean of Students immediately.

Review

To examine with an eye to criticism or correction.

Search

To examine in order to find something concealed.

Sex Discrimination

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

incidents occur during working hours.

Sexual Exploitation

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

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

Sexual Harassment

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program.

Sexual Violence

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Stalking

The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Student

A person who is enrolled either full- or

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

Student Government Association

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

Summary Action

A disciplinary process where the accused party and the adjudicating officer come to agreement on the violation(s) of the Code of Student Conduct and the appropriate disciplinary sanction(s) in lieu of appearing before a disciplinary hearing board.

Support Person

The respondent and complainant may be assisted during disciplinary hearings and related meetings, by a support person of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration by the hearing board or judicial officer. The respondent and complainant are responsible for presenting evidence on their own behalf. The support person may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their support person which will be granted at the discretion of the hearing board Chair. Support persons for the respondent and complainant may not present evidence or question witnesses.

15.2 Article II: Bill Of Rights

1. The following enumeration of rights shall not be construed to deny or belittle other rights retained by students in their capacity as members of the student body or as citizens of the community at large:
 - A. Free inquiry, expression and assembly are protected for all students. Discussion and expression of all views are permitted within the College, subject to the provisions of the *Regulations and Procedures for Maintaining Public Order on Campuses of the State University*, and to the legally recognized conditions placed upon the rights of free speech and expression.
 - B. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
 - C. The right of students to be secure in their persons, residence hall, papers and effects against unreasonable searches and seizures is protected subject to the terms of the residence hall license.

- D. With the exception of an interim suspension that may be imposed as described in Article V, Section 6, no disciplinary sanction(s) that interferes with the student's ability to continue the education process, may be imposed on any student(s) without notice to the accused of the nature and cause of the charges and a fair hearing complies with due-process requirements.

Access to Higher Education

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

Expression

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

College Government

8. All constituents of the College community are free, individually and collectively, to express their views on issues of College policy and on matters of interest to the student body. The President shall provide clearly defined means for student expression on all College policies affecting academic and student affairs.
9. The role of the student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance or clearly mandated by law or by SUNY regulation.
10. Where the College owns and/or operates residence halls, students shall significantly participate in the development of programs and policies directly and substantially affecting their personal lives, including the imposition of sanctions for violations of stated norms of conduct, except that the College may direct minimal standards to insure compliance with all Federal, State and local laws, and regulations of the State University of New York.
11. On questions of educational policy, students are entitled to a participatory function.
 - A. Faculty-student committees shall be created to consider questions of and to make recommendations concerning policy directly affecting student life.
 - B. Students shall be designated as members of standing and special advisory committees concerned with College policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocating of student funds.

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

Campus Organizations

- Sections 12-18 that primarily concern organizations recognized by SGA are intended to complement the policies, procedures, and rules of the College that concern organizations and groups, not so recognized.
12. Organizations and groups may be established within the College for any legal purpose. Subject to regulations of the State University of New York, affiliation with an extramural organiza-

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- tion shall not, in itself, disqualify the College branch or chapter from College privileges.
13. A student group shall become an organization when formally recognized by SGA.
- A. All student groups that meet the following requirements shall be recognized:
- 1) Submission of a list of officers and copies of the constitution and by-laws to the appropriate SGA official or body. All changes and amendments shall be submitted within one week after they become effective.
 - 2) Where there is affiliation with an external organization, that organization's constitution and by-laws shall be filed with the appropriate SGA official or body. All proposed amendments shall be submitted at least 14 days prior to their becoming effective.
 - 3) All sources of outside funding shall be disclosed.
- B. Upon recognition of an organization, the SGA shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives, and policies of the organization.
- C. Any organization or group that engages in activities in violation of the law or the policies, procedures and rules of the College, on- or off-campus, may have sanctions imposed against it, including withdrawal of SGA recognition and the denial of privileges afforded to organizations or groups.
14. Membership in all SGA-recognized organizations within the limits of College facilities shall be open to any student of the College who is willing to subscribe to the stated aims and to meet the stated obligations of the organizations.
15. Names and addresses of officers and advisors are required as a condition of access to the College or SGA funds.
16. College facilities may be utilized by organizations and groups within the College community for regular business meetings, social programs, and programs open to the public.
- A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
- B. Preference may be given to programs designed for audiences consisting primarily of members of the College community.
- C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization or group.
- D. The College may delegate the reservation function to an administrative official or to another employee(s).
- E. Charges may be imposed for any unusual costs for use of facilities.
- F. Physical abuse of assigned or reserved facilities shall result in reasonable limitations on future allocations of space to offending parties, and restitution for damages. Organizations shall be secondarily liable for damages occasioned by the physical abuse of the facilities during use of such by their organization. Primary liability rests with the individual(s) who caused the damage.
- G. The group or organization requesting space must inform the College of the general purpose of any meeting open to persons other than the organization's members and the names of outside speakers must be provided.
17. The collection, appropriation and disbursement of student activity fees must conform to the existing policies of the State University Board of Trustees. The Student Government Association shall prepare and recommend a budget for the expenditure of such fees. This budget must be submitted to, and approved by, the President or his/her designee for his/her review and determination that the allocations are in compliance with the policies and procedures which govern the use of these fees before such monies are disbursed.
18. In accordance with the Board of Trustees' Resolution and accompanying guidelines issued by the Office of the Chancellor, dated May 31, 1967, the following regulations concerning the use of the name of the University and the College are in effect:
- A. No student shall indicate having a relationship with the College or University beyond that of his or her officially enrolled status.
- B. Student organizations and individual students may indicate on their letterhead that they are located at the State University of New York College at Canton. In no way shall letterheads or correspondence imply that a group or an individual has the authority to act in the name of the College or the University, or in any way make binding commitments on the College or University.
- C. Announcements, letters, bulletins, posters, etc., promoting or describing an event, meeting, program, etc., or stating a position, point of view, or concern must clearly indicate the sponsoring or posting organization(s).

Publications

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

Privacy

22. College officials may enter a student room in a residence hall without prior notification to determine compliance with Federal, State, and local law, and College policies, procedures, and rules where there is reasonable cause to believe that a violation has occurred or is occurring.
23. Generally, except where conduct limits the College's pursuit of its educational objectives, no inquiry is permitted into the lawful activities of students away from the campus.
24. When the College seeks access to a student room in a residence hall to determine compliance with provision of applicable multiple-dwelling unit laws or for improvement or repairs, the occupant shall be notified of such action not less than 24 hours in advance. There may be entry without notice in emergencies

where imminent danger to life, safety, health, or property is reasonably feared or where a diligent effort has been made to notify the student resident and entry is made in the course of management duties; in such cases, the College shall notify the student that entry into his/her room has been made, and reason(s) therefore shall be stated in such notice.

25. The privacy and confidentiality of all student records shall be preserved as governed by FERPA or other applicable state and federal laws.

15.3 Article III: Statement of Student's Responsibilities

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

Students Have the Responsibility . . .

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

15.4 Article IV: Prohibited Conduct

College discipline shall be limited to conduct by a student occurring on campus, or at events sponsored by the College, or at events sponsored by recognized student organiza-

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

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

1. AFFILIATION - Any student who becomes involved or continues involvement with a student club or organization which SUNY Canton has suspended, expelled or removed its recognition may be subject to disciplinary action by the College. In addition, any student who becomes a member and/or participant of an organization or loosely knit unit which gives the impression it is a SUNY Canton club/organization by using the College's name, logo or recruits SUNY Canton students may also be subject to disciplinary action from the College. Disciplinary action may range from a verbal warning through full suspension from the College.
2. ALCOHOL
 - A. Use or possession of alcoholic beverages except as expressly permitted by law, College regulations; and/or public intoxication;
 - B. Distribution of alcoholic beverages except as expressly permitted by law and College regulations and permission to serve alcohol must be obtained by application to the Alcohol Review Board, Faculty Office Building 604.
3. ALTERING A STUDENT'S REGISTRATION OR STUDENT DATA - Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official College document or representation thereof.
4. AMPLIFICATION - Use of amplification/audiovisual equipment in any of the reservation facilities must receive advance approval from the Student Activities Office and, if granted, must not interfere with any public, office, library, classroom, or other College function. Requests for

reduction in volume by faculty/staff and/or designee must be complied with upon notification.

5. ARSON - A person is liable if, by any act, he or she commits arson by causing a fire or explosion on any College building or property.
6. ASSAULT - A person is guilty of assault when he or she slaps, kicks, shoves, or otherwise strikes another person.
7. ATTEMPT - A person is guilty of an attempt to violate the Student Rules and Regulations, or to commit a crime, when he or she, with intent to violate or commit same, engages in conduct which tends to effect the violation of such student rule or regulation or the commission of such crime.
8. BICYCLING, SKATEBOARDING, ROLLERBLADING - Prohibited operation includes:
 - A. operation in any College building or facility;
 - B. operation in a reckless or unsafe manner.
9. BULLYING - Systematically and chronically inflicting physical hurt or psychological distress on one or more individuals. It is further defined as unwanted purposeful written, verbal, non-verbal or physical behavior including, but not limited to, any threatening, insulting, or dehumanizing gesture by a student that has the potential to create an intimidating, hostile, or offensive educational/living environment or causes long-term damage, discomfort or humiliation; or to unreasonably interfere with another individual's school performance or participation; is carried out repeatedly; and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

 - A. Unwanted teasing
 - B. Threatening
 - C. Intimidating
 - D. Stalking
 - E. Cyber-stalking
 - F. Cyber-bullying
 - G. Physical violence
 - H. Theft
 - I. Sexual, religious, or racial harassment
 - J. Public humiliation
 - K. Destruction of school or personal property
 - L. Social exclusion, including incitement and/or coercion

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- M. Rumors or spreading of falsehoods
10. COLLEGE GROUNDS - Use of College space and grounds by an organization or person without reservation of the space or proper authorization.
 11. COMPLICITY - A person is guilty of complicity when he or she aids, helps or otherwise assists another in violating any rule applicable to the College
 12. COMPUTER ABUSE - Theft or other abuse of computer time, including but not limited to:
 - A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - B. Unauthorized transfer of a file;
 - C. Use of another individual's identification and password;
 - D. Use of computing facilities to interfere with the work of another student, faculty member or College Official;
 - E. Use of computing facilities and e-mail to send obscene or abusive messages;
 - F. Use of computing facilities to interfere with normal operation of the College computing system;
 - G. Any and all computer violations caused by individual using another student's identification or password are the responsibility of the person who actually commits the violation and the owner of the identification password. Students must take steps to insure that no other individual has access to their computers or College computer account.
 - H. Use of computing facilities, or computing equipment owned and maintained by the College, to engage in Illegal downloading, unauthorized peer-to-peer file sharing, or unauthorized distribution of copyrighted materials.

All provisions of Article 156 of the NYS Penal Law (Offenses Involving Computers) apply at SUNY Canton.

13. CONVERSION - A person is guilty of conversion when he or she, after having lawfully obtained possession of the property of another, wrongfully transfers, detains, substantially changes, damages, destroys, or misuses the property without the permission of the owner.
14. CREDIT CARD MARKETING - SUNY Canton prohibits the advertising, marketing, or merchandising of credit cards on campus to students, unless expressly authorized and registered by the Vice President for Administrative

- Services. Registrants will be limited to specified dates and areas and are prohibited from offering gifts to a student in exchange for completing a credit card application
15. DATING VIOLENCE - Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.
 16. DEMONSTRATIONS - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement.
 17. DESTRUCTION OF PROPERTY - A person is guilty of destruction of property when he or she:
 - A. destroys, defaces, materially alters or otherwise damages property not his or her own; or
 - B. creates a condition which endangers or threatens property not his or her own.
 18. DISCRIMINATION - Based on race, gender, age, sexual orientation, religion, disability or veteran status.
 19. DISHONESTY - Acts of dishonesty, including but not limited to the following:
 - A. Cheating, plagiarism, or other forms of academic dishonesty;
 - B. Furnishing false information to any College official, faculty member, employee or office;
 - C. Forgery, alteration, or misuse of any College or official document, record, or instrument of identification (e.g., driver's licenses and passports);
 - D. Tampering with the election of any

- College-recognized student organization.
20. DISORDERLY CONDUCT - Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
 21. DISRUPTION - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on- or off-campus, or other authorized non-College activities, when the act occurs on College premises. The College reserves the right to determine where cases of disruption of public order should be referred.
 22. DOMESTIC VIOLENCE - Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.
 23. DOORS-TAMPERING - Disablement of a locking mechanism or blocking open a door intended to be closed and locked.
 24. ELECTRONIC DEVICES - Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. (This includes, but is not limited to, surreptitiously taking a picture of another person in a gym, locker room, or restroom.)
 25. FALSE REPORTING - A person is guilty of falsely reporting an incident when he or she conveys information known to be false or without basis to any College official, faculty member, or employee.
 26. FALSIFYING COLLEGE APPLICATION CREDENTIALS - Students found to have knowingly falsified application information are subject to immediate dismissal from the College.
 27. FALSIFYING GRADE CHANGES - In addition to any sanctions which may be imposed by an academic dean, other penalties may be assessed as a result of a judiciary hearing or plea agreement.
 28. FALSIFYING GRADES - A person is guilty of falsifying grades when he or she:
 - A. submits a falsified universal grade change form to the college; or

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| <p>B. submits false grade information of any sort to a College office or department, employer, academic institution, etc.</p> <p>C. alters any academic coursework and/or examinations so as to unjustly affect the grade awarded to that assignment.</p> <p>29. FIRE - Fire alarms and fire fighting equipment, including but not limited to fire extinguishers, fire hoses, heat and smoke detectors, and sprinkler systems, are for the protection of building occupants. Any tampering with or misuse of this equipment is prohibited and may be punishable in the College judicial system and in the appropriate civil and/or criminal courts. Any time a fire alarm is activated, all people are required to follow the evacuation procedures for their particular building. Occupants must comply with the requests of Residence Life Staff, University Police personnel, or emergency personnel. Any violations will be referred to the appropriate college and/or civil judiciary.</p> <p>30. GAMBLING OR SOLICITATION ON CAMPUS - Students may not use College property for any activity prohibited by federal, state, local law or the Student Code of Conduct. Solicitation or the use of College facilities or resources for any personal gain or profit is prohibited. Examples of prohibited behavior include, but are not limited to engaging in any nature of business for personal benefit on College property or using College resources, gambling on College property.</p> <p>31. HARASSMENT - A person is guilty of harassment when he or she:</p> <p>A. threatens or intimidates a person creating a rational fear within that person; or</p> <p>B. engages in a course of conduct or repeatedly commits acts directed at another person which would seriously annoy a rational person; or</p> <p>C. creates a condition which endangers or threatens the health, safety or welfare of another person; or</p> <p>D. physically restrains or detains any other person, or removes any person from any place where he or she is authorized to remain; or</p> <p>E. engages in name calling, religious, ethnic or racial slurs, hate language, or obscene gestures which are severe or pervasive or persistent.</p> <p>32. HAZING - SUNY Canton prohibits the taking of any action, creating, or participating in the creation of any situation that endangers mental or physical</p> | <p>health, endangers safety, involves the forced consumption of alcohol or drugs, or destroys or removes public or private property, for the purpose of initiation into, affiliation with, or as a condition for continued membership, in a group or organization. Individuals and/or organizations in violation of this policy are subject to disciplinary action by the appropriate disciplinary body of the College and may be subject to any applicable provision of the Penal Law. Students who are present for, but do not report, the hazing of others, may be subject to disciplinary action under this policy as well. Any suspension/expulsion from the College due to hazing will result in a notation being placed on the student's academic transcript, loss of <u>all</u> academic credits for the semester of violation, and liable for all the semester's tuition and fees.</p> <p>33. I.D. CARD/KEYS/ACCESS CARDS- Unauthorized possession, duplication or use of keys/cards to any College premises or unauthorized entry to use of College premises. Upon request by a College official, these items must be turned over to the requesting individual.</p> <p>34. IMPAIRED DRIVING - Operating a motor vehicle while under the influence of drugs or alcohol including but not limited to:</p> <p>A. operating a motor vehicle while his/her ability to do so is impaired by the improper or illegal use of drugs or the consumption of alcohol; or</p> <p>B. operating a motor vehicle while in an intoxicated condition.</p> <p>35. INSUBORDINATION / OBSTRUCTION - Interfering with, or hindering the efforts of College officials, student staff, or law enforcement officers performing the duties of their office, especially as they are related to the enforcement of College policy or the maintenance of safety and security.</p> <p>36. JUDICIAL SYSTEM - Abuse of the Judicial System, including but not limited to:</p> <p>A. Failure to obey the summons of a judicial body or College official;</p> <p>B. Falsification, distortion, or misrepresentation of information before a judicial body;</p> <p>C. Disruption or interference with the orderly conduct of a judicial proceeding;</p> <p>D. Institution of a judicial proceeding knowingly without cause;</p> <p>E. Attempting to discourage an indi-</p> | <p>vidual's proper participation in, or use of, the judicial system;</p> <p>F. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;</p> <p>G. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;</p> <p>H. Failure to comply with the sanction(s) imposed under the Student Code;</p> <p>I. Influencing or attempting to influence another person to commit an abuse of the judicial system.</p> <p>37. LAWS - Violation of federal, state or local law shall be a violation of College Conduct Rules and Regulations. A finding of a violation under this rule does not require proof of a conviction in any non-campus legal proceeding.</p> <p>38. LEAVING THE SCENE - attempting to flee or unlawfully leaving the area of an accident, crime, or College violation (and/or areas of potential accidents, crimes, or violations). This includes fleeing an area to avoid being questioned, apprehended and/or detained by College officials, faculty members, or employees and/or law enforcement officers.</p> <p>39. MISREPRESENTATION - A person is guilty of misrepresentation when he or she knowingly perverts the truth for personal gain or favor.</p> <p>40. MISUSE OF COLLEGE SUPPLIES OR DOCUMENTS - A person is guilty of misuse of College supplies and documents when he or she forges, alters, uses without authority, receives without authority, or possesses without authority any College supplies or documents. (College supplies and documents include, but are not limited to, the following: supplies, equipment, keys, records, files, documents, all forms of computer data, and other materials.)</p> <p>41. PHYSICAL VIOLENCE - Physical violence or abuse (including acquaintance rape), verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.</p> <p>42. POSSESSION - A person is guilty of possession when he or she knowingly obtains property, (including abandoned property), without the explicit authorization of the rightful owner.</p> <p>43. QUIET HOURS / COURTESY HOURS - Excessive noise (including, but not limited to noise from speakers/</p> |
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STUDENT LIFE

audio devices, yelling in zones designated for quiet such as the Silent Zone in the Library or during quiet hours in the residence halls, or otherwise creating a disturbance) which disrupts the opportunity for academic success in or on campus facilities or grounds. Courtesy Hours are in effect 24 hours a day in the residence halls and at no time should noise reach a level that disturbs roommates, other residents or members of the community.

44. **REASONABLE REQUEST OF A COLLEGE OFFICIAL** - A person is guilty of failure to comply when he or she, knowing or having reason to know that the requesting person is a College official, fails to comply with a reasonable request. For the purpose of this section, a College official shall include, but not be limited to, an individual instructing a class, a librarian or designee in a library, a University Police Officer, and any Resident Assistant, Residence Hall Director or student employee, and members of the College staff carrying out their duties and responsibilities.
45. **REPEATED VIOLATIONS** - Repeated violations of College policy which, by themselves, would not warrant suspension or dismissal, but collectively indicate that the student may not be suited for on-campus living and/or attendance at the College.
46. **RETALIATION** - Acts of retaliation against those who file complaints with College officials or cooperate with investigations of alleged violations of the law or College policies.
47. **RULES** - Violation of published College policies, rules, or regulations.
48. **SELF-DEFENSE SPRAY** - Considered physical assault when circumstances do not justify the use of such a device. Other forms of misuse include dispensing for the purpose of disruption of College operations or events.
49. **SEXUAL MISCONDUCT** - The act of consent requires spoken words or behavior that indicates, without doubt to either party, a mutual agreement to participate in sexual intercourse or other sexual activities. Indicators of consent do not include silence or past or present sexual relationship(s). A person is deemed incapable of consenting when that person is mentally defective, mentally incapacitated, physically helpless (whether induced by drugs, alcohol, or otherwise), or asleep. The use of alcohol or other drugs cannot be considered an excuse for rape or sexual assault. Rape

or sexual assault can be committed by a friend, acquaintance, or stranger. Sexual misconduct can be defined as one or more of the following:

- A. **Forcible Rape**: Forcing or coercing someone to have vaginal, penile, oral, or anal penetration/sexual intercourse. Rape may involve the use or threat of force, violence, or immediate and unlawful bodily injury. The perpetrator does not need to use a weapon or produce physical harm; the threat of force, expressed or implied, is sufficient to categorize the act as rape. Rape also occurs when the victim is incapable of giving legal consent because the victim is less than 17 years of age, mentally incapacitated, physically helpless (including drug or alcohol intoxication), mentally incompetent, or asleep.
- B. **Acquaintance Rape/Date Rape**: Sexual intercourse undertaken by a friend, date, or acquaintance without consent. Acquaintance rape includes sexual intercourse that occurs through force, as a result of threat(s), physical restraint or physical violence, or without consent.
- C. **Sexual Abuse**: Forcing or coercing a man or woman to engage in any sexual contact other than intercourse under the circumstances previously mentioned in the description of Forcible Rape or Acquaintance Rape including taking non-consensual advantage of another person for one's own or another's benefit.
- D. **Sexual Harassment**: (Based on Equal Employment Opportunity Commission and Office of Civil Rights regulations): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to, or enduring such conduct, when rejection is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity, or (2) submission to, or rejection of, such conduct by an individual is used as the basis for making academic or personnel decisions affecting the individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

50. **SMOKING** - Prohibited in all College owned and operated buildings, doorway areas, loading docks, and outdoor areas, and in all vehicles owned and operated by the College unless the area has been officially designated as a smoking area (see Residence Hall regulations also).
51. **STALKING** - The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.
52. **SUBSTANCES** - Use, possession or distribution of illegal/dangerous drugs as defined in the New York State Penal Law including marijuana, hallucinatory, narcotic or other synthetic drugs, controlled substances and/or related paraphernalia except as expressly permitted by law. This also includes the illegal use or sale of prescription drugs. All students found in rooms where illicit drugs are reasonably believed to be present or in use may be subject to College judicial action.
53. **THEFT** - A person is guilty of theft when he or she, knowing property not to be his or her own, takes such property for his or her own use, pleasure, or possession; and, theft of services.
54. **TRAFFIC** - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
55. **TRESPASS/UNAUTHORIZED ENTRY** - A person knowingly enters or remains unlawfully in a building, office, residence hall room or any other properties of the College at any time without permission or authorization.
56. **WEAPONS** - The possession of any explosive device, dangerous chemical, firearm or weapon, (including air guns, BB guns, soft air guns, paintball guns, and archery equipment) or any weapon in which the propelling force is spring, piston, or CO2 cartridge, or any deadly weapon as defined in the New York State Penal Law or any knife, object that can be construed as a dangerous instrument.

15.5 Article V: Sanctions

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

1. Admonition: Written warning that continuation or repetition of misconduct may result in further disciplinary action.
2. Community Service: The student as part of their sanction may be assigned a community service project which is unpaid work that benefits the College community. The Vice President for Student Affairs/Dean of Students or his/her designee will monitor performance of the community service. Failure to complete the assigned community service within the specified period of time will result in an appearance before the original sanctioning body/person and may result in an increased assignment and/or additional sanctions.
3. Denial of Service: Request to leave a campus office/service for a specified period of time. This may include suspension from campus social activities/events as deemed by the Vice President for Student Affairs/Dean of Students or his/her designee.
4. Disciplinary Warning: This is meant as a warning that the student's status at the College is in jeopardy. Future violations of the Code of Conduct may result in the student's removal from the residence halls, loss of certain social privileges or suspension from the College.
5. Disciplinary Jeopardy: This is meant as a strong warning that the student is in jeopardy at the College. The next incident will likely result in the student's suspension from the residence halls and/or College and loss of certain social privileges.
6. Disciplinary Probation: The student is not permitted to live on campus for a specified period of time and is additionally restricted from the residence halls during that time period. If the student is found in the residence halls during that time period, he/she will be arrested for criminal trespass by the University Police Department. Further the next incident **will** result in the student's immediate suspension from the College for a period of one academic year.
7. Expulsion: Permanent termination of student status at SUNY Canton. Expulsion will be noted on the student's

permanent record. The Vice President for Student Affairs/Dean of Students will determine the grades that will be recorded for the student for that semester.

8. Exclusion from Dining Hall: Loss of dining privileges for a specified period of time.
9. Interim Suspension: While normally no action will be taken against a student/organization until charges have been heard in accordance with the hearing process established under the Code, a student/organization may be suspended pending a hearing on the charges whenever, in the judgment of the President or the President's designee, the continued presence of the student/organization would constitute a clear danger to the student or to the safety of persons or property on College premises, or would pose an immediate threat of disruptive interference with the normal conduct of College activities.
During the interim suspension, the student may be denied access to the residence halls and/or to College premises (including classes) and/or all other College activities, privileges, or services for which the student might otherwise be eligible, or as the Office of the Vice President for Student Affairs/Dean of Students determines to be appropriate. If suspended in this manner, the student is entitled to an interview with the Vice President for Student Affairs/Dean of Students or his or her designee, in order to outline the process through which the student's actions will be adjudicated through the student judicial process.
10. Loss of Parking Privileges on the Campus
11. Restitution: Reimbursement for damages to or misappropriation of property.
12. Sanctions Against College-Recognized Organizations: The following sanctions may be imposed on College-recognized organizations: admonition, community service, disciplinary probation, dismissal from College, interim suspension, loss of use of College facilities or equipment, restitution, and/or suspension from the College. Greek Council Hearing Board can also impose a monetary penalty against Greek Organizations.
13. Suspension from Residence Hall: Loss of the privilege of living in College residence halls. The imposition of this sanction may include exclusion of the offender from all residence hall facilities and activities for the same period as the revocation of license.

14. Suspension from College: Termination of student/official organization status for a definite period of time. Suspensions will be noted on student's permanent record. The Vice President for Student Affairs/Dean of Students will determine the grades that will be recorded for the student for that semester.

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

NOTE: The University considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to SUSPENSION and/or EXPULSION from the University. In such cases, an Interim Suspension may also be issued as deemed appropriate by the Vice President for Student Affairs/Dean of Students or designee.

Notification of findings

Within five (5) class days after the adjournment of a judicial hearing, the hearing board shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any College official who is determined by the Vice President for Student Affairs/Dean of Students to have a legitimate interest in the result to their official SUNY Canton email. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available, any possible changes to the result that may occur before it becomes final, and when the result becomes final.

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

parents or guardians. The College also reserves the right to notify the appropriate College offices (which may include, but is not limited to: EOP, Residence Life, Athletics, Counseling, University Police, administration) as well as academic advisors and School Deans as applicable when students have been placed on disciplinary probation, interim suspension, residential suspension, College suspension or expulsion. All campus notification shall comply with the provision of the Family Educational Rights and Privacy Act.

15.6 Article VI: Adjudication

Every student has the right to appear before a Judicial Hearing Board if they choose to exercise it. The adjudicating officer can also elect to present a case to the Judicial Board even if it is against the wishes of the student being charged. Students may also elect to be adjudicated through Summary Action. In Summary Action the accused party and the adjudicating officer come to agreement on the violation(s) of the Code of Student Conduct and the appropriate disciplinary sanction(s). The agreed-upon disciplinary action is written up and both parties sign agreeing to the resolution. In so doing, the offender is relinquishing all rights to appeal once the Summary Action form is signed. Please note: Failure on the part of the student to meet with the adjudicating officer to discuss a disciplinary matter is in itself a violation of the Code of Student Conduct and is subject to disciplinary action. In cases of Suspension or Expulsion, the Vice President for Student Affairs/Dean of Students or his/her designee will determine the grades that will be recorded for the student for that semester.

The respondent and complainant may be assisted during disciplinary hearings and related meetings, by a support person of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration by the hearing board or judicial officer. The respondent and complainant are responsible for presenting evidence on their own behalf. The support person may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their support person which will be granted at the discretion of the hearing board Chair. Support persons for the respondent and complainant may not present evidence or question witnesses.

15.7 Article VII: Disciplinary Hearing Boards

1. Student Faculty Hearing Board

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

The Student Faculty Hearing Board has the authority to impose all the sanctions listed in Article V. The Student Faculty Hearing Board also acts as a hearing body of first jurisdiction at the request of the President or the President's designee in cases where the safety of persons or property of the College community is believed to have been threatened. In cases heard by the Student Faculty Hearing Board, their decision is final except when suspension or expulsion from College is recommended. In such cases, only suspension or expulsion (Article V, Sec. 7 & 14) are subject to review by the President or the President's designee.

The Student Faculty Hearing Board is comprised of:

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

The Student Faculty Hearing Board,

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

- D. Advisor - this person shall serve only to assist in clarifying or answering questions regarding policies or judicial processes, and is not a voting member of the hearing board.

Notification of findings

Within five (5) class days after the adjournment of a judicial hearing, the hearing board shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any College official who is determined by the Vice President for Student Affairs/Dean of Students to have a legitimate interest in the result to their official SUNY Canton email. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available, any possible changes to the result that may occur before it becomes final, and when the result becomes final.

2. Residence Hall Hearing Board

There shall be a standing central Residence Hall Hearing Board (RHHB) composed of six students, one from each of the residence halls who are nominated by the hall staff and one Resident Assistant nominated by the Resident Assistants who will serve as Chair of the Board. The Director of Residence Life or his/her designee will serve as the advisor to this Board. The RHHB will provide resident students with an opportunity to present cases before their peers, thus giving residents a greater degree of autonomy and "hands-on" judicial experience in communal living. When dealing with a disciplinary matter, students are afforded the right to appear before a Judicial Hearing Board (of the adjudicating officer's discretion) or the opportunity to accept summary action wherein they waive their right to appear before a Judicial Hearing Board. The adjudicating officer can also elect to present a case to the Judicial Board even if it is against the wishes of the student being charged. The RHHB has the authority to impose all official sanctions listed in Article V except suspension or expulsion from the College.

Notification of findings

Within five (5) class days after the adjournment of a judicial hearing, the hearing board shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any College official who is determined by the Vice President for Student Affairs/Dean of Students to have a legitimate interest in the result to their official SUNY Canton email. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available, any possible changes to the result that may occur before it becomes final, and when the result becomes final.

3. The Campus Parking Violations Appeals Board

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

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

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

15.8 Article VIII: Responsibilities of Administrative Officers

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

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

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

15.9 Article IX: Procedures for Judicial Hearings

For all Campus Judicial Boards:

- 1. Charges of alleged misconduct (under Article IV) may be brought against any student or organization.
- 2. Before a student's/organization's case is presented before a campus Judicial Board (except when the Maintenance of Public Order Committee has jurisdiction), the procedures below must be followed: A student/organization must be:
 - A. Given written notice of the charges and access to all written statements expected to be used during the hearing.
 - B. Notified of the right to obtain a support person and the right to refuse to answer questions. If a support person will be present, the guidelines outlined in Section 15.9 3 (B) must be followed.
 - C. Notified of the time and place of the hearing and given at least four calendar days from the time the student receives their charge letter and notice of hearing date and time, as well as access to all written statements to be used at the hearing in order to prepare a defense. The student/organization may waive, in writing, the right to a

four-calendar day waiting period.

- 3. The College recommends that all students and organizations adhere to the following procedures:
 - A. Take four calendar days to prepare their defense; and
 - B. The respondent and complainant may be assisted during disciplinary hearings and related meetings by a support person of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration by the hearing board or judicial officer. The respondent and complainant are responsible for presenting evidence on their own behalf. The support person may speak privately to their advisee, respondent, or complainant, during the proceeding. Either party may request a brief recess to consult with their support person which will be granted at the discretion of the hearing board Chair. Support persons for the respondent and complainant may not present evidence or question witnesses.

NOTE: Attendance at hearings is limited to those directly involved or those requested by the hearing officer or Board to attend. The hearing officer or Board will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

- 4. A student/organization who fails to appear before the Judicial Board as requested forfeits the opportunity to present their case to the Board. The hearing will be conducted as scheduled and the Judicial Board will act on information, material, and testimony presented to the Board.
- 5. A hearing body shall not be bound by the strict, technical rules of judicial evidence, but may hear or receive any testimony or evidence which is relevant to the charges and will contribute to the rendering of an impartial and fair judgment by the Hearing Board.
- 6. The accused may submit a written statement, may invite relevant witnesses to attend, and may ask questions of witnesses called by others. The College may present witnesses as well as question those presented by the accused. Witnesses shall be defined as parties who were present at the alleged incident. Character witnesses are not permitted.
- 7. At the conclusion of the review, the Student Faculty Hearing Board shall deter-

mine (by simple majority vote) whether the student has violated each section of the Student Code of Conduct, which the student is charged with violating.

8. Any sanctions given will be provided to the student in writing within five class days. In cases of suspension or expulsion, the Hearing Board will determine the grades that will be recorded for the student for that semester. Within five (5) class days after the adjournment of a judicial hearing, the hearing board shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any College official who is determined by the Vice President for Student Affairs/Dean of Students to have a legitimate interest in the result to their official SUNY Canton email. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available, any possible changes to the result that may occur before it becomes final, and when the result becomes final.
9. The adjudicating officer shall keep record of the substance of the hearing. Such records remain the property of the College. Only College judicial affairs staff may record judicial meetings or proceedings. No other recordings are permitted. Such records often contain personally identifiable and sensitive information about participants. The adjudicating officer may report the findings to the College community without revealing personally identifiable information.
10. Adjournments or Extensions: The chairperson shall have the authority to adjourn or postpone hearings if, in his/her opinion, extenuating circumstances are justifiably raised by the accused student(s), the adjudicating officer/designee, or individual judicial board members. The judicial hearing board may adjourn the hearing, imposing temporary sanctions, and schedule sanctioning for a later date. All deadlines and time requirements in the Code may be extended for good cause as determined by the Vice President for Student Affairs/Dean of Students. Both the respondent and the complainant will be notified in writing of the delay, the reasons for the delay, and provided the date of the new

deadline or event. Extensions will not be longer than 5 business/school days. Temporary sanctions may be imposed by the Vice President for Student Affairs/Dean of Students or designee during any extension.

11. Appeals: A request for an appeal may only be submitted when the student believes:
 - A. A procedural error occurred during the process, which had a direct impact on the finding.
 - B. That new information has come to light, which has a direct impact on the finding.
 - C. The finding or sanction imposed is unfair or inappropriate.

Appeals shall be directed through the online appeal form located on the Vice President for Student Affairs/Dean of Students' webpage (http://www.canton.edu/dos/appeal_form.php) by the respondent within four class days of the respondent's receipt of the written decision (which will be sent to the respondent's SUNY Canton email).

Appellate boards will be composed of two faculty/staff members and one student. There will also be an advisor who shall serve only to assist in clarifying or answering questions regarding policies or judicial processes. The advisor is not permitted to weigh in on the appeal and is not a voting member of the appellate board. While an appeal is being considered or a scheduled appeal hearing is pending, the original sanctions imposed remain in effect. The chairperson of a Judicial Board or Board Member (if the chair is unavailable) that rendered a decision under appeal, may be asked to attend an appeal hearing. A student who appeals is not required to attend, but is entitled to attend and be accompanied by a support person. Notification of appeal decisions shall be communicated within 48 hours after the conclusion of a hearing. Outcomes shall be disclosed in writing.

After reviewing an appeal, an Appellate Board may decide to:

- a. Deny the request and uphold the decisions of the original Judicial Board, or
- b. Grant the appeal and direct the case to be heard by a college judicial board again.

Appeals decisions are final within the campus judicial system. Once an appeal has been rendered, a student may not appeal that decision.

12. In cases where the substance of a request causes the Appellate Board to believe such action is warranted, members of

the original board may be replaced or an entirely new board may convene to hear the case. All decisions made by the appellate Board are final. In extenuating circumstances, or when the College is in recess, the Vice President for Student Affairs/Dean of Students or his/her designee has the authority to convene an emergency Student Faculty Hearing Board; similarly, the Director of Residence Life or designee has the authority to convene a temporary Residence Hall Hearing Board. This Board may be composed of one faculty member and one staff person when a student representative is not available.

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

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

15.92 Policy on Transcript Notations

New York State Law states that:

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clergy Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is

vacated for any reason, any such transcript notation shall be removed.

SUNY Canton is in full compliance with New York State Law and will note on the academic transcript of students found responsible for violations of SUNY Canton policy which are equivalent to the Clery Act Part I crimes (as updated by the Violence Against Women Act) that a student was “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” (If the student receives either of those sanctions after a finding of responsibility.) The crimes which would require this notation currently include: murder; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson.

16.0 Communication

(See Policies & Procedures Manual)

16.1 Official Mode

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

16.2 Emergency Notifications

Timely Warnings and Emergency Notifications

1. What warrants a “timely warning” or “emergency notification”?

Timely Warnings shall be issued whenever a Clery Crime that is considered to represent a serious or continuing threat to students and employees is reported to UPD or a local police agency and has occurred within the University’s Clery Geography. Whenever a timely warning is sent, it may be sent to the entire Campus Community or to the relevant population if technology allows.

Emergency Notifications shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise

mitigate the emergency.

Who decides? The Vice President for Student Affairs/Dean of Students, or a designee of The Vice President for Student Affairs/Dean of Students, in conjunction with the Chief of University Police and/or other campus and non-campus officials as appropriate, shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification is warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

1. Safety-Related Issues:

- An incident that occurs ON any of our campuses that affects the personal safety and security of our population.
- An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of our student, faculty and staff population.

2. Health-Related Issues:

- A member of our population is diagnosed with a serious or life threatening communicable/infectious disease.
- Evidence of bio terrorism.

The only reason an immediate notification for a confirmed emergency or dangerous situation would not be issued is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

2. How will a Timely Warning or an Emergency Notification be Communicated?

For Safety-Related Issues: The means of communication will be chosen by The Vice President for Student Affairs/Dean of Students or the designee based upon the nature of the incident. Possible means of communication are:

- E-mail to all students and/or faculty/staff
- Postings in campus center and residence halls as applicable to the incident. Postings can be emailed to various offices as needed
- Delivery of hard-copy notification to all residential rooms and suites as needed
- Posting of notification on University Police Department website
- SUNY NY Alert in the case of a critical campus-wide emergency

For Health-Related Issues: The means of communication will be chosen by The Vice President for Student Affairs/Dean of Students or the designee based upon the

nature of the incident. Possible means of communication are:

- Email to all students
- Letters to parents (extremely minimal) most likely done in cases of measles, mumps, or rubella. Viral Meningitis would be communicated to the parents whose students are directly affected.)
- Email to faculty and staff, if appropriate
- Posting of notification on the University website

17.0 Computer & Network Use Policy

(See Policies & Procedures Manual)

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

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

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

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

18.0 Consumer Complaint Procedure

(See Policies & Procedures Manual)

18.1 Local Procedures

Any person who believes he or she has been aggrieved by the College may file a complaint with the Vice President for Student Affairs/Dean of Students within ninety (90) days

of the alleged occurrence or event giving rise to the grievance. Complaints may be made in person, by telephone or in writing. The complainant will be asked to discuss his/her problem with a responsible College representative, one who may best be able to resolve the concern(s). Students are also reminded of specific procedures for filing academic complaints or allegations of sexual harassment found in section 20.2.

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

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

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

A grievant that so wishes may file a formal written complaint with the State Education Department in accordance with their guidelines. Guidelines are found within the College Catalog and in section 18.3 of this Handbook. An official complaint form and guidelines are available in the Office of the Vice President for Student Affairs/Dean of Students.

18.2 State Education Department Procedures

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

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

18.3 How to File a Complaint

For all types of complaints concerning colleges and universities in New York State,

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

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

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

- The Office does not handle anonymous complaints.
- The Office of College and University Evaluation does not intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the college's faculty.
- The Office does not handle complaints concerning actions that occurred more than five years ago.
- The Office does not intervene in matters that are or have been in litigation.
- Complaints concerning programs in fields leading to professional licensure (e.g., nursing) should be directed to:

Office of the Professions

**Professional Educ. Program Review
Education Building, 2 West
Albany, NY 12234**

- A complaint against a college in the State University system should be sent to:

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

- A complaint involving discrimination against enrolled students on the part of an institution or faculty, or involving sexual harassment, should be filed with the U.S. Office for Civil Rights:

**Office for Civil Rights - - New York State
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900**

Fax: 646-428-3843; TDD: 877-521-2172

E-mail: OCR.NewYork@ed.gov

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

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

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

18.4 Complaint Resolution

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

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describ-

STUDENT LIFE

ing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

19.0 Costs 2016-2017

19.1 Full-Time Student Costs

The following are estimated costs of attending SUNY Canton for 2016-17. All costs are subject to change without notice.

TUITION	FIRST SEMESTER	SECOND SEMESTER	TOTAL
NYS Resident	3235.00	3235.00	6470.00
Out-of-State Resident			
Bach. Deg.	8305.00	8305.00	16610.00
Assoc. Deg.	5430.00	5430.00	10860.00
COMPREHENSIVE STUDENT FEE*			
First Time			
Students	807.50	687.50	1495.00
Continuing			
Students	687.50	687.50	1375.00
ADDITIONAL FEES			
Transcript Fee (<i>billed each semester</i>)	5.00	5.00	10.00
Graduation Fee (<i>seniors only & optional</i>)	--	10.00	10.00
Parking & Vehicle Registration (includes NYS sales tax)	193.60	0.00	193.60
Accident & Sickness Insurance	989.00	989.00	1978.00
International Health Insurance	630.00	880.00	1510.00
MEAL PLANS**			
RESIDENT:			
<i>Heritage, Rushton, Mohawk, Smith:</i>			
	\$2475.00	\$2475.00	\$4950.00
<i>Choose one of the following:</i>			
10 meals/wk. & \$525 Roo Express			
14 meals/wk. & \$350 Roo Express			
19 meals/wk. & \$225 Roo Express			
<i>Kennedy Hall:</i>			
	1850.00	1850.00	3700.00
<i>Minimum option below or may choose one of the above options</i>			
7 meals/wk. & \$600 Roo Express			
COMMUTER (optional):			
<i>Or may choose any of the above options</i>			
5 meals/wk.	\$625.00	\$625.00	\$1250.00
HOUSING:			
RESIDENT:			
<i>Heritage, Rushton, Mohawk, Smith:</i>			
Double Rm	3550.00	3550.00	7100.00
Triple Rm***	3150.00	3150.00	6300.00
Suite (dbl)	3950.00	3950.00	7900.00
Single Rm	5250.00	5250.00	10500.00
<i>Kennedy Hall:</i>			
Single Rm	4700.00	4700.00	9400.00
Double Rm	4150.00	4150.00	8300.00

Laundry Fee 50.00 50.00 100.00

*See description below

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

***Students housed in triple rooms pay the standard double room rate and are credited the prorated difference between the double rate and the triple rate three times throughout the semester. If the third roommate leaves the room, the remaining occupants will no longer receive a triple room credit.

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

All costs are subject to change without notice.

Tuition:

NYS Resident	270.00/credit hour
Out of State Resident	
Bachelor Deg.	693.00/credit hour
Associate Deg.	453.00/credit hour

Comprehensive Student Fee:*

Degree Students	55.90/credit hour
Non-Degree Stu.	13.60/credit hour

Additional Fees:

Transcript Fee (<i>all students</i>)	5.00/sem.
Parking (<i>if needed, on-campus</i>)	85.60/yr.

*See description below

Comprehensive Student Fee

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

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

Athletic Fee (mandatory)— supports all athletic programs

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

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

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

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

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

found on the College billing instructions)

Fitness Fee (optional)— provides unlimited use of the campus fitness center (*instructions for waiver of the fee can be found on the College billing instructions*)

19.3 Late Payment Fee

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

19.4 Returned Check Charge

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

19.5 Bill Payment

A student's bill is required to be processed by the bill due date which is shown on the tuition bill. Bills received after these dates will be subject to a \$40 late payment fee and loss of prescheduled classes and dorm room assignment. If a student wishes to request a hardship deferment for payment, he/she needs to make arrangements with the Student Service Center BEFORE the bill due date. All deferments must be paid in full by the end of the semester for which it was made. Students not meeting the terms of their deferment may be subject to penalty during the semester. Penalties include holds on account for transcripts, holds on meal plans and Roo credit, and possible suspension.

Financial Aid Refunds

Refunds for those students who have a credit on their account will begin with the fourth week after school begins. Your refund will be forwarded to whatever option you choose with your Higher One Account. Additional information for new students on the Higher One accounts will be sent prior to school starting. A student's account status can be checked on their UCanWeb account.

19.6 Domestic Health Insurance

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

International students attending the State University of New York are required to purchase the International Student Insurance. The plan utilizes the Health Center as the primary care provider, meaning that students are to use the Health Center first whenever possible to avoid large deductible charges.

19.7 Apply to Graduate Late Fee

After the Apply to Graduate deadline (date listed each year on the academic calendar), a late fee of \$20 will be imposed on students wishing to attend the Commencement ceremony. *Please note:* This late fee is only for students wishing to participate in the Commencement ceremony and who have missed the Apply to Graduate deadline. This does not apply to students only receiving their diploma.

20.0 Discrimination and Harassment

(See Policies & Procedures Manual)

SUNY Canton does not discriminate in admission or access to, or treatment or employment in its programs. See Non-Discrimination Notice on Page 1.

20.1 Complaint Procedure

Anyone who believes they have been discriminated against may file a complaint with Amanda Rowley, Affirmative Action Officer/Title IX Coordinator, French Hall 208, 315-386-7559; or Deputy Title IX Coordinators: Courtney Bish, Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, 315-386-7120 or Alan Mulkin, Chief of University Police, Dana Hall, 315-386-7777; or e-mail title9@canton.edu.

Applicability

This procedure may be used by any student or employee of a state-operated campus of the University, as well as third parties who are participating in a University-sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract will continue to operate as before. Furthermore, this procedure does not in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education, and the Office of Federal

Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the campus Affirmative Action Officer, or in the case of sex discrimination, the Title IX Coordinator (hereinafter "AAO" will refer to both the Affirmative Action Officer and Title IX Coordinator), for investigation with the Office of General Counsel. Contact information for these agencies is listed in Appendix A. More detailed information may be obtained from the campus or SUNY-wide AAO.

All campuses must use this procedure unless the campus has made an application for an exception. Requests for an exception, along with a copy of the requesting campus's discrimination complaint procedure, must be filed with the Office of General Counsel. The request for an exception will be acted upon by the Office of General Counsel after a review of the campus's complaint procedure. The AAO on each University campus and the AAO for the SUNY System Office, who receives any complaint of alleged discrimination, shall inform the complainant about the complaint process and other options to resolve the issue, assist the complainant in the use of the complaint form and understanding the nature of the incident, and provide the complainant with information about various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

Upon receipt of a sex discrimination complaint or report, each University campus and the SUNY System Office will provide the complainant with a written notice describing the available options, including pursuing a criminal complaint with a law enforcement agency, pursuing SUNY's investigation and disciplinary process, or pursuing both options at the same time; and the potential consequences of pursuing both options (i.e., possible temporary delay of the fact-finding aspect of SUNY's investigation while the law enforcement agency is in the process of gathering evidence). Additionally, the Title IX Coordinator will ensure that complainants in sex discrimination cases are made aware of their Title IX rights, available remedies and resources on- and off-campus (such as counseling, local rape crisis center), and interim measures of protection. For more information, see the Students' Bill of Rights (system.suny.edu/sexual-violence-prevention-workgroup/policies/bill-of-rights/). Assistance will be available whether or not a formal complaint is contemplated, or even possible.

All distributed and published versions of this procedure must contain the name or title, office address, email address, and telephone number of the individual with whom to file a complaint for each campus location, and for System Administration.

Procedure

The following Discrimination Compliant Procedure applies to both the informal and formal processes. This procedure provides a mechanism through which the University may identify, respond to, and prevent incidents of illegal discrimination. The University recognizes and accepts its responsibility in this regard, and believes that the establishment of this internal grievance process will benefit student, faculty, staff, and administration, permitting investigation and resolution of problems.

SUNY, through the [relevant office per campus or System], reserves the right to promptly investigate all incidents of sex discrimination of which the campus and/or SUNY system office has notice. Based on information received, the Title IX Coordinator and AAO will make reasonable efforts to investigate and address instances of sex discrimination when it knows or should have known about such instances, regardless of complainant cooperation and involvement, consistent with the SUNY Policies on Sexual Violence Prevention and Response (system.suny.edu/sexual-violence-prevention-workgroup/policies/disclosure/), including the Options for Confidentially Disclosing Sexual Violence (system.suny.edu/sexual-violence-prevention-workgroup/policies/disclosure/).

SUNY will comply with law enforcement requests for cooperation, and such cooperation may require the campus to temporarily delay the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The campus will resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence-gathering process. SUNY will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community, as described below.

The complainant is not required to pursue the University internal procedures before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue the University internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process.

During any portion of the procedures

detailed hereafter, the parties shall not employ audio or video taping devices. Complaints and investigations will be kept confidential to the extent possible.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

Complaint Consultation and Review

Any student or employee, or any third party may consult with the AAO regarding potential discrimination or harassment. This initial contact may occur by telephone, email, or in person--the latter being preferred.

It is the responsibility of the AAO to respond to all such inquiries, reports, and requests as promptly as possible, and in a manner appropriate to the particular circumstances. This response may include interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures for students may include, but are not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and/or attends class with the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with campus employee-relations departments.

Complaints or concerns that are reported to an administrator, manager or supervisor, concerning an act of discrimination or harassment, or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of, shall be immediately referred to the AAO. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment, must report any complaints to the Title IX Coordinator. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Complaints may also be made directly to the AAO by anyone who experiences, observes, or becomes aware of discrimination or harassment.

Filing Complaints and Time Limits

Although in limited circumstances, verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable there to be a full and fair investigation of the facts. The University prefers written complaints. It is the complainant's responsibility to be certain that any complaint is filed within the applicable time limit.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the AAO may terminate any further processing of the complaint, refer the complaint to the Office of General Counsel, or direct the complainant to an alternative forum (Appendix A). Complaints of sex discrimination brought forth beyond the 180-day period will be tracked and investigated to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

All complaints must be submitted on the forms provided by the University. The Charge of Discrimination form will be used for both the initiation of complaints under the informal procedure, and the conversion of the complaint to the formal procedure. The AAO is available to assist in preparing the complaint.

As soon as reasonably possible, after the date of filing of the complaint, the AAO will mail a notice of the complaint to the filer and a copy of the complaint to the respondent(s).

Employees: Employees must file a written complaint with the AAO within 180 calendar days following the alleged discriminatory act, or the date on which the complainant first knew or reasonably should have known of such act.

Students: Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.

Complaint Contents

The complaint shall contain:

1. The name, local and permanent address(es), telephone number(s), and status (faculty, staff, student, third party) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each respondent reasonable notice of what is claimed against him/her. The statement

should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided.

3. The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.
4. Identification of the status of the persons charged whether faculty, staff, or student.
5. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-campus official or agency, under any other complaint, or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the department or agency with which the information was filed and its address.
6. A description of any corrective or remedial action that the complainant would like to see taken.
7. Such other or supplemental information as may be requested.
8. Signature of complainant and the date complaint signed.

Informal Resolution

If a complainant elects to have the matter dealt with in an informal manner, the AAO will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the AAO shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable. Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus Title IX Coordinator. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.

If a resolution satisfactory to both the complainant and the respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the AAO, the officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the officer's file, shall contain the terms of any agreement reached by complainant and respondent, and shall

be signed and dated by the complainant, the respondent, and the AAO.

If the AAO is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 24 calendar days from the filing of the complaint, the AAO shall so notify the complainant. The AAO shall again advise the complainant of his or her right to proceed to the next step internally, and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the AAO. Such extension shall be confirmed in writing by the complainant and respondent. The AAO will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex.

The complainant may elect to end the informal resolution process, and proceed to the formal resolution procedure at any time after the Charge of Discrimination form is filed.

Formal Resolution

The formal complaint proceeding is commenced by the filing of a complaint form as described above. The 180-day time limit also applies to the filing of a formal complaint. If the complainant first pursued the informal process, and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement from the AAO indicating that informal resolution was not possible, if applicable, shall be forwarded to the chairperson of the campus Affirmative Action Committee within seven calendar days from the filing of the formal complaint. If an informal resolution was not pursued, the AAO shall forward the complaint to the chairperson of the campus Affirmative Action Committee within seven calendar days from the filing of the complaint.

Notice to Parties: Upon receipt of a complaint, the AAO will provide an initialed, signed, date-stamped copy of the complaint to the complainant. As soon as reasonably possible after the date of filing of the complaint, the AAO will mail a notice of complaint and a copy of the complaint to the respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the AAO (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred, is entered in the records maintained by or for the AAO.

Tripartite Panel Selection: Within seven calendar days of receipt of the complaint, the chairperson of the campus Affirmative Action Committee shall send notification to the complainant, the respondent, and the campus president that a review of the matter shall take place by a tripartite panel to be selected by the complainant and the Respondent from a pre-selected pool of eligible participants.

The tripartite panel shall consist of one member of the preselected pool chosen by the complainant, one member chosen by the respondent, and a third chosen by the other two designees. The panel members shall choose a chair among themselves. Selection must be completed, and written notification of designees submitted, to the chairperson of the campus Affirmative Action Committee no later than seven calendar days after the complainant, the respondent, and the campus President received notice under paragraph four above. If the President is the respondent, then the third member of the panel shall be selected by the Chancellor or designee at System Administration.

In the event that the procedural requirements governing the selection of the tripartite panel are not completed within seven calendar days after notification, the chairperson of the campus Affirmative Action Committee shall complete the selection process.

Panel Review: The tripartite panel shall review all relevant information, interview pertinent witnesses, and, at their discretion, hear testimony from the complainant and the respondent, if desirable. Both the complainant and the respondent(s) shall be entitled to submit written statements and/or other relevant material evidence and witnesses, and to provide rebuttal to the written record compiled by the tripartite panel. The complainant and respondent have the right to request alternative arrangements if the complainant does not want to be in the same room as the other party. These alternative arrangements must be consistent with the rights of the accused, and must enable both parties and the panel to hear each other during any hearing.

Findings and Recommendations: Within 15 calendar days from the completion of selection of the panel, the chairperson of the tripartite panel shall submit a summary of its findings, and the panel's recommendation(s) for further action, on a form to be provided by the AAO, to the President. The burden of proof in cases of discrimination is preponderance of the evidence. If the President is the respondent, the findings and recommendation shall be submitted to the Chancellor

or their designee. When the panel transmits the summary of its findings and the panel's recommendations to the President, the panel will also send, concurrently, copies of both the summary of its findings and recommendation(s) to the complainant, respondent, and the AAO.

Within ten calendar days of receipt of the written summary, the President or designee shall issue a written statement to the complainant and respondent, indicating what action the President proposes to take. The President or designee will use the preponderance of the evidence standard. The action proposed by the President or designee may consist of:

- a. A determination that the complaint was not substantiated; or
- b. A determination that the complaint was substantiated.
 - i. For employees (including student employees) not in a collective bargaining unit: The President may take such administrative action as he/she deems appropriate under his/her authority as the Chief Administrative Officer of the College, including but not limited to, termination, demotion, reassignment, suspension, reprimand, or training.
 - ii. For students: The President may determine that sufficient information exists to refer the matter to the student judiciary, or other appropriate disciplinary panel for review, and appropriate action under the appropriate student conduct code. For examples of sanctions, please see the relevant section of the applicable student code of conduct.
 - iii. For employees in collective bargaining units: The President may determine that sufficient information exists to refer the matter to his/her designee for investigation and disciplinary action, or other action as may be appropriate under the applicable collective bargaining agreement. The disciplinary process and potential outcomes are described in the applicable collective bargaining agreements.

The action of the President shall be final. If the President is the respondent, the Chancellor or his/her designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor's decision shall be final for purposes of this discrimination procedure.

Notice of outcome: No later than seven calendar days following issuance of the state-

ment by the President or the Chancellor, as the case may be, the AAO shall issue a letter to the complainant and to the respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed. In cases of sex discrimination, notice of outcome will include the sanctions, as appropriate.

Time limitations: The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the panel. The panel will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex. Such extension shall be confirmed in writing to the parties.

External Agencies: If the complainant is dissatisfied with the President's or Chancellor's decision, the complainant may elect to file a complaint with one or more state and federal agencies. The campus AAO will provide general information on state and federal guidelines and laws, as well as names and addresses of various enforcement agencies (Appendix A).

Definitions

Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender

Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic, or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

Sex Discrimination

Behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sex discrimination, including but not limited to, sexual harassment and assault that they observe or become aware of, to the Title IX Coordinator.

Sexual Assault

A physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape", and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Harassment in the Educational Setting

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment

of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program.

Sexual Harassment in the Employment Setting

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual Violence

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Preponderance of the Evidence

The standard of proof in sexual harassment and sexual assault cases which asks whether it is "more likely than not" that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

20.2 Sexual Harassment

Sexual harassment is considered an unlawful employment practice under Section 703, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 that ban discrimination on the basis of sex. These regulations protect all employees of both genders, as well as students. SUNY policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment in the educational setting and employment setting is any unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program. Sexual harassment in the employment setting occurs when:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as basis for employment decisions affecting an employee or job applicant.

If you feel that you have been sexually harassed, please report it to Amanda Rowley, Affirmative Action Officer/Title IX Coordinator, French Hall 209, 315-386-7559; or Deputy Title IX Coordinators: Courtney Bish, Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, 315-386-7120 or Alan Mulkin, Chief of University Police, Dana Hall, 315-386-7777, or e-mail title9@canton.edu.

20.3 Hate Crimes and the Law

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

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the Federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the University Police Department.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, State University of New York at Canton University Police also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group with the SUNY Canton community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran

status, color, creed, or marital status, may be addressed through the State University's discrimination complaint procedure or the campus conduct code. Bias incidents can be reported to University Police as well as to any college official.

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

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

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

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

20.4 Sexual Assault

Sexual assault is any physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

SUNY Canton has programs in place to protect all members of the campus community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY Canton University Police. Additional information may be found in SUNY Canton's Jeanne Clery Disclosure Act Annual Report/Sexual Assault Prevention which may be found at: http://www.canton.edu/clery_act/.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- If an emergency, contact SUNY Canton

University Police immediately at 315-386-7777 or use a Blue Light emergency phone.

- Try to preserve all physical evidence. Do NOT shower/bathe/wash, douche, change/laundry clothing, comb hair, drink or eat, or do anything that would alter a physical exam. Wait until after one has been completed at a hospital.
- Visit <http://www.canton.edu/titleix/> for Title IX contacts, complaint procedure, resources, and more.

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

Information and Support – If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above from the Counseling Center, Campus Center 225, phone (315)386-7314; Davis Health Center, Campus Center 004, phone (315)386-7333; and University Police, Dana Hall 210, phone (315)386-7777, or e-mail title9@canton.edu.

20.5 Workplace Violence

SUNY Canton is committed to providing a safe work environment for all employees that is free from intimidation, threats, and violent acts. The College will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by co-workers, members of the public, or others.

SUNY Canton will not tolerate any act or threat of violence made in the workplace, on College property, or while in work status. No person may engage in violent conduct or make threats of violence, implied or direct, on SUNY Canton property or in connection with College business. This includes, but is not limited to:

- The use of force with the intent to cause harm e.g., physical attacks, any unwanted contact such as hitting, fighting, pushing or throwing objects.
- Behavior that diminishes the dignity of others through sexual, racial, religious, or ethnic disparagement, or harassment.
- Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly.

- Acts or threats made directly or indirectly by oral or written words, gestures, or symbols that communicate a direct or indirect threat of physical or mental harm.

No person, without legal authority, may carry, possess, or use any dangerous weapon on SUNY Canton property or in College buildings or facilities. Unauthorized possession or use of firearms, knives (except non-spring pocket knives), or other weapons or explosives is prohibited.

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the SUNY Canton community. Workplace violence should be promptly reported to University Police at (315) 386-7777. Additionally, all members of the College community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment. Every threat will be taken seriously and must be reported. Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or civil/criminal prosecution as appropriate. Any individual who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on SUNY Canton property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

To view the full Workplace Violence Policy, please visit: http://www.canton.edu/human_resources/pdf/Workplace_Violence_Policy.pdf.

20.6 Domestic Violence

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

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

What to Look For

This information is intended to help you determine if you are a victim of domestic violence and/or dating violence and to consider

ways to make yourself and your family safe.

Are you in danger of your partner or ex-partner doing any of the following?

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

Possible Indicators

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

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

Domestic Violence Safety Plan

The Domestic Violence Safety Plan will be implemented to assist in mitigating domestic violence, provide assistance to victims and employees and provide reporting instructions. All incidents or threats of domestic violence should be reported immediately to University Police at (315)-386-7777. Any person (faculty, staff or student) with an existing Order of Protection should provide University Police Department with a copy.

Upon request, the Chief of University Police or designee, will assist in developing a personal domestic violence safety plan which may include:

- Procedures for alerting University Police personnel
- Temporary or permanent relocation, on campus
- Voluntary transfer to another campus location
- Change of schedule, if appropriate
- Assignment of parking space

- Escort services
- Change of telephone number and/or email account

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

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

SUNY Canton, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety and respond effectively to the needs of victims of domestic violence.

The College is continually updating its education programs to promote the awareness of domestic violence, rape, acquaintance rape, and other sex offenses. Students should also be aware of resources on campus that can assist in cases of domestic violence.

The Counseling Center, Health Center and University Police have staff available to assist victims of domestic violence. For more information on domestic violence and stalking, contact any of the following offices:

- University Police - (315) 386-7777, Dana Hall 210, 24 hours/7 days a week
- Personal Counseling Center - (315) 386-7314, Miller Campus Center 225
- Davis Health Center - (315) 386-7333, Miller Campus Center 004

Off Campus Resources:

- Renewal House - (315) 379-9845
- Reachout - 24/7 Crisis Hotline - (315) 265-2422

To view the college's Domestic Violence and the Workplace Policy, please visit: http://www.canton.edu/human_resources/pdf/Domestic_Violence_Policy.pdf

20.7 Sexual Violence Response Policy

Students' Bill of Rights

The State University of New York and SUNY Canton are committed to providing options, support, and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide campus programs, activities and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military

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status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

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

Options in Brief:

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

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy,

see the Sexual Violence Response Policy, below);

- Make a report to:
 - o An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
 - o University Police;
 - o Local Law Enforcement; and/or Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on every college website, and posted in each residence hall, dining hall, and campus center, and shall include a link or information to access the sexual violence response policy below and the options for confidentially disclosing sexual violence.

Options for Confidentially Disclosing Sexual Violence

The State University of New York and SUNY Canton want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk to someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

In this Policy:

- Privileged and Confidential Resources
- Non-Professional Counselors and Advocates
- Privacy vs. Confidentiality
- Requesting Confidentiality: How the College will weigh the request and respond
- Public Awareness/Advocacy Events
- Anonymous Disclosure
- Institutional Crime Reporting

Privileged and Confidential Resources:

Individuals who are *confidential* resources will not report crimes to law enforcement or College officials without your permission, except for extreme circumstances, such as health and/or safety emergency. At SUNY Canton, this includes:

- SUNY Canton Personal Counseling Services, Miller Campus Center 225,

(315)-386-7314

- SUNY Canton Campus Ministry, Miller Campus Center 206, (315)-386-7018
- SUNY Canton Davis Health Center, Miller Campus Center 004, (315)-386-7333

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
 - o St. Lawrence Valley Renewal House, 3 Chapel Street, Canton, (315)-379-9845 responds to needs of victims of domestic violence and sexual assault in St. Lawrence County through services which empower victims and increase community awareness.
 - o Reachout of St. Lawrence County, PO Box 5051, Potsdam, (315)-265-2422. Reachout is a free, confidential, non-judgmental crisis and information hotline serving residents of St. Lawrence County.
 - o Check <http://nyscasa.org/> to see if the resource provides compensation to victims/survivors of crimes or helps replace property lost or damaged during the crime.
- Off-campus healthcare providers:
 - Canton-Potsdam Hospital, 50 Leroy Street, Potsdam, (315)-265-3300
 - Claxton-Hepburn Medical Center, 214 King Street, Ogdensburg, (315)-393-3600
- Note that medical office and insurance billing practices may reveal information to the insurance policy holder, including medication and/or examinations paid for or administered. The New York State Office of Victims Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained at <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him- or herself or others and the mandatory reporting of child abuse.

Privacy vs. Confidentiality

Even SUNY Canton offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee who is responsible under the law for tracking patterns and spotting systematic issues. SUNY Canton will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Requesting Confidentiality: How SUNY Canton Will Weigh the Request and Respond:

If you disclose an incident to a SUNY Canton employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several College offices, the following office can serve as a primary point of contact to assist with these measures: Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, (315)-386-7120. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored, unless SUNY Canton's failure to act does not adequately mitigate the risk of harm to you or other members of the SUNY Canton community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and

take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, SUNY Canton will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If the College determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Canton will take immediate action as necessary to protect and assist them.

Public Awareness/Advocacy Events:

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation. SUNY Canton may use the information you provide to inform the need for additional education and prevention efforts.

Anonymous Disclosure:

To make an anonymous report you can do so at:

New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906. The hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.

Institutional Crime Reporting:

Reports of certain crimes occurring in certain geographic locations will be included in the College's Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim/survivor.

- Amanda D. Rowley, Title IX Coordinator, French Hall 208, 315-386-7559
- Courtney Bish, Vice President for Student Affairs/Dean of Students/Deputy

Title IX Coordinator, Miller Campus Center 229, (315)-386-7120

- Chief Alan Mulkin, Chief of Police/Deputy Title IX Coordinator, Dana Hall, (315)-386-7777
- University Police, Dana Hall, (315)-386-7777

SUNY Canton is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor.) A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, SUNY Canton will not share information about a report of sexual violence with parents without the permission of the reporting individual.

Sexual Violence Response Policy

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

Reporting:

- To disclose *confidentially* the incident to one of the following College officials, who by law maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidentially Disclosing Sexual Violence Policy):
 - o Anonymously via an internet- or telephone- anonymous reporting system (<http://www.canton.edu/bit/reporting.html>);
 - o Personal Counseling Center, Miller Campus Center 225, (315)-386-7314; and
 - o Campus Ministry, Miller Campus Center 206, (315)-386-7018.
- To disclose *confidentially* the incident and obtain services from the New York State, New York City or County hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of

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Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- o SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/> ;
- o Legal Momentum: <https://www.legalmomentum.org/> ;
- o NYCASA: <http://nycasa.org/responding> ;
- o NYSCADV: <http://www.nyscadv.org/> ;
- o Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html> ;
- o GLBTO Domestic Violence Project: <http://www.glbtdvp.org/> ; and
- o RAINN: <https://www.rainn.org/get-help> ;
- o Safe Horizons: <http://www.safehorizon.org/> .

Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.

- To disclose the incident to one of the following College officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Student's Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These College officials will disclose that they are private and not confidential resources, and they may still be required by law and College privacy to inform one or more College officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standard of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
 - o Amanda D. Rowley, Title IX

Coordinator, French Hall 208, (315)-386-7559;

- o Courtney Bish, Vice President for Student Affairs/Dean of Students and Deputy Title IX Coordinator, Miller Campus Center 229, (315)-386-7120
- o Chief Alan Mulkin, University Police Chief and Deputy Title IX Coordinator, University Police, Dana Hall, (315)-386-7777
- o Davis Health Center, Miller Campus Center 004, (315)-386-7333
- To file a criminal complaint with University Police and/or with local law enforcement and/or state police:
 - o University Police, 24 hours/7 days a week, (315)-386-7777, Dana Hall
 - o Canton Village Police Department, (315)-386-4561, 60 Main Street, Canton
 - o State Police, 24-hour hotline to report sexual assault on a NY college campus 1-844-845-7269
- To receive assistance by (institutional official/office) in initiating a legal proceeding in family court or civil court.
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator or Deputy Coordinator for assistance. Reports will be investigated in accordance with SUNY Canton policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Personal Counseling Center, Davis Health Center, or Campus Ministry office anonymously to discuss the situation and available options.
- When the accused is an employee, a reporting individual may also report the incident to the SUNY Canton Office of Human Resources, or may request that one of the above-referenced, confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity

and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and College policy.

- o Human Resources Office, (315)-386-7325, French Hall
- You may withdraw your complaint or involvement from the SUNY Canton process at any time.
- Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a College representative, the following information shall be presented to the reporting individual: "You have the right to make a report to University Police, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."

Resources:

- To obtain effective intervention services:
 - o Personal Counseling Center, Miller Campus Center 225, (315)-386-7314
 - o Davis Health Center, Miller Campus Center 004, (315)-386-7333. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available.
- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More in-

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formation can be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>;

- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

Protection and Accommodations:

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with College policy and procedure, meaning that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a no contact order, consistent with SUNY Canton policy. Parties may submit evidence in support of their request.
- To have assistance from University Police or other College officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual who violates an order of protection or, if outside of New York State, an equivalent protective or restraining order within the

jurisdiction of University Police or, if outside of the jurisdiction, to call on and assist local law enforcement in effecting an arrest for violating such order.

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Canton policies and rules.
- When the accused is not a member of the College community, to have assistance from University Police or other College officials in obtaining a persona non grata letter, subject to legal requirements and College policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
 - Courtney Bish, Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, (315)-386-7120

Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the SUNY Canton Student Handbook (http://www.canton.edu/student_affairs/pdf/handbook.pdf) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual

will have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct.
- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence and stalking.
- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay;

- o The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by SUNY Canton);
- o The right to present evidence and testimony at a hearing, where appropriate;
- o The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition;
- o The right to exclude prior sexual history with persons other than the party in the conduct process or their own mental health diagnosis or treatment from admittance in College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction;
- o The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and other witnesses present;
- o The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions;
- o The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction(s), and the rationale for the decision of any sanctions;
- o The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal;
- o Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest;
- o The right to have access to a

full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years in the office of:

- Courtney Bish, Vice President for Student Affairs/Dean of Students, Miller Campus Center 229, (315)386-7120
- Kristen Roberts, Director of Student Conduct, Miller Campus Center 229, (315)-386-7648
- The right to choose whether to disclose or discuss the outcome of a conduct hearing;
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

20.8 Sexual Misconduct Policy

SUNY Canton is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. It is the policy of SUNY Canton that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with State and local law enforcement to bring possible criminal charges, seeking disciplinary action through the College/university, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

SUNY Canton encourages the reporting of sexual misconduct that is prompt and accurate. This allows the College/university community to quickly respond to allegations and offer immediate support to the victim. SUNY Canton is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all mem-

bers of the SUNY Canton community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the College/university engages in ongoing prevention and awareness education programs. All incoming students (and employees) are required to participate in these programs, and all members of the College/university community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

Scope

Who: This policy applies to all members of the SUNY Canton community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

What: This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Definitions section for a complete list of terms and prohibited acts.

Where: This policy covers conduct that takes place on the College/university campus. This includes any building or property owned or controlled by SUNY Canton and used in direct support of, or in a manner related to, the school's educational purposes, including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by the College/university and any building or property not within the same reasonably contiguous geographic area of the college/university that supports or relates to the school's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the College/university community.

Programs: This policy covers all educational, extracurricular, athletic, or other campus programs.

Activities: This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, greek, multicultural, religious, service, social and support, sports and recreational),

community organizations with student (and/or faculty) participation, and all other educational or extracurricular events hosted by or at the College/university.

Relationships: This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

Confidentiality: The College/university is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. While the College/university encourages victims to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. Please see the appropriate section of the Handbook (depending on the type of sexual misconduct) for resources available for support and reporting procedures, including confidentiality.

20.9 Campus Climate Assessment Policy

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. Beginning in the 2015-2016 academic year, each State University of New York State-operated and community college will conduct a uniform climate survey that ascertains student experience with and knowledge of reporting and college adjudicatory processes for sexual harassment, including sexual violence, and other related crimes.

The survey will address at least the following:

Student and employee knowledge about:

- The Title IX Coordinator's role;
- Campus policies and procedures addressing sexual assault;
- How and where to report sexual violence as a victim/survivor or witness;

- The availability of resources on and off campus, such as counseling, health, academic assistance;
- The prevalence of victimization and perpetration of sexual assault, domestic violence, dating violence, and stalking on and off campus during a set time period (for example, the last two years);
- Bystander attitudes and behavior;
- Whether victims/survivors reported to the College/University and/or police, and reasons why they did or did not report;
- The general awareness of the difference, if any, between the institution's policies and the penal law; and
- The general awareness of the definition of affirmative consent.

Every institution shall take steps to ensure that answers remain anonymous and that no individual is identified. Results will be published on the campus website providing no personally identifiable information shall be shared.

The Chancellor or designee will convene a group of scholars and practitioners to review methods of assessing campus climate, specific questions asked in past surveys, relevant data on responses and response rates, issues and problems encountered in survey implementation, and lessons learned from past surveys. The Chancellor or designee will gather this data and seek to develop a standardized survey, with the advice of relevant members of the SUNY community and knowledgeable outside entities, that uses established measurement tools, to be implemented every two years by all SUNY State-operated and community colleges beginning in the 2015-2016 academic year. This policy may be changed by the Chancellor or designee should federal and/or State legislation require a different process or duplicate efforts to assess campus climate via survey.

20.10 Student Onboarding and Ongoing Education Guide

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire College community in a way that decreases violence and maintains a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students

will, during the course of their onboarding to a SUNY State-operated or community college, receive training on the following topics, using a method and manner appropriate to the institutional culture of each campus:

- The institution prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, University Police and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The Students' Bill of Rights and Sexual Violence Response Policy, including:
 - How to report sexual violence and other crimes confidentially, and/or to College officials, campus law enforcement and local law enforcement;
 - How to obtain services and support.
- Bystander intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protection of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that students enroll at different times at different SUNY campuses and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. SUNY will conduct these trainings for all new students, whether

first-year or transfer, undergraduate, graduate, or professional. Each campus shall use multiple methods to educate students about sexual violence prevention. Each SUNY institution will also share information on sexual violence prevention with parents of enrolling students.

Students at SUNY State-operated and community college campuses shall be offered general and specialized training in sexual violence prevention. Each institution will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, institutions will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Institutions will also provide specific training to members of groups identified as likely to engage in high-risk behavior.

Beginning in the 2015-2016 academic year, SUNY State-operated and community colleges will require that student leaders and officers of registered/recognized student organizations and those seeking recognition complete training on domestic violence, dating violence, sexual assault, or stalking prevention as part of the approval process and require student-athletes to complete training in domestic violence, dating violence, sexual assault, or stalking prior to participating in intercollegiate athletics.

Methods of training and educating students may include, but are not limited to:

- President's welcome messaging;
- Peer theater and peer educational programs;
- Online training;
- Social media outreach;
- First-year seminars and transitional courses;
- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors

of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and

- Outreach and partnering with local business that attract students to advertise and educate about these policies.

Each SUNY campus reported back to the Chancellor on or before March 31, 2015, on their plan to comply with this policy. Each institution must engage in a regular assessment of their programming and policies to determine effectiveness. The institution may either assess its own programming or conduct a review of other campus programming and published studies to adapt its programming to ensure effectiveness and relevance to students.

Bystander Intervention and Amnesty Policy

How to Help as a Bystander

The College/university expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault. Educating and engaging bystanders are effective ways to help prevent acts of violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying University Police, or calling State or local law enforcement.

If you see an act of violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, it is important to understand that no individual has the right to be violent, even if two people are in a relationship. Recognizing when acts of domestic violence, dating violence, stalking, or sexual assault are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when domestic violence, dating violence, stalking, or sexual assault is taking place. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement.

Do not be afraid to ask an RA, RD, or other students for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Help the victim identify others in their network

who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so.

Amnesty Policy

SUNY Canton's Amnesty Policy supports students who reach out for assistance in the case of a medical emergency, as well as supports the student who is helped. Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of this emergency medical help, will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or other drugs, as defined in Community Rights and Responsibilities (Prohibited Conduct Drugs and Alcohol). This policy applies to emergencies both on and off campus.

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Canton recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time of violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault incident occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Canton strongly encourages students to report incidents of violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault to campus officials. A bystander reporting in good faith or a victim/survivor reporting violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault to SUNY Canton officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault.

Purpose:

At SUNY Canton, the health and safety of every student is of primary importance and all students are strongly encouraged to be empowered bystanders who respond in a potentially dangerous situation without fear of reprisal from SUNY Canton. SUNY Canton's Amnesty Policy supports students who act responsibly by reaching out for assistance in the case of a medical emergency, as well as supports the student who is helped.

Application of the Policy:

A student is eligible to use the Amnesty Policy on more than one occasion and students are always strongly encouraged to report a medical emergency. The positive impact of reporting a medical emergency will always hold the highest priority when determining the appropriate response for University policy violations.

Repeated use of the amnesty provided by the Policy is cause for a higher level of concern for the well-being of the student and amnesty in these cases will be individually reviewed.

Parental Notification:

Because parents are vital partners in the educational process and because the student can be best supported from home, SUNY Canton typically contacts parents of students under 21 years of age in instances where there is evidence of risk to health, welfare or safety. In addition, SUNY Canton may record names of those students involved to enable SUNY Canton to follow up with the students as deemed necessary to ensure a student's well-being.

Mandatory Intervention Program:

A student who receives medical assistance for alcohol use under the Amnesty Policy will be referred by The Vice President for Student Affairs/Dean of Students or their representative to a mandatory intervention program, such as the Decision Making Course at the SUNY Canton Counseling Center. Additionally, a student who qualifies for the Amnesty Policy by calling for medical assistance for another student may be referred to this program at the discretion of The Vice President for Student Affairs/Dean of Students.

Frequently Asked Questions

Q. What if I am underage and drunk when I call for help for a friend?

A. In this situation, emergency personnel will be mainly concerned with the person who needs the most help. Make sure to stay with your friend until help arrives. Emergency personnel might want to ask you a few questions about how much the sick person had to drink or if they mixed the alcohol with any other drugs, for example. This information will be critical to helping your friend. In such a case, SUNY Canton will not refer you or the person you called for an alcohol violation.

Q. Will my name be recorded if I call for help for my friend?

A. In most situations, if you are level-headed enough to call for help and you

are not showing signs of alcohol or other drug overdose, emergency personnel will thank you for your assistance and simply help your friend.

Q. How will anyone know I was the person who called for help?

A. In most cases, a professional staff member from Residence Life or the Vice President for Student Affairs/Dean of Students Office will know that you called for help. If they do not know, you can simply inform them of your role in helping your friend or yourself.

Q. Does the Amnesty Policy apply if I call for help for myself?

A. Yes

Q. Does SUNY Canton contact my parents if I am transported to the hospital?

A. SUNY Canton does not automatically contact your parents when you are transported to the hospital. However, your parents may eventually be notified by mail if you are under 21 and had a hospital transport for alcohol or drug use.

Q. What happens if I am transported to the hospital for the second time – does the Amnesty Policy apply?

A. While the main concern is the health and safety of every student, a pattern of behavior for hospital transports will require a staff member to review the situation and follow up using professional judgment for each individual situation.

Q. What should I do if a friend is showing signs of alcohol poisoning or overdose?

A. Remember to Check, Call and Care. Alcohol overdose can be scary, but getting help is not.

CHECK: Watch out for your friends throughout the night. Encourage healthy choices. If someone you know has consumed too much alcohol, check for signs of overdose. Go to www.mayoclinic.org/diseases-conditions/alcohol-poisoning/basics/symptoms/con-20029020 for a list of signs of possible alcohol poisoning or overdose.

CALL: If you discover any one of the above problems, call for medical help immediately. Call 911 or dial 7777 from any campus phone. The above indicators of alcohol overdose are very serious and time is of the essence.

CARE: Continually talk to the person and monitor their skin color, temperature and breathing. Turn and keep the person on his/her left side as this will help to keep the person from choking should they vomit. Wait with

your friend until help arrives; never leave a sick friend alone.

For more information on SUNY Canton's Amnesty Policy, please contact:

Courtney Bish, Vice President for Student Affairs/Dean of Students
34 Cornell Drive
229 Miller Campus Center
Canton, NY 13617
Telephone: (315)-386-7120
Email : bish@canton.edu

Prevention Education & Awareness Programs/Trainings

The College has educational programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These educational programs include primary prevention and awareness programs for all incoming students and new employees. These educational programs will include: a statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the College's jurisdiction; safe and positive bystander intervention when there's a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures. The various programs and trainings offered by the College/university are described below:

1. Prevention Programs: These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. The programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. They also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

• Specifically, SUNY Canton provides training to all student leaders, Resident Assistants, social Greek organizations, student-athletes, and employees of the College. Anyone wishing to have a prevention program training should contact the Title IX Coordinator for more information.

2. Awareness Programs: These are community-wide or audience-specific programming initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

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- Specifically, SUNY Canton provides awareness programs to all student leaders, Resident Assistants, social Greek organizations, student-athletes, and employees of the College. Anyone wishing to have an awareness program training should contact the Title IX Coordinator for more information.

3. Bystander Intervention: These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

- Specifically, SUNY Canton, the Vice President for Student Affairs/Dean of Students Office, in concert with the CARES Program, host informational sessions throughout the year on bystander intervention.

4. Ongoing Prevention & Awareness Campaigns: These include programming initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the College/university and including information provided in campus educational programs.

- Specifically, at SUNY Canton, our Davis Health Center and Counseling Center collaborate with the Title IX Coordinator and Vice President for Student Affairs/Dean of Students Office to provide prevention and awareness to the campus community.

5. Primary Prevention Programs: These include programming initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

- Specifically, at SUNY Canton our Counseling and Health Centers provide programming in the residence halls and

campus-wide to assist in primary prevention skills.

6. Risk Reduction Programs: These programs present options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- Specifically, at SUNY Canton our Counseling and Health Centers provide risk reduction programming campus-wide and in the residence halls throughout the year.

APPENDIX A:

NYS Division of Human Rights

State Headquarters

New York State Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, New York 10458
Tel: (718) 741-8400
Fax: (718) 741-3214

Albany

New York State Division of Human Rights
Empire State Plaza, Corning Tower, 28th Floor,
Albany, New York 12220
Tel: (518) 474-2705
Fax: (518) 473-3422

Office of Sexual Harassment

New York State Division of Human Rights
Office of Sexual Harassment
55 Hanson Place, Suite 347
Brooklyn, New York 11217
Tel: (718) 722-2060 or 1-800-427-2773
Fax: (718) 722-4525

Office of AIDS Discrimination

New York State Division of Human Rights
Office of AIDS Discrimination
20 Exchange Place, 2nd Floor
New York, New York 10005
Tel: (212) 480-2522
Fax: (212) 480-0143

United States Department of Labor

Office of Federal Contract Compliance Programs (OFCCP)

201 Varick Street, Room 750
New York, New York 10014
Tel: (212) 337-2006
Fax: (212) 620-7705

OFCCP New York District Office

26 Federal Plaza, Room 36-116
New York, New York 10278-0002

Tel: (212) 264-7742
Fax: (212) 264-8166

New York State Department of Labor

State Campus, Building 12, Room 500
Albany, New York 12240-0003
Tel: (518) 457-2746
Fax: (518) 457-6908

United States Equal Employment Opportunity Commission

EEOC National Headquarters

1801 L. Street N.W.
Washington, D. C. 20507
Tel: (202) 663-4900
Fax: (202) 663-4912

EEOC Field Office

6 Fountain Plaza, Suite 350
Buffalo, New York 14202
Tel: (716) 551-4441
Fax: (716) 551-4387

Office for Civil Rights

OCR National Headquarters
U. S. Department of Education
Office of Civil Rights, Customer Service Team
Mary E. Switzer Building
330 C. Street, S. W.
Washington, D. C. 20202
Tel: (800) 421-3481
Fax: (202) 205-9862

Office for Civil Rights, New York Office

32 Old Slip, 26th Floor
New York, New York 10005-2500
OCR.NewYork@ed.gov
Tel: (646) 428-3800

21.0 Electronic Surveillance

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

22.0 Financial Aid: Academic Eligibility

22.1 Satisfactory Progress

Federal Aid

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

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

Certificate Programs

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

Associate Degree Programs

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

Bachelor Degree Programs

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

*Semester or Cumulative GPA

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

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

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

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

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

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

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

Step 1 – Financial Aid Warning

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

Step 2 – Financial Aid Termination

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

WAIVER REQUESTS

If failure to meet standards is due to extenuating circumstances beyond a student's control, they may apply for a one-time waiver. All waiver applications must include documentation that shows the extenuating circumstances that caused you to not meet academic progress standards and how the situation has been resolved to the point that it should not reoccur. The application and documentation will be reviewed by the Financial Aid Director. Approval is not guaranteed. If approved, the student will be given an academic plan to maintain eligibility.

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

for all financial aid.

Questions should be directed to the Student Service Center.

New York State Aid

(TAP Grant, SUSTA Grant, APTS Grant)

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

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

Certificate/Associate Degree Programs (Remedial Students*)

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

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

Certificate/Associate Degree Programs (Non-Remedial Students)

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

Bachelor Degree Programs (Remedial Students*)

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

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	3	0.50	50%/6 credits
2	9	0.75	50%/6 credits

STUDENT LIFE

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

Bachelor Degree Programs (Non-Remedial Students)

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

For Disabled Students as defined by ADA of 1990 (New as of 2015-16)

Certificate/Associate Degrees

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	3	1.30	50%
2	9	1.50	50%
3	18	1.80	75%
4	30	2.00	75%
5	42	2.00	100%
6	51	2.00	100%
7	60	2.00	100%

Bachelor Degrees

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
1	3	1.50	50%
2	9	1.80	50%
3	21	1.80	75%
4	33	2.00	75%
5	45	2.00	100%
6	60	2.00	100%

Semesters of TAP Received	Earned Credit Hours	Cumulative GPA	Percentage of Credits Completed
7	75	2.00	100%
8	90	2.00	100%
9	105	2.00	100%

FAILURE TO MEET MINIMUM STANDARDS

If a student fails to meet state academic progress requirements as outlined above at the end of the semester, they will lose eligibility for the next semester they attend. Eligibility will be regained once they meet the above standards. Additionally, students who stop attending for more than one year may regain eligibility upon return for one semester (if over 4 prior semesters of TAP you must have a 2.0 overall GPA). Then you must meet academic progress criteria each subsequent semester.

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

WAIVER REQUESTS

If failure to meet standards is due to extenuating circumstances beyond a student's control, they may apply for a one-time waiver. All waiver applications must include documentation that shows the extenuating circumstances that caused you to not meet academic progress standards and how the situation has been resolved to the point that it should not reoccur. The application and documentation will be reviewed by the Financial Aid Director. Approval is not guaranteed. If approved, the student will be given an academic plan to maintain eligibility.

Important things to keep in mind

- Grades of "W" count towards total attempted hours.
- Remedial courses that are not credit-bearing will not count in the total attempted hours.
- Repeated courses that were previously passed do not count as earned hours for the semester.
- Courses enrolled in each semester must be applicable to the students' current degree program.
- Repeating any course in which a passing

grade has already been received (D or above) will not count, unless the College Catalog states a higher grade is required.

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

Questions should be directed to the Student Service Center.

22.2 Financial Aid Processing

Application Process: Beginning with the 2017-18 award year the FAFSA will be available on October 1st, 2016 and will use income information from the tax year two years prior. So for the 2017-18 award year you will use 2015 income to complete the FAFSA. You may use the IRS Data Retrieval process to link to the IRS database for the income information needed while completing the FAFSA.

Deadline: The priority deadline for filing the FAFSA for the next academic year is January 1st. Certain Federal funds (College Work Study, Perkins Loans and SEOG grants) are awarded on a first-come, first-served basis to eligible students who file by this deadline. Late filers must have their financial aid processed before their tuition bill is due for fall semester if they plan to use financial aid toward their bill.

The student's FAFSA process is not complete until all requirements are finished. The student can track these requirements on their UCanWeb account.

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

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

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

23.0 Fire Alarm Systems & Fire Protection Equipment

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

24.0 Gun Registration

(See Policies & Procedures Manual)

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

25.0 Hazing

SUNY Canton prohibits the taking of any action, creating, or participating in the

creation of any situation that endangers mental or physical health, endangers safety, involves the forced consumption of alcohol or drugs, or destroys or removes public or private property, for the purpose of initiation into, affiliation with, or as a condition for continued membership, in a group or organization. Individuals and/or organizations in violation of this policy are subject to disciplinary action by the appropriate disciplinary body of the College and may be subject to any applicable provision of the Penal Law. Students who are present for, but do not report, the hazing of others, may be subject to disciplinary action under this policy as well. Any suspension/expulsion from the College due to hazing will result in a notation being placed on the student's academic transcript, loss of all academic credits for the semester of violation, and liable for all the semester's tuition and fees.

Due to the supportive and condoning role played by "audiences" or witnesses to hazing, the College will interpret a person's presence during hazing (even if the person is a bystander and not directly-acting) as condoning the activities and therefore, participating. The College will hold such persons collectively responsible along with the directly-acting participants.

SUNY Canton supports an anti-hazing pledge which is used with various students/student organizations/athletic teams, which reads:

ANTI-HAZING PLEDGE

I have read SUNY Canton's Anti-Hazing policy, have received a copy of it to keep, and am aware of the repercussions for participating in hazing. Further, I understand the sanctions for hazing incidents on campus and understand that if I am found responsible for participating in, condoning, or otherwise creating an environment where hazing is performed or tolerated, I risk being suspended or expelled from SUNY Canton and/or my organization losing recognition with the College for a period of three years.

More importantly, I do not accept hazing. This is not what I stand for, and not what my organization stands for. My signature below indicates that I will not participate in hazing, nor condone it, nor allow it to happen in my organization. I will report hazing incidents if I become aware of them, and will support the college's Anti-Hazing policy. I stand up against hazing.

In signing below, I am committing myself to this pledge, and understand the repercussions of violating this pledge and the Anti-Hazing policy.

26.0 ID Card

(See Policies & Procedures Manual)

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

26.1 Identification Card Replacement Charge

An original identification card is provided at no charge. A \$15 charge will be assessed to replace a lost card.

27.0 Loitering

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

28.0 Miscellaneous

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

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

to whom the request should be addressed.

Students are also accorded a right to challenge the contents of their educational records to insure that the records are not inaccurate, misleading or in violation of rights to privacy or other rights. In order to request the College to amend a record that he or she believes is inaccurate or misleading, a student should complete the request form available in the Registrar's Office, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

An exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit and personal health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or college agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Copies of the Family Educational Rights and Privacy Act are available at the Office of Student Affairs, Miller Campus Center 229, and the Office of the Registrar, Miller Campus Center 012.

28.2 Campus Crime Reporting and Statistics

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

29.0 Obscene Literature/Films

The College forbids use, possession, showing, distribution, or sale of obscene

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

30.0 Off-Campus Addresses

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

31.0 Pets On Campus

(See Policies & Procedures Manual)

31.1 In Buildings

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

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

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

31.2 On Grounds

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

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

32.0 Relationships

32.1 Policy On Romantic Relationships

(See Policies & Procedures Manual)

Staff at SUNY Canton will not engage in sexual and/or romantic relationships with any student over which they have direct authority in terms of employment or educational decisions. Direct authority over a student

includes, but is not limited to, the following situations:

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

32.2 Statement On Consensual Relationships

(See Policies & Procedures Manual)

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

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

accountability; and

- Such a relationship, whether in a class or work situation, may affect the educational or employment environment for others by creating an appearance of improper, unprofessional, or possibly discriminatory conduct.

It should also be noted that should any complaint be lodged regarding a conflict of interest, abuse of power, or sexual harassment, a "consenting relationship" is no defense, and appropriate disciplinary action, including termination, may follow.

33.0 Residency Policy

(See Policies & Procedures Manual)

Mandatory Housing Policy

Every student in full-time attendance at SUNY Canton, other than married students, single parents, students residing with parent or guardian, students 21 years of age or older, and students living in College-approved Greek housing are required to live on-campus, or be released from that requirement by the Director of Residence Life. Any student who is officially enrolled in a Bachelor's degree program and is in their junior or senior year with 60+ earned credit hours can be released. Due to the higher tuition rates paid by out-of-state and international students, release requests not meeting the above criteria will be considered on a case-by-case basis for these students. All other cases will be reviewed on an individual basis, and a judgment will be made by the Director of Residence Life as to whether the severity of the hardship warrants a release. In addition, all students who live on campus in College housing must contract one of the available meal plans with College Association.

34.0 Safety Committee

(See Policies & Procedures Manual)

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

- Addressing a wide range of campus safety concerns including responding to inquiries from concerned persons and referring complaints to the appropriate authorities;
- Ensuring that education is provided to the campus community about personal safety and crime prevention;

- Recognizing, evaluating and recommending a course of action to solve or control safety/health problems.
- Identifying and recommending strategies for the prevention of sexual harassment/sexual assault incidents, including outreach and educational activities. The Committee's recommendations will be provided to the campus for implementation.

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

For more specific information regarding the Campus Safety Committee, please refer to the Safety Committee webpage at www.canton.edu/safety/ or contact Patty Todd, Campus Safety Committee Chair, at toddpa@canton.edu or (315)386-7333.

35.0 Sledding and Skiing on Campus

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

36.0 Tobacco Policy

(See Policies & Procedures Manual)

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

In the fall of 2012, the College began its transition to a tobacco-free campus. During this time, designated tobacco-use areas on campus were significantly reduced and tobacco-free areas significantly increased. As of January 1, 2014, SUNY Canton continued this transition with a second reduction in tobacco areas:

Tobacco use **is only** allowed in the following areas:

- Heritage, Smith, Rushton, and Mohawk Gazebos
- Kennedy Hall Picnic Area

Tobacco use **is no longer** allowed in the following areas:

- Wicks and Nevaldine Gazebos
- All parking lots
- College sidewalks, the campus plaza, building entrances and common areas, landscape areas, recreational areas, parking lots, and campus buildings on College property.
- Interior of all buildings located on the College property and vehicles owned or operated by SUNY Canton and personally owned and rented vehicles when used to transport SUNY Canton faculty, staff, or students on any college-related business, academic, or student life activities.
- Residence hall facilities; smoking or the carrying of lighted cigars, cigarettes, pipes or any other form of smoking object is prohibited in all areas of the residence halls including hallways, bathrooms, lounges, laundry rooms, offices, and vestibules.
- Within 50 feet of any building entrance or exit, including immediate vicinity of all windows and air intakes.
- Covered walkways or building overhangs.

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

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

36.1 Definitions

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

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

—“College” is defined as SUNY Canton.

—“SUNY Canton property” is defined as any property owned, leased, or operated

by SUNY Canton.

36.2 Components of the Policy

Cessation

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

Compliance and Communication

This policy applies to all College employees, students, visitors, and vendors and is driven by respect for others and the environment. The entire campus is empowered to appropriately and civilly inform a violator of the policy and ask them to move to a designated tobacco-use area. We anticipate that most instances of violation of this policy can be remedied through education and/or informal reminders. As tobacco regulations are College policy, serious or repeat violations may subject employees to disciplinary action as contained in the appropriate articles of the union contract. Students may be subject to disciplinary action as contained in this Student Handbook.

Additionally,

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

Policy Review

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

37.0 Wheeled-Vehicle Policy

(See Policies & Procedures Manual)

SUNY Canton recognizes that skateboards, roller blades, bicycles, and other wheeled vehicles or devices are legitimate methods of both exercise and transportation. However, some people choose to utilize these items in other than a conventional manner, thereby creating a physical danger to themselves and others as well as a hazard to property. In an effort to continue to provide for the open use of College property for these modes of transportation, the following guidelines are adopted:

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

RESIDENCE HALL GUIDE

Alcohol Policy

Regulations for Individual Possession and Consumption of Alcohol in Student Rooms

1. Students under the age of 21 shall neither possess nor consume alcoholic beverages.
2. Possession and consumption of alcohol in the residence halls is a privilege and may be revoked at any time. No alcohol is permitted in the alcohol-free area of Mohawk–South Wing or on any floor noted as substance-free housing.
3. Only those rooms where **ALL** the residents are 21 years of age or older shall be permitted the use of alcoholic beverages and the privilege to possess and/or store any container which previously contained an alcoholic beverage. Those possessing alcohol are responsible for safeguarding their supply of alcohol to prevent it from being obtained by those under the age of 21.
4. Any student violating existing rules and regulations governing alcoholic beverages set forth in the Code of Student Conduct or NYS laws will be subject to the legal process and/or the campus disciplinary process.
5. No more than six persons, all of whom must be 21 years of age or older, may be in a room at the time alcohol is being consumed.
6. There shall be no kegs of any size or beer balls. The quantity shall not exceed one case of 12 oz. American beer per room or one gallon of wine or one quart of 80 proof liquor or any combination thereof allowed for personal use only.
7. Each individual in a residence hall is responsible for his or her own actions. **Students are responsible for the actions of their guests.**
8. All students, whether or not they are 21 years of age or older, who do not want alcohol in their room will be segregated by rooms, floors, and wings whenever possible. An alcohol-free wing is provided in Mohawk South or any floor noted as substance-free housing.
9. Cans or bottles which previously contained alcohol (“empties”) are treated as full containers. Regardless what function(s) the containers serve (such as lamps or decorations), they are still prohibited in rooms unless **ALL** occupants of the room are age 21 or older.

Specific Regulations Concerning Registered Events in the Residence Halls

1. All requests for events shall be submitted to and approved by the Residence Hall Director at least two weeks before the event. The Residence Hall Director will forward qualified requests to the Alcohol Coordinator for action.
2. All events must be registered with the master calendar in the Student Activities Office and with the University Police at least two weeks prior to the event by means of the approved request form.
3. No approved events shall take place on a day preceding an academic school day (one on which classes or exams are held) and not on designated all-college weekends.

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

Fire & Fire Drill Procedures

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

During the year, there will be periodic fire drills in the residence hall conducted by University Police. These drills are often unannounced so you should assume that there is a fire whenever you hear the alarm. When a fire alarm sounds, all residents must immediately and **completely** evacuate the residence hall, and dress appropriately for current outdoor weather conditions.

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

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

please adhere to the following rules:

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

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

Kennedy Hall Fire Alarm Policy:

Use of cook stoves in Kennedy Hall is a privilege, not a right. If the fire alarm is set off in a suite more than once during the academic year, regardless of the reason, the power to the cook stove in that suite will be shut off for the remainder of the semester, or for a two month period, whichever is longer.

Additionally, if the oven, stove or burners are discovered to be unacceptably dirty or if there is evidence that the smoke detector has been covered or tampered with, the power to the stove will also be shut off immediately.

The purpose of this policy is to reduce the number of fire alarm activations in the building and to prevent potentially dangerous situations.

Please remember:

- When using the stove, never leave it unattended.
- Always keep the oven, burners and stove-top clean.
- To reduce smoke and steam, use lower temperature settings and utilize lids for pots and pans.
- Know the location of the fire extinguisher and know how to use it.

Eligibility for Campus Housing

You are eligible for campus housing only if you are a full-time student (carrying 12 or more credits) and you meet re-registration requirements as stated in the College Catalog. Students not meeting this requirement may

appeal to the Director of Residence Life to request special permission to live on campus. Exemptions will be reviewed on a case-by-case basis, and factors taken into consideration in this review may include academic progress, disciplinary and behavioral record, and availability of campus housing.

General Information

Adjustment to Rooms

The college considers living in a residence hall an integral component of the total college experience. It is an opportunity for residents to encounter individuals with different ideas, backgrounds, and upbringings from different races, religions, and cultures. The Residence Life staff knows roommates often confront difficulties adapting to one another. We believe this is natural. The maturation process is greatly aided by striving to overcome obstacles to understanding, communication, and cooperation. Residents can learn much about themselves and others. Therefore, the Residence Life staff is committed to assisting residents to solve their own problems with roommates and adjusting to residence hall life through open discussion, development of coping skills, negotiation, and compromise in order to live in harmony with one another and develop a greater appreciation for the differences in one another.

Elevator

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

Mandatory Housing Policy

Every student in full-time attendance at SUNY Canton, other than married students, single parents, students residing with parent or guardian, students 21 years of age or older, and students living in College-approved Greek housing, are required to live on-campus, or be released from that requirement by the Director of Residence Life. Any student who is officially enrolled in a Bachelor's degree program and is in their junior or senior year with 60+ earned credit hours can be released. Due to the higher tuition rates paid by out-of-state and international students, release requests not meeting the above criteria will be considered on a case-by-case basis for these students. All other cases will be reviewed on an individual basis, and a judgment will be made by the Director of Residence Life as to whether the

severity of the hardship warrants a release. In addition, all students who live on campus in College housing must contract one of the available meal plans with College Association.

Housing License Releases

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

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

Inclusive Housing

SUNY Canton is proud to offer non-gendered inclusive housing. Kennedy Hall is open to all genders and features 303+ beds of suite-style housing. We are also happy to work with students living in the other residence halls to accommodate special requests related to gender identity and/or sexual orientation. If you would like more information or would like to discuss your living space, just give us a call at 315-386-7513.

Laundry Facilities

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

Mail

Resident students receive their mail Monday-Friday at the student mailroom located on the first floor of the Miller Campus Center. You must go to the mailroom and sign out your mail key. You are not permitted to get your mail from the window; you must

have your key with you. When you receive a package, you are notified by a notice placed in your mailbox. The package may be claimed any time the window is open. When receiving your mail, your address should read:

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

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

Main Lounge

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

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

Materials Available at Hall Office

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

Vacation Dates and Closing Reminders

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

1. Unplug **all** electrical items: radio, hair dryer, stereo, refrigerator, etc.
2. Close and lock the windows and close the blinds.
3. Empty all trash! Do not leave empty cans and bottles in your room, as they attract bugs. **You will be charged \$20 per bag for any trash left in your room.**
4. Clean out all items in your refrigerator and leave its door open.
5. The last one to leave should shut off all lights.
6. On the first vacation in the fall, you should plan on taking your bicycle home. There is no storage space.
7. At closing for the year, you are expected to fully clean your room of all personal belongings and leave the room in broom-swept condition.

The Residence Life Staff will verify by physical inspection that this policy has been followed. **ALL residents MUST vacate at or by the closing times listed below. Any student staying beyond the closing time or arriving before reopening will be charged a fee of \$50. Students staying multiple days will be charged \$50 for each additional day.**

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

CLOSE	REOPEN
Thanksgiving Recess	
Fri., Nov. 18 at 5 pm.....	Sun., Nov. 27 at 3 pm

Christmas Recess
Sat., Dec. 17 at noon.....Sun., Jan. 22 at noon
(or 24 hours after last exam, whichever comes first)

Spring Break
Fri., Mar.10 at 5 pm..... Sun., March 19 at 3 pm

Summer Recess
Saturday, May 13 at 3 pm
(Individuals not participating in graduation ceremonies are to vacate 24 hours after last exam.)

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

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

Maintenance, Operations & Damages

Damage Policy
Prompt payment of any damage charges incurred by individuals is the best idea, as it eliminates the possibility of degrees or transcripts being held up later on. **NOTE:** The definition of "damage" is as follows: Any act (intentional or unintentional) which results in costs being incurred by the College. It is important to realize that nothing actually has to be broken in order for it to fall within this definition. Examples of this are situations which require College personnel to clean a location, re-paint something, etc.

Heat, Hot Water, or Electrical Problems

If you are experiencing problems with your heat, hot water, or electrical lighting, please contact your Residence Hall Director. If the Residence Hall Director is not available, please call the appropriate number below and inform the staff member of the specific problem. If a problem persists, please ask the Residence Hall Director to inquire as to the status of the problem's resolution.
Weekdays - 8 am-4 pm (315)386-7222
Weekends and evenings (315)386-7777
(University Police)

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

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

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

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

Recycling/Trash
SUNY Canton strongly supports recycling. Residents are required to separate trash and recyclables.
The college has a "Zero Sort" recycling system. A container is provided in your room and also in the wing. All recyclables go into one bin. Recyclables must be rinsed and clean.
To make this work we need your cooperation, so do not be afraid to ask questions of

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

Whenever the occupancy of a room/suite changes, a resident should request a preliminary inspection of the room/suite be done. At this time the Room/Suite Condition Report will be used to identify any new damages. The individual(s) responsible for the damages will be billed and the Room/Suite Condition Report will be updated. This is why it is crucial that the residents fill out a very detailed and accurate record upon arrival. Any damages not noted on the original inspection may be charged to any/all occupants of the room/suite.
Formal room/suite inspections will occur at the end of each semester (December, April/May). At this time we ask that the residents make proper arrangements so that any damages in the rooms/suites can be verified and the proper individual(s) can be charged. At closing for the year, you are expected to fully clean your room/suite of all personal belongings and leave the room/suite in broom-swept condition.

Damage and cleaning charges in common areas of suites will be split among all suitemates unless one student voluntarily takes responsibility for the damage. It is your responsibility to ensure that the entire suite is clean and damage free; do not assume your suitemates will clean and repair the suite.
If at any time you have a question concerning the condition of something, please do not hesitate to ask. It will save some hassles at the end of the year.

Timetable for Repairs Under Normal Conditions Maintenance Repairs

Broken Faucets.....	Same Day
Broken Outlets.....	Same Day
Broken Sinks.....	Same Day
Broken Window.....	Same Day
Bulletin Boards.....	7 Days
Ceiling Tile.....	3-4 Days
Circuit Breakers.....	Same Day
Closet Doors.....	Could Go Until Next Semester
Elevators.....	Same Day

RESIDENCE LIFE

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

Miscellaneous Policies

Antennas

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

Apogee DMCA Process

ISP of Record

As the ISP of record, Apogee receives email notifications of alleged copyright infringement cases from various companies such as RIAA, MediaSentry, HBO, Paramount, Universal Studios, etc. It is our responsibility to pass these notices along to the end users.

Notification Matching

End users are matched against the IP address, date and timestamp provided in the notification. An email is then sent to the email address(es) provided on the end user's account; this email includes the actual notification as well.

Process Involvement

Each client can choose their preferred level of involvement in regard to DMCA notifications.

Suggested Process

The process outlined below is a standard method for compliance in processing DMCA notifications. This policy will apply to end users unless otherwise noted, and can be changed as needed.

- 1st Offense
 - o Forward DMCA notice on to the end user and request that, if he/

she is sharing copyrighted information, to cease and remove the specified files

- o Warning only
- o Account remains active
- o Copy - for example: dmca@school.edu
- 2nd Offense
 - o Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
 - o Second warning
 - o Account remains active
 - o Copy - for example: dmca@school.edu
- 3rd Offense
 - o Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
 - o Account shut off for three (3) days
 - o Copy - for example: dmca@school.edu
- 4th Offense +
 - o Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
 - o Account shut off for seven (7) days
 - o Student must contact Residence Life office to setup an appointment with John Kennedy, Director of Residence Life.
 - o Copy - for example: dmca@school.edu

Note: It is not often that end users reach the point in the process of receiving a fourth notification.

Appliances

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

students may not bring their own refrigerators or microwaves if they live in Kennedy Hall.

Candles and Incense

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

Ceilings

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

Children in Residence Halls

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

Christmas Decorations

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

Hall Sports

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

Halogen Lamps

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

Microwave Ovens

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

Refrigerators

Due to potential problems stemming from the substantial electrical draw of certain refrigerators, large house-style refrigerators cannot be placed in student rooms. However, students may have two small refrigerators

(1.7 cubic feet), or 1 larger refrigerator *as long as the TOTAL cubic footage of the refrigerator(s) does not exceed 3.4 cubic feet per room*. Refrigerators are included in Kennedy Hall; students are not permitted to bring their own refrigerators in this building.

Solicitation

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

Speakers

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

Waterbeds

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

Windows

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

New York State Minimum Living Standards for Residence Halls

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

Standard I

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

Guidelines:

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

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

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

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

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

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

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

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

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

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

Standard II

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

Guidelines:

1. A regular schedule for cleaning of common areas including lounges, hallways, bathrooms and areas used by all residents should be established. Copies of the schedule should be posted.

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

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

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

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

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

The Director of Residence Life will make the decision as to whether a student room is unlivable and should be removed from service, based on pertinent information from the Director of Physical Plant and/or other appropriate campus personnel. Life, health, and safety of student residents, and whether

the continued occupancy could harm the occupants or further impair the condition of the facility will be the criteria utilized in making this decision. The affected students, the Vice President for Student Affairs/Dean of Students, Vice President for Administration, and Director of Physical Plant will receive written notification of this decision.

Standard III

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

Guidelines:

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

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

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

Residence hall furnishings are replaced on a regularly scheduled basis.

Standard IV

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

Guidelines:

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

Residents experiencing problems with heat, lights, or availability of hot water in

bathrooms may report them by phone to the Physical Plant during weekdays from 8:00 am through 4:00 pm. Problems experienced at other times are to be reported to University Police who in turn will contact appropriate campus personnel to address the problem in a reasonable time frame. This procedure and appropriate phone numbers will be stated in the Student Handbook. The Physical Plant will inform the Residence Hall Director of action taken so that the Residence Hall Director can notify the affected student(s). The work order system is utilized by the Physical Plant for routine building repairs and maintenance. If a problem persists, the resident may inquire of the Residence Hall Director the status of the work order.

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

SUNY Canton is in compliance with the above guideline.

Standard V

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

Guidelines:

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

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

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

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

2. If reassignment on campus is not possible, the procedures should also include a plan for the provision of alternate housing at no additional charge to student residents and/or refund of a portion of room rental charges where applicable.

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

New York State Student Notification of Fire Safety Standards and Measures in Campus Residence Halls

§6438 of New York State Education Law requires notification of fire safety standards and measures in all College-owned or College-operated housing. To facilitate compliance the following information is provided:

An Emergency Evacuation and Fire Safety Plan has been developed for the Campus including: Mohawk Hall, Heritage Hall, Rushton Hall, Smith Hall and Kennedy Hall. This plan can be viewed and is available on the web at: http://www.canton.edu/university_police/ the EH&S website at: <http://www.canton.edu/ehs/> and also through the Residence Life Office.

Sprinkler Systems

Mohawk Hall, Heritage Hall, Rushton Hall and Smith Hall are equipped with sprinkler systems in the basement and first floor storage areas only. Kennedy Hall is equipped with an automatic sprinkler system designed to discharge water when the effects of a fire have been detected. In general, sprinkler heads are located in each space of the building.

Fire Alarm Systems

All five residence halls are equipped with an automatic fire alarm system designed to detect the unwanted presence of fire by monitoring the presence of smoke and/or heat. In general, smoke and/or heat detectors are located in each space of the building. The

fire alarm system can also be manually actuated by pulling a fire alarm pull station. Fire alarm pull stations are located throughout the building at or near an exit. The location of fire alarm pull stations are identified in the Emergency Evacuation and Safety Plan as well as on posted Building Evacuation Plans.

Fire Extinguishers

All five residence halls are equipped with portable fire extinguishers. Portable fire extinguishers are intended to extinguish or control small fires. In general, portable fire extinguishers are located on each floor of the building in common areas and other required spaces. The location of portable fire extinguishers are identified in the Emergency Evacuation and Safety Plan as well as on posted Building Evacuation Plans.

Exits

All five residence halls are equipped with emergency exits and stairwells. The location of emergency exits and stairwells are identified in the Emergency Evacuation and Safety Plan as well as on posted Building Evacuation Plans.

Additional fire safety information including the Campus Fire Safety Report may also be found in the annual Jeanne Clery Disclosure Act and Fire Safety Report which can found at: http://www.canton.edu/clery_act/.

Pets

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

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

1. All roommates must be in total agreement to allow a pet in their room.
2. All waste associated with the pet must be deposited directly in the dumpster by the loading dock. At no time is it to be placed in the trash receptacle in the residence hall.
3. Any messes created by the pet must be attended to immediately by the caretaker.
4. The caretaker is totally responsible for any damages caused by the pet, i.e., soiled carpets.
5. Abuse of this privilege may result in its loss, confiscation of the pet, and/or suspension from College housing.

6. Students living in The Pet Wing should reference the pet contract for more specific requirements.

7. No birds, dogs, snakes or spiders will be allowed in The Pet Wing. All other pets will be approved or denied on an individual basis by the Residence Hall Director.

Philosophy

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

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

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

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

The residence hall program, just as all programs at SUNY Canton College of Technology, is administered without discrimination on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Statement of Student's Rights and Responsibilities

Student residents in SUNY Canton's residence halls possess specific individual and

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

Students have the right . . .

- To enjoy individual freedoms without regard to race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction;
- To access their living accommodations;
- To live in a clean and secure environment;
- To competitive prices on housing accommodations and/or food service;
- To receive written copies of College housing rules and regulations, or individual building policies which govern individual and group behavior;
- To the respect and safety of personal property;
- To study without interruption or interference;
- To be free from unreasonable noise;
- To be free of intimidation or harassment;
- To be free of unreasonable searches and seizures by College officials;
- To expect enforcement of the housing license;
- To staff who provide assistance, guidance, and support as needed;
- To host guests, within established guidelines;
- To equitable treatment when behavior is in question;
- To participate in student governmental bodies and Residence Life/Housing departmental committees;
- To individual and group educational and developmental opportunities in the residence halls;
- To request that their rooms be inspected prior to their departure to identify items for which a damage charge will be assessed.

Students have the responsibility . . .

- To respect the rights of others, as stated above;
- To adhere to rules and regulations;

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

Residence Life Staff

Residence Hall Director

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

Office Hours

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

Resident Assistants

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

There are so many requirements involved in becoming a Resident Assistant because students have many adjustments to make.

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

Residence Life Office

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

2015-2016 Residence Hall Directors

	RA	RD
	Office	Office
KENNEDY		
Sarah Chamberlain.....	7977/7965	
HERITAGE		
TBD	7305/7399	
RUSHTON		
Sam Johnson	7508/7403	
MOHAWK		
TBD	7215/7511	
SMITH		
Nate Pietropaolo	7619/7672	

Resident Assistant Recruitment and Selection

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

Residence Terms

General Conditions of Occupancy

1. **The residence hall license for all residence halls is binding for the ENTIRE ACADEMIC YEAR (both fall and spring semesters) as a student entering into the Housing License at the beginning of the Fall Semester at SUNY Canton. Note: A student residing in Kennedy Hall must remain in the building for the term of the License (Entire Academic Year). He/she cannot move to a different campus residence hall.**

2. Any change of occupancy must have prior, specific written approval of the Residence Hall Director in charge of the residence hall to which the student or students are officially assigned by the College. Note: Students residing in Kennedy Hall may only move within Kennedy Hall.
3. The College reserves the right **in all campus housing** to:
 - increase or decrease the designed occupancy of a room at any time to insure maximum utilization of residence hall rooms;
 - move students within the residence hall system at its discretion for programmatic, financial or disciplinary reasons;
4. Residence Hall Guest Policy – A guest is anyone other than an authorized resident of the room in which they wish to visit. Students wishing to have guests must follow these guidelines:
 - A. The resident student must register his/her guest with the residence hall staff (Residence Hall Director or Resident Assistant) upon the guest's arrival to the residence hall. Guests may also be pre-registered with the RA or RD, but will have to provide identification to the residence hall staff for review when they arrive.
 - B. Students must obtain permission from all roommates in advance of the guest's arrival. If roommates, at any time, withdraw their permission for the guest to stay in their room, the guest will be asked to leave.
 - C. No one under the age of 16 is permitted to be a guest in the residence halls at any time unless they are a registered, full-time student at SUNY Canton.
 - D. Students are responsible for their guests at all times. If the guest violates the rules/policies at SUNY Canton, he/she may be asked to leave at any time and the student may be held accountable through the campus judicial system for any code violations.
 - E. Guests are limited to a stay of no more than three (3) days/nights per month, and no longer than 48 hours at a time.
 - F. Each room is only permitted to have one guest at a time unless special permission is obtained from the Residence Hall Director.
 - G. Guests are not permitted during final exams week.
 - H. Guests must carry identification on them at all times during their stay on campus, and must submit this

RESIDENCE LIFE

identification for review to staff upon request.

- I. Guests who are not officially registered may be removed at any time from the residence hall and/or campus.
5. Children under 16 years of age are not permitted in the residence halls unless accompanied by a legal guardian, College employee or a sibling who resides in the residence hall who is at least 18 years old. Under no circumstances is an individual under 16 years of age allowed in the residence halls after 9 p.m. or before 9 a.m., unless they are participating in a College-organized program. An individual must be at least 16 years old and a full-time student to reside in the residence halls.
6. Residence halls are open only when classes are in session. During vacation periods residents are required to leave the facilities prior to 5:00 p.m. on the last day of classes. Only those students who have received prior permission from the Director of Residence Life will be permitted to stay during vacations. This costs an additional fee of \$150 per week (not including international students).
7. Rooms must be vacated within 24 hours of withdrawal or suspension from the College.
8. All residents are required to contract and pay for an approved College meal plan unless specifically exempted therefrom.
9. This License does not automatically renew upon the expiration of the term hereof. If the student is interested in renewing the term of this License upon expiration, the student must pay his/her housing deposit and attend Room Reservation or Housing Lottery in the spring semester. The Office of Residence Life may accept or deny any such renewal request at its sole discretion.
10. Release from Housing License - In the event that a student is no longer registered as a student at the State University of New York at Canton during the term of this License, the student shall use his/her best efforts to find alternative housing as soon as possible. Within 24 hours of the date on which the student ceases to be a registered student, the student shall notify the Residence Life Office of such cessation and include with such notice documentation from the Registrar's Office verifying such change in status. Within seven (7) days thereafter, the Office of Residence Life shall determine whether or not it will release the student from any further

liability under this License and shall furnish the student with written notification of such determination. If the Office of Residence Life elects to release the student from such liability, the student shall vacate the Room/Suite within 24 hours of the receipt of the Office of Residence Life's determination. As long as the student remains within the Room/Suite, the student shall remain responsible for the payment and performance of all License fees and other License obligations.

The Office of Residence Life's decision to release the student from further liability hereunder shall be within the Office of Residence Life's sole discretion and may be conditioned, at a minimum, upon any one or all of the following: (a) student moving out of the Room/Suite within 24 hours of receipt of notification of the Office of Residence Life's determination; (b) student paying SUNY Canton in full for License fee for any time prior to student moving out of the Room/Suite; and (c) student reimbursing SUNY Canton for any damage to the Room/Suite or Complex deemed to be the responsibility of student not covered by the Office of Residence Life's housing deposit. If student has prepaid any of the above amounts, the Office of Residence Life shall reimburse the student for these prepaid amounts less items mentioned in the preceding sentence. If the Office of Residence Life grants the student a release, then the student shall be entitled to a refund based on the College's refund schedule as stated in the Student Handbook.

Duties, Standards & Obligations

1. Residents shall be held responsible for and charged with full knowledge of all applicable rules and regulations contained in the current Code of Student Conduct and all Office of Residence Life publications. Students are considered adults and, therefore, are expected to obey all laws and take personal responsibility for their conduct.
2. The resident agrees to conform to generally accepted standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and harmonious living, in keeping with the function and purpose of each room, lounge, or other area of the residence hall.
3. Quiet hours are in effect from 8:00 p.m. to 9:00 a.m. on Sunday through Thursday and Midnight to 10:00 a.m. on Friday and Saturday. Morgue hours are in effect from 10:00 p.m. to 9:00 a.m. on Sun-

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

4. Courtesy hours are in effect 24 hours a day, 7 days a week. The goal is to empower residents to take control of the environment in which they sleep, study and live. Residents are expected to cooperate with reasonable requests from other residents and staff members. Doing so will create a more positive atmosphere and will make for a more enjoyable living environment.
5. The privilege of using alcoholic beverages is governed by State law and College policy as detailed in the Student Handbook. Irresponsible and/or illegal use of alcoholic beverages and/or the resulting inappropriate behavior is strictly prohibited.
6. Refrigerators of 1.7 cubic feet are permitted in student rooms. Larger refrigerators are also acceptable, AS LONG AS the TOTAL cubic footage of refrigerator(s) in each individual student room does not exceed 3.4 cubic feet. **Note: Individual refrigerators are prohibited in Kennedy Hall. Each suite has a full-size refrigerator in its kitchen area.**
7. The resident further agrees to comply with any and all further rules, regulations and directions of residence hall staff which the College may prescribe for the safety, cleanliness and care of each room, lounge or other area in the residence hall, and the furniture, fixtures, furnishings, and equipment provided therefore by the College and residence hall as a whole, for the preservation of good order therein; and for the privacy, quiet, comfort, and convenience of all occupants of each room and the residence hall as a whole
8. All students residing in the residence halls must carry a minimum of 12 credit hours. If a student drops below 12 credits during the academic year, they will be required to move from the residence hall unless approval is given by the Director of Residence Life.
9. The following are strictly prohibited anywhere in a College residence hall:
 - the possession, sale or use without a physician's prescription of any controlled substance under the laws of the State of New York and College policies as stated in the *Student Handbook*;
 - smoking is prohibited in all areas of the residence halls;

- gambling;
 - the possession of any explosive device, dangerous chemical, firearm or weapon, including air guns, BB guns, soft air guns, paintball guns, and archery equipment or any weapon in which the propelling force is spring, piston, or CO2 cartridge, or any deadly weapon as defined in the New York State Penal Law or any object that can be construed as a dangerous instrument. The College requires that all firearms or weapons brought on campus be surrendered at the University Police Department, where they will be stored. They may be picked up by the owner when they desire to use them off-campus. Handguns are never allowed on campus;
 - the possession of any dangerous knife designated in the NYS Penal Law (including gravity knives) and, in addition, any sheath knife or butterfly knife or any other knife that can be construed as a dangerous instrument;
 - the possession of open electrical appliances, air conditioners; ovens or cooking appliances of any type; halogen torchiere floor lamps; tube, coil or string lighting; **Note: Students residing in Kennedy Hall can have cooking appliances in their kitchen area that supplement the stove and oven;**
 - the possession of engines, motors, and mechanical equipment;
 - the possession of waterbeds;
 - the possession or harboring of any birds, cats, dogs, snakes or other pets or animals, except for those approved in advance to live in The Pet Wing;
 - the throwing of snowballs, Frisbees, and footballs in and around residence halls. Sports are not allowed in the residence halls;
 - the use of water guns and water fights in and around residence halls;
 - the possession of stereo speakers, subwoofers or amplifiers.
10. Commercial use and solicitation in any part of a residence hall is strictly and expressly forbidden except as may be specifically authorized by the Director of Residence Life.
 11. Damages – The student(s) residing in a room or suite are responsible for completing the College’s Room Condition Form when moving into or out of a suite. This form will be used by the Office of Residence Life to determine damages billable to the student(s). Student(s) are liable for damages in their bedroom as well as any common area damages. Students shall

make no alteration to the Room/Suite or any of the amenities of any nature whatsoever without the Residence Hall Director’s prior written consent.

Health and Safety

1. It is the policy of the State University of New York that all residence halls are smoke free. No smoking will be permitted in any residence hall.
2. Residents are strongly urged to keep their rooms locked at all times.
3. Residents are strongly advised to have all of their personal property protected against theft, damage and other loss by appropriate individual or family insurance coverage inasmuch as the State of New York, and the State University of New York College of Technology at Canton carry and provide no such insurance and will not be responsible for any such theft, damage, or other loss.
4. All residents are urged to participate in the Operation Identification Program of the University Police Department.
5. Causing a fire alarm, discharging a fire extinguisher, breaking or damaging an exit light, causing a heat or smoke detector to be activated or removing or tampering with any fire or safety equipment, is strictly prohibited, and may result in suspension from the residence halls and/or college.
6. Each resident is required to familiarize him/herself with and abide by the fire and safety regulations for the residence hall. Fire drills will be held periodically. When a fire alarm sounds, all residents must immediately and completely evacuate the residence hall, and dress appropriately for current outdoor weather conditions. Failure to evacuate will result in disciplinary sanction.

Entry

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

The College reserves the right to enter a student’s room whenever there is reason to believe that there exists therein a clear and present danger to person or property, or to retrieve residence hall or College property, or to determine compliance with Federal,

State, local law and College policies, procedures and rules where there is reasonable cause to believe that a violation has occurred or is occurring.

Occupancy Charges - Payments and Refunds

1. All students must pay an advance room deposit, which is non-refundable after May 1st, to secure a room assignment.
2. The entire occupancy charge for each semester is due and payable in the Student Service Center at the same time as the student’s tuition bill for the semester and is subject to the same payment and other conditions as are applicable to the tuition bill.
3. Occupancy charges are established on the basis of occupancy. If differentials are in effect for other than normal occupancy - for tripled rooms, for example - credit will be given after the second Census Day of each semester.
4. The date on which all belongings are removed from the room will be the date used to calculate reduction of charges, if applicable. Upon official withdrawal from the College, reduction of charges are on a percentage basis as follows:

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

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

A resident in Kennedy Hall may only be released from the financial obligations of the two-semester housing license if the space being vacated is refilled by another student. Furthermore, the Director of Residence Life must approve the release and approve the new student to move into Kennedy Hall. If the student is moving from another room in Kennedy Hall, then his/her vacated room must also be refilled. If a resident is leaving his/her room during the License period, he/she is encouraged to seek out a student from another residence hall or off-campus to fill the space. In the event that the space cannot be filled by another student, the original licensee will be liable for the room rent for the entire two-semester length of the Housing License.

5. Residence halls are thoroughly inspected prior to student occupancy each semester. Damages which occur during a particular

semester will be charged to individual students and/or groups of students.

6. Residents are issued a college I.D. which also serves as their front door key. There is a \$15 charge to replace a lost college I.D. It is the student's responsibility to have their I.D. properly encoded to enter their residence hall. This is done by College Association in the Student Service Center in Miller Campus Center 012.
7. Each student room is equipped with a telephone jack. Residents who wish may arrange for off-campus telephone service through the Procurement Office in French Hall.

Liability/Indemnification

Licensee agrees to indemnify and to hold harmless Licensor, the State University of New York and Grasse River LLC (Kennedy Hall) and any of their respective agents or employees from and against any suit, action or law or other claim whatsoever, resulting from or arising out of (a) the use or occupancy or manner of use or occupancy of the Suite or the Complex by Licensee or any person claiming under Licensee; (b) any activity or thing done or permitted by Licensee in or about the Suite or the Residence Halls; (c) any breach of Licensee of the terms of this License; and (d) any injury or damage to the person or property of Licensee or his or her invitees entering upon the Suite or the Residence Halls. Licensee's obligations pursuant to this paragraph shall survive the expiration or earlier termination of this License.

None of Licensor, State University of New York or Grasse River LLC (Kennedy Hall) shall be liable to Licensee or any other party for the occurrence of any of the following:

- 1) Any failure of water, gas, heat, ventilation, air conditioning, light, power, telephone service or any other utility service supplied to the Suite;
- 2) Any injury or damage to persons or property caused by fire, bursting or leaking of water, snow, gas, sewer or steam pipes, the elements or any other unavoidable casualty;
- 3) Any injury or damage to persons or property caused by any existing or future condition, defect, matter or thing in or on the Suite or the buildings;
- 4) Any act, omission or negligence of any person (other than Licensor, the State University of New York or Grasse River LLC (Kennedy Hall)) in or about the Suite or the buildings; and

- 5) Any act of theft, burglary, vandalism, assault or other crimes.

None of Licensor, the State University of New York or Grasse River LLC (Kennedy Hall) assumes any legal obligation for loss of personal property (including, but not limited to, water damage) if it occurs in the Suite, in the Complex or on the surrounding grounds, whether occurring prior to, during or subsequent to the term of this License.

Academic Department Chairpersons & Program Directors

ACADEMIC AFFAIRS

DOUGLAS SCHEIDT,
Provost and Vice President for Academic Affairs

SCHOOL OF SCIENCE, HEALTH AND CRIMINAL JUSTICE

KENNETH ERICKSON, *Dean*
 Criminal Justice - Susan Buckley
 Dental Hygiene - Susan Willette
 Funeral Services Administration – David Penepent
 Nursing - Debra Backus
 Physical Therapist Assistant – Deborah Molnar
 Science – Ronald Tavernier
 Sports Management and Health & Fitness Promotion –
 Diane Para
 Veterinary Science – Mary Loomis

SCHOOL OF BUSINESS AND LIBERAL ARTS

JONDAVID DELONG, *Dean*
 Business – Alexander Lesyk
 Humanities – Nadine Jennings
 Social Science – Maureen Maiocco

CANINO SCHOOL OF ENGINEERING TECHNOLOGY

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

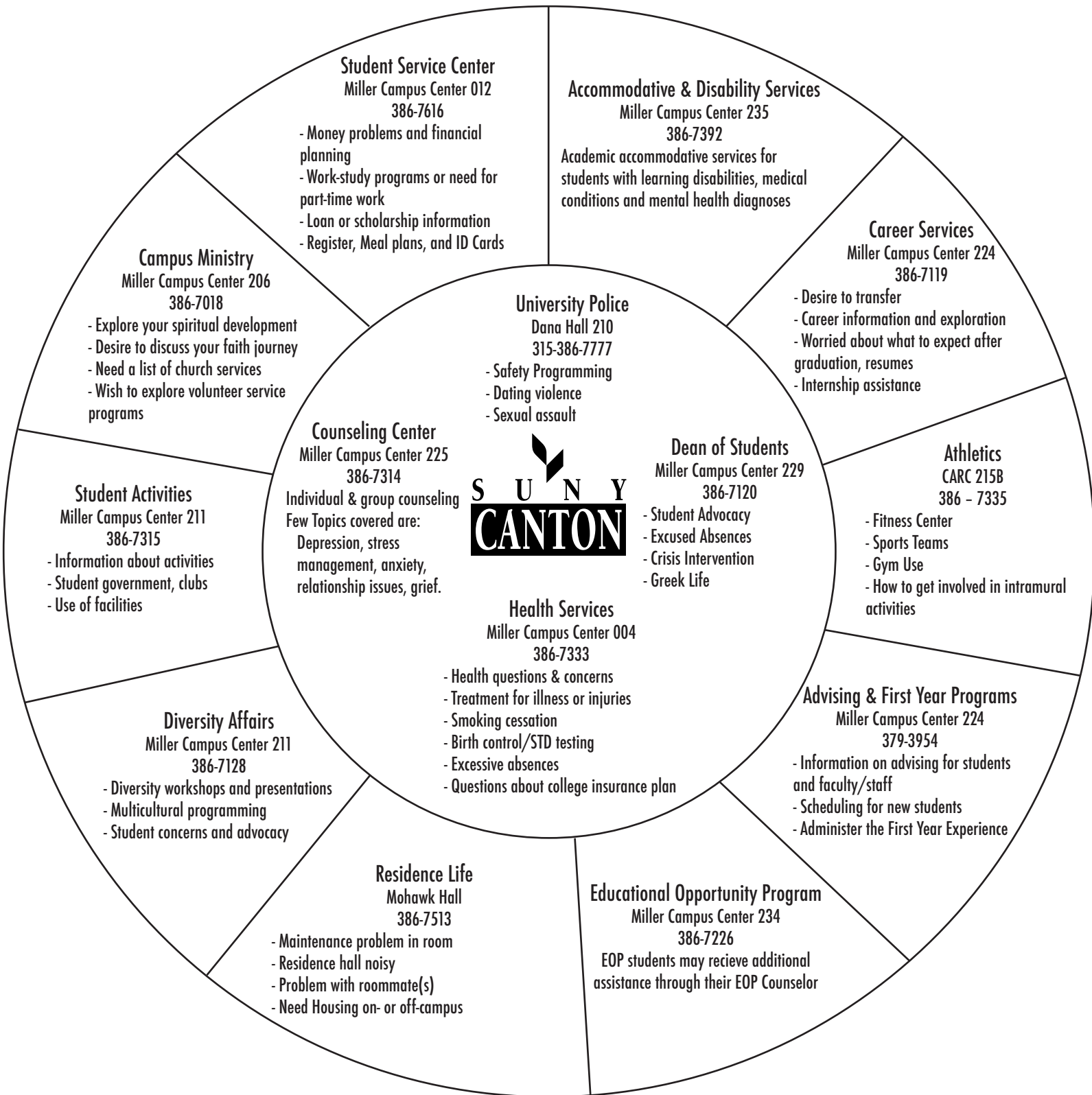
Student Affairs Chairpersons & Program Directors

STUDENT AFFAIRS

	OFFICE LOCATION	PHONE NUMBER
Vice President for Student Affairs & Dean of Students Courtney Battista Bish	Miller Campus Center 229	386-7120

<i>Departments</i>	DIRECTOR	OFFICE LOCATION	PHONE NUMBER
Athletics and CARC.	Randy Sieminski	Roos House 218	386-7335
Campus Ministry Office.		Miller Campus Center 206	386-7018
Diversity Affairs	Lashawanda Ingram	Miller Campus Center 211	386-7128
Fitness Center	Bryan Parker	Roos House 138	386-7029
Greek Life & Community Relations.	Amanda Deckert	Miller Campus Center 134	386-7688
Health Services.	Patricia Todd	Miller Campus Center 004	386-7333
Judicial Affairs	Kristen Roberts	Miller Campus Center 229	386-7120
Personal Counseling.	Melinda Miller	Miller Campus Center 225	386-7314
Residence Life/Housing	John Kennedy	Mohawk Residence Hall	386-7513
Student Activities	Priscilla Leggette	Miller Campus Center 211	386-7315

HELP CHART



Student Service Center
Miller Campus Center 012
386-7616

- Money problems and financial planning
- Work-study programs or need for part-time work
- Loan or scholarship information
- Register, Meal plans, and ID Cards

Accommodative & Disability Services
Miller Campus Center 235
386-7392

Academic accommodative services for students with learning disabilities, medical conditions and mental health diagnoses

Career Services
Miller Campus Center 224
386-7119

- Desire to transfer
- Career information and exploration
- Worried about what to expect after graduation, resumes
- Internship assistance

Campus Ministry
Miller Campus Center 206
386-7018

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

University Police
Dana Hall 210
315-386-7777

- Safety Programming
- Dating violence
- Sexual assault

Counseling Center
Miller Campus Center 225
386-7314

Individual & group counseling
Few Topics covered are:
Depression, stress management, anxiety, relationship issues, grief.

Dean of Students
Miller Campus Center 229
386-7120

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

Athletics
CARC 215B
386 - 7335

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

Student Activities
Miller Campus Center 211
386-7315

- Information about activities
- Student government, clubs
- Use of facilities



Health Services
Miller Campus Center 004
386-7333

- Health questions & concerns
- Treatment for illness or injuries
- Smoking cessation
- Birth control/STD testing
- Excessive absences
- Questions about college insurance plan

Advising & First Year Programs
Miller Campus Center 224
379-3954

- Information on advising for students and faculty/staff
- Scheduling for new students
- Administer the First Year Experience

Diversity Affairs
Miller Campus Center 211
386-7128

- Diversity workshops and presentations
- Multicultural programming
- Student concerns and advocacy

Residence Life
Mohawk Hall
386-7513

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

Educational Opportunity Program
Miller Campus Center 234
386-7226

EOP students may receive additional assistance through their EOP Counselor

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2016-17 Calendar

FALL SEMESTER 2016

New Resident Students Check into Residence Halls	August 25, 2016 (Thursday, 8 a.m.–4 p.m.)
Returning Students Check into Residence Halls	August 26 (Friday, 8 a.m.–4 p.m.)
Late Orientation	August 26-27 (Friday– Saturday)
Classes Begin	August 29 (Monday)
Last Day to Late Register or Change Schedule w/o Instructor and Dean Permission	August 31 (Wednesday, 4 p.m.)
Last Day to Make Up Spring/Summer 2016 Incompletes	September 12 (Monday)
Last Day to Withdraw from First Seven-Week Courses	October 7 (Friday, 4p.m.)
Homecoming and Family Weekend	October 7-9 (Friday–Sunday)
Second Seven-Week Courses Begin	October 17 (Monday)
Midterm Grades Available for Students Online	October 21 (Friday, Noon)
Advising Period Begins	October 31 (Monday)
Winterterm 2016 Registration Period Begins	November 7 (Monday)
Spring 2017 Registration Period Begins	November 14 (Monday)
Last Day to Withdraw	November 18 (Friday, 4 p.m.)
Thanksgiving Recess – No Classes	November 19-27 (Saturday–Sunday)
<i>(Residence halls close 5pm Friday, November 18 -reopen 3pm Sunday, November 27)</i>	
Classes End	December 9 (Friday)
Final Exam Week	December 12-16 (Monday–Friday)
Spring 2017 Registration Period Ends	December 16 (Friday, 4 p.m.)
Residence Halls Close	December 17 (Saturday, Noon)
<i>(Students are expected to vacate residence halls 24hrs. after their last exam)</i>	
Final Grades Available for Students Online	December 19 (Monday, 2 p.m.)
Winterterm Classes	December 21–January 19, 2017
Semester Ends	December 23 (Friday)
Last Day to Make Up Fall/Winter Term 2016 Incompletes	February 6, 2017 (Monday)

SPRING SEMESTER 2017

New Resident Students Check into Residence Halls	January 19 (Thursday, Noon–4 p.m.)
New Student Orientation	January 20 (Friday)
Returning Resident Students Check Into Residence Halls	January 22 (Sunday, Noon to 4 p.m.)
Classes Begin	January 23 (Monday)
Last Day to Late Register/Change Schedule w/o Instructor and Dean Permission	January 25 (Wednesday, 4 p.m.)
Last Day to Make Up Fall/Winter Term 2016 Incompletes	February 6 (Monday)
Last Day to Withdraw from First Seven-Week Courses	March 1 (Wednesday, 4 p.m.)
Summer 2017 Registration Period Begins	March 6 (Monday)
Spring Break – No Classes	March 11-19 (Saturday–Sunday)
<i>(Residence halls close 5pm Friday, March 10 -reopen 3pm Sunday, March 19)</i>	
Second Seven-Week Courses Begin	March 20 (Monday)
Midterm Grades Available for Students Online	March 21 (Tuesday, Noon)
Advising Period Begins	April 3 (Monday)
Fall 2017 Registration Period Begins	April 17 (Monday)
Last Day to Withdraw	April 21 (Friday, 4 p.m.)
Honors Convocation	April 26 (Wednesday)
Classes End	May 5 (Friday)
Final Exam Week	May 8-12 (Monday–Friday)
Fall 2017 Registration Period Ends	May 12 (Friday, 4 p.m.)
Commencement	May 13 (Saturday, 10:30 a.m.)
Residence Halls Close	May 13 (Saturday, 3 p.m.)
<i>(Students are expected to vacate residence halls 24hrs. after their last exam, unless they are a graduating senior.)</i>	
Final Grades Available for Students Online	May 15 (Monday, 2:00 p.m.)
Semester Ends	May 19 (Friday)
Last Day to Make Up Spring/Summer 2017 Incompletes	September 11 (Monday)

Frequently Called Telephone Numbers

Academic Advising Center, FYE & Orientation	3954
Academic Dean's Office	
– Academic Support Services & Instr. Tech.....	7425
– Business & Liberal Arts	7328
– Engineering Technology	7411
– Science, Health & Criminal Justice	7401
Academic Recovery	7425
Accommodative Services	7392
Admissions	7123
Athletics	7335
Campus Ministry	7018
Campus Store.....	7319
Career Services	7119
College Association	7623
College Foundation.....	7127
Counseling.....	7314
C-STEP	3804
Dean of Students /Vice President for Student Affairs	7120
Dining Services	
– Chaney Dining Center	7634
– Cyber Café	3860
– Deb's Corner	7033
– Roos Court.....	7084
– Rendezvous	7310
Diversity Affairs	7128
EOP	7226
Financial Aid.....	7616
Fitness Center	7989
Greek Affairs	7688
Health Services	7333
Help Desk (Information Services)	7448
International Programs.....	7608
Judicial Affairs.....	7120
Library	7228
Mailroom – (Student – Campus Center).....	7506
Military and Veterans Services	7073
Online Learning.....	7118
President	7204
Provost	7202
Registrar	7042
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– Kennedy	7965
– Heritage	7399
– Mohawk	7215
– Rushton.....	7403
– Smith	7672
Residence Life	7513
Student Activities	7315
Student Service Center	7616
Textbook Center	7112
TRiO Student Support Services	7684
Tutoring Services.....	7879
University Police	7777
VP for Academic Affairs	7202
VP for Administration.....	7559
VP for Advancement	7082
VP for Student Affairs	7120

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

Advisors to Clubs & Organizations

LEADERSHIP OPPORTUNITIES

College Activities Board (CAB)	Priscilla Leggette/ Kashonda Watson
Residence Hall Association.....	Sarah Chamberlain
Student Government Assoc. (SGA)	Priscilla Leggette /Kashonda Watson

ACADEMIC

Alpha Phi Sigma.....	Lisa Colbert
American Institute of Graphic Arts (AIGA)...	Kathleen Mahoney/Kamal Turner
American Criminal Justice Assoc. (ACJA)	Brian Harte, Elizabeth Erickson
American Society of Civil Engineers (ASCE).....	Paul Hitchman
Automotive Club	Kenneth Wurster/Dennis Tuper
Chi Alpha Epsilon Honor Society	Scott Quinnell
Criminal Justice Student Assoc.	Paul Bowdre
Early Childhood Club.....	Christina Martin
Engineering Club.....	Lucas Craig
Golden Key Honor Society	Marela Fiacco/Christa Kelson
Human Services Club.....	Jennifer Waite/Barat Wolfe
Institute for Electrical Engineers (IEEE).....	Steven Frempong
Mortuary Science Association.....	Barry Walch /David Penepent
Nursing Students Association.....	Kim (Ferree) Davis
Phi Theta Kappa Honor Society.....	John Vandevere
Sports Management Student Assoc.....	Matt Metcalf
Tau Alpha Pi Honor Society	Michael Newtown
Tau Phi Zeta Honor Society Alpha Chapter	Robin Gittings
US Coast Guard Auxiliary.....	Brian Harte/Paul Bowdre
Veterinary Technicians Assoc. (VTA).....	Robin Gittings

SERVICE

Alpha Phi Omega Svc. Org.	S. Quinell/J. Radley/J. Lee
Environmental Change Organization	Rajiv Narula
Greek Council.....	Amanda Deckert
Peer Educators.....	Melinda Miller
SUNY Canton Habitat for Humanity.....	C. Wilhelm/R. Santose

SOCIAL

African Student Union (ASU)	Lashawanda Ingram
Brother 2 Brother.....	Samuel Johnson
Caribbean United.....	Lashawanda Ingram
Commuter Club.....	Melinda Miller/Michael Herzog
Diversified Ladies	Lashawanda Ingram
Hispanic Unity.....	Kristen Roberts
Native American Student Association at SUNY Canton.....	William (Bill) Jones
Road 2 Riches	Samuel Johnson
Sister 2 Sister.....	Samuel Johnson/Lenore VanderZee
Spectrum.....	Melissa Lee/Marianne DiMarco-Temkin
Styled	Kashonda Watson
Untouchable Movement Dance Team	Lashawanda Ingram
SUNY Canton Veterans Association	William Barnes

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

RECREATIONAL

Cheerleading Club	Tina Demo/Allan Cox/Jessica Spooner
Club Hockey.....	Bryan O'Connor/Matt Garman
Gaming Club	Bryan O'Connor
Intramural Sports	David LaBaff
Kaotic Steppers.....	Lashawanda Ingram
Outdoor Adventures Club.....	Jim Sheppard
Zen Do Kai Karate Club	David Guccione

