

This handbook and planner is current as of **July 2020. Students are advised that the information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein. In any such case, the College will provide appropriate notice as is reasonable under the circumstances. Each student is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document. **The most updated version of this handbook can also be found online.**

WELCOME TO STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE

Dear Student,

It is my pleasure to welcome you to the 2020-2021 school year and present you with the College's Student Handbook and Code of Conduct. This document is one of the more important ones you will receive at Maritime, defining what we believe contributes to a safe and productive learning environment. Your rights as a student and member of the community are also included. The handbook outlines the programs, services, and people who can help your experience at Maritime be the best it can be. This handbook is an invaluable resource that I recommend you keep close by throughout your years at the College.

The mission of the Student Affairs Division is to develop, support, mentor, and advocate for all Maritime College students. The Division of Student Affairs strives for recognition as a leader in creating a more student-centered institution dedicated to student well-being, success, personal growth, and professional development. This handbook is reflective of this mission and vision and the values that the Division of Student Affairs holds in highest regard. The Code of Conduct is an integral part of developing and maintaining a safe and productive learning environment. Maritime College is a welcoming community with respect and integrity at the core of the educational and social environments. A truly supportive community exists when each person is valued, respected, celebrated for differences in backgrounds and cultures, and appreciated for contributions to diversity in all its forms. Our values and behaviors should reinforce the ideals of our learning community. By enrolling at Maritime, you are pledging that you will exhibit appropriate standards of decency and behavior which are contained in the Student Code of Conduct and identified in the College's policies and regulations. Your participation as a student at this institution is a commitment to work together with students, faculty, and staff to foster this vibrant community.

I encourage you to familiarize yourself with this important document and to visit the Student Affairs office with any questions, concerns, or comments. Wishing you all the best for a great year!

Sincerely,

William J. Imbriale, Ph.D.
Dean of Student Affairs
SUNY Maritime College

MARITIME COLLEGE MISSION STATEMENT

First and foremost, Maritime College educates dynamic leaders for the global maritime industry.

Vision

Maritime College will be recognized as the leading maritime educational institution.

Core Values

- **Academic Excellence** - Maritime College is committed to the pursuit of excellence in teaching, scholarship, and research.
- **Applied Learning** - Maritime College programs and majors are infused with hands-on, experiential learning opportunities.
- **Integrity** - Maritime College is committed to principles of integrity and ethics in all aspects of our operations.
- **Leadership** - Maritime College is committed to providing multiple leadership development opportunities for all students.
- **Relevance** - Maritime College has an adaptive curriculum that responds to the complex and evolving needs of the maritime industry.
- **Respect** - Maritime College embraces diversity & inclusion, and celebrates the unique contributions of all.
- **Student-Centeredness** - Maritime College is committed to an environment that values student success, development and personal growth.

ACADEMIC DEPARTMENTS

Please visit <http://www.sunymaritime.edu/academics> for updated academic information.

ACADEMIC POLICIES AND INFORMATION

Academic Advising

New students are assigned a Freshman Advisor upon entering Maritime College through the LEAD 101 program. At the beginning of the sophomore year, students are assigned a faculty advisor from their major department. (Note: transfer students typically **are advised by** the Academic Dean upon entering Maritime College.) Advisors assist students in **exploring** academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study **and semester schedules**.

Students should see their advisor to:

- address any problems which affect academic performance
- select courses for the upcoming semester
- discuss academic performance
- explore academic or professional concerns
- discuss departmental requirements and course sequences
- discuss elective coursework in the major and other departments.

Academic Distress and Sanctions Policy

Undergraduate

At the end of each Fall or Spring semester, undergraduate students with a (semester and/or cumulative) GPA below the required graduation GPA (2.0) are reviewed for academic progress. Students with a cumulative GPA below 2.0 shall be considered “not in good academic standing.” Students under this designation are ineligible to participate in intercollegiate athletics or club sports.

Students with a term GPA (Fall or Spring semester) below 2.0 shall be placed on “Academic Probation.” This sanction is noted on the transcript. Students on academic probation are required to meet with their academic advisor to choose appropriate courses in which to enroll. Academic Probation status cannot be appealed.

Students who are placed on Academic Probation while “not in good standing” will be limited to 15 credits in the next semester and shall be encouraged to retake courses in which they earned a grade of D, F, or W.

Any of the following conditions shall make students subject to Academic Disenrollment:

- A cumulative GPA below 1.500 after two semesters at Maritime College.
- Placement on Academic Probation for a third consecutive term at Maritime College.

- Placement on Academic Probation for a fourth time during the student's career at Maritime College.

Students meeting any of these conditions are reviewed by the Academic Board, which will either uphold the disenrollment or permit the student to remain on Academic Probation. Students may appeal Academic Disenrollment to the chair of their academic department. A student who wants to change major should appeal to the chair of the program they wish to enter.

Graduate

At the end of each Fall or Spring semester, graduate students with a semester and/or cumulative GPA below the required graduation GPA (3.0) are presented to the Academic Board for consideration and may be disenrolled for at least one year.

Academic Honors

SUNY Maritime maintains several programs to honor students who have earned distinction in the area of academic excellence.

Admiral's List – Students with a semester average above 3.495 are eligible for Admiral's List.

Dean's List – Student with a semester average of 2.995 - 3.494 are eligible for Dean's List.

A minimum of 14 credits must be carried during the semester for such recognition.

Academic Integrity

In keeping with the spirit and mission of the Maritime College, academic integrity and honesty are expected of all students. Breaches of academic integrity will not be tolerated. This includes but is not limited to, cheating, plagiarism, and receiving unauthorized assistance on assignments. Instructors will determine the course of disciplinary action to be taken in the case of breaches of academic integrity associated with classroom work. Please refer to the Code of Conduct for the complete Academic Integrity Policy.

Accommodation Services

Dr. Sherill Anderson, sanderson@sunymaritime.edu, 718-409-7348

Maranda L. Miller, mmiller@sunymaritime.edu, 718-409-1319

Accommodation Services helps students who need accessibility modifications to succeed in their studies. Accommodations are designed to ensure all students have equal access to instruction, understanding and testing. All information is kept confidential unless the student requests otherwise. Students can read more about Accommodation Services with the *Academic Policies and Information* section.

Maritime College values access, inclusion and works to ensure full participation. To discuss barriers, you may reach the Assistant Dean of Students. Students with a documented disability and seeking to utilize services must self-disclose to the Assistant Dean of Student Affairs. All accommodations are assessed and provided on an individual basis and must be grounded in documentation submitted by or on behalf of the student. While students can request a particular type of accommodation SUNY Maritime College determines and develop plans for reasonable accommodations such as academic adjustments, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. Alternative accommodations may be offered above those requested by the student. Accommodations may be denied if the request is not reasonably grounded in documentation or the resulting accommodation has the effect of lowering academic standards of a course of program, or presents an undue financial or administrative burden to the College. All student disability information is confidential.

Students must meet and register with Accommodation Services in each semester they wish to receive services. Once approved for accommodations, the student is responsible for notifying professors for the courses in which they desire to receive accommodations. Students who do not register with Accommodations Services in a given semester will not be entitled to accommodations for that term, even if they had registered previously. Accommodations related to a disability cannot be implemented or considered retroactively.

Accommodations will be made during the academic year for KUP's (knowledge, understanding, and proficiency) tested as part of a written exam. No accommodations will be made for practical assessments outlined in the STCW guidelines. There are some courses which have Standards of Training, Certifications and Watch-standing for Seafarers, 1978, as amended (STCW) components which measure safety and involve the demonstration of various competencies through practical assessments. Special accommodations are not allowed during these safeties related

practical assessments, as safety at sea is an important tenet of the merchant marine professional and to the maritime transportation industry. Any student who is seeking special accommodations and plans to enroll in a degree program which requires the passing of the United States Coast Guard license examination should know that at this time, there are NO special accommodations provided when taking the U.S. Coast Guard exam. All students pursuing a U.S. Coast Guard license are also required to take course(s) commonly referred to as “seminar.” The seminar course(s) are designed to reflect the testing conditions of the U.S. Coast Guard license examination. All students participating in Summer Sea Term, (SST) should know that SST is considered a training laboratory, and special accommodations are not provided when safety and required practical assessments are being evaluated at sea. Accommodations may be granted for academic work only.

Service animal is defined by the Americans with Disabilities Act, as amended (ADA), as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to: guiding individuals with impaired vision; alerting individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. (28 Code of Federal Regulations (CFR) Part 36, Subpart A – General, 36.104 Definitions). Student requests for disability accommodations, including requests to have a service animal accompany a student on campus, in classrooms and in SUNY Maritime’s housing facilities, are determined by the Dean of Students and/or the Office of Accommodations. A service animal may be removed from a Maritime facility or program if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption. Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

Leash: Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper’s disability.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal must ensure cleaning up of any Maritime property the animal might soil.

Health: Animals to be housed in Residential Life must have an annual clean bill of health from a licensed veterinarian submitted to the Dean of Students and/or Office of Accommodation Services.

Accessing your Student Records

Students can access their own record, at any time, even if the Registrar’s Office is closed by utilizing the Maritime College website at www.sunymaritime.edu. Current Students: Maritime Self Service. Your ID and PIN are required to access your record, including your schedule, grades, registration, bill and more.

Accreditations

SUNY Maritime College is accredited by the Middle States <<http://www.msche.org/>> Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education (MSCHE) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation<<http://www.chea.org/>>. SUNY Maritime College has been a member of MSCHE since 1952, and was most recently reaffirmed on June 28, 2012. The next Self-Study Evaluation will take place in 2021-2022.

In addition, SUNY Maritime College’s Bachelor of Engineering programs (Electrical, Facilities, Marine, Mechanical and Naval Architecture) are also accredited by the Accreditation Board for Engineers and Technology (ABET). ABET is a non-profit and non-governmental accrediting agency for academic programs in the disciplines of applied science, computing, engineering, and engineering technology. ABET is a recognized accreditor in the United States (U.S.) by the Council for Higher Education Accreditation<<http://www.chea.org/>>. SUNY Maritime College’s engineering programs have been accredited since 2009-2010.

Administrative Disenrollment

Administrative Disenrollment refers to a student who ceases to attend school for a semester without having officially withdrawn or filed for a Leave of Absence. Notation of Administrative Disenrollment will appear on the student’s

transcript. Students who wish to return after being Administratively Disenrolled will need to apply for readmission. For information on the procedure for Readmission, please refer to the section entitled “*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*” in the student Handbook for further information.

Bereavement Policy

Maritime College recognizes the effects that a death can have on a student’s sense of well-being and academic work. We encourage grieving students to reach out to Maritime’s mental health counselor (all visits are confidential and free) or to our Director of Campus Ministries for spiritual guidance. In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

For STCW courses, the student must work with their instructors to make up the actual class time and assignments as these courses have a strict attendance requirement to meet US Coast Guard certification requirements. Additional leave may be granted based on a recommendation by the mental health college counselor or the need for international travel. The student may wish to consider withdrawing from or request an incomplete grade in all or some of their courses.

Immediate Family and Relatives:

Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) of excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparents, grandchild or sibling, uncle, aunt, niece, nephew, first cousin, in-law, or step-relative.

Travel Considerations:

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of SUNY Maritime 0 days
- Verified funeral services between 150-300 miles from SUNY Maritime campus 1 day
- Verified funeral services over 300 miles from SUNY Maritime campus 2 days

Process:

If a student will be absent because of a death, the student is responsible for notifying and providing verifiable documentation (e.g., note from funeral director or obituary) to the Dean of Students’ office. The Dean of Students, or their designee, will communicate with the student’s professors, coaches, Regimental Officers and/or ROTC staff (as needed) about the absence and the reason for the absence.

Change of Status (Regiment to Civilian/Civilian to Regiment)

If you wish to change your student status (Regiment to Civilian or Civilian to Regiment) you must file a “*Change of Status Form*” before you are authorized to switch programs with the Registrar’s Office. A determination is made by the intended office (Dean of Students or Deputy Commandant) to approve or not approve the transfer. Until you receive approval from the intended program, do not assume that the status change has been approved.

When a student changes status, other programs (e.g., degree requirements, scholarship, housing) may be subject to change. It is the student’s responsibility to consult with their academic advisor, Director of Financial Aid and Housing to understand the impact, if any, on these programs.

Concussion Policy

A structured concussion policy has been implemented and will be followed, according to the NCAA Position Statement Guidelines issued in April of 2010, to assure that the best possible care is taken of the student-athletes. The policy can be found in its entirety online. At the time of injury on campus or at a SUNY Maritime College athletic event:

If the student is an athlete, a clinical evaluation and symptom checklist is administered by an Athletic Trainer - Certified (ATC). Once a concussion is diagnosed, the athlete is referred to Health Services.

If the student is a non-athlete, the student is immediately referred to Health Services.

- No student suspected of having a concussion is permitted to return to class the same day.
- No student with a concussion is permitted to return to class(es) or Regimental duties (i.e., ship work, formation) for at least 24 hours.

- If student is symptom free for 24 hours they may return to classes and/or Regimental duties the following day with academic accommodations (i.e. exam date change) IF deemed NECESSARY by MD/Physician's Assistant – Certified.

No student- athlete can return to full activity or competitions until they are asymptomatic in limited, controlled, and full-contact activities, and cleared by the team physician and/or Athletic Trainer. No student non-athlete can return to full activity until they are asymptomatic and cleared by Health Services.

Minimum time periods for return to play, classes and/or Regimental duties as mentioned above maybe longer depending on initial presentation and subsequent course. A planned time period for **return to classes** should be discussed between MD/PA-C and ATC after each evaluation.

If the concussion happens off campus, at a non SUNY Maritime College event:

The student-athlete/non-athlete must submit appropriate documentation to Health Services upon returning to campus.

Credit Course Load

Undergraduate students

Maximum number of credits an undergraduate can take in a Fall or Spring semester is 22 credits.

Maximum number of credits an undergraduate can take in any Summer Session is 8 credits. Students who wish to take more credits must obtain permission on a Credit Overload form. Additional approvals and signatures are required.

For Fall – Spring Semesters

More than 22 credits requires approval from the Chairperson of the Department

25 credits and beyond require the additional approval of the Provost.

For any Summer Session

More than 8 credits requires the Chairperson of the Department

Graduate Students

Maximum number of credits a graduate student can take is 13 credits.

Additional approval and signature required for students taking 13 or more credits from the Chairperson of the Department.

Declaring a Major

Undergraduates at SUNY Maritime College are required to declare their major by the completion of their 64th credit toward the degree (including all transfer credits from previous institutions). Students with more than 64 credits may request a one semester waiting period within the *Undeclared* category. The student must declare a program of study after the one semester period in Undeclared. If the student is not accepted into the program of choice, the student is subject to disenrollment by the Academic Board. Students changing or declaring a major are required to follow the curriculum at the time of acceptance and must meet the academic criteria for graduation within that program.

Drop/Add a Course

Course Drop/Add can be processed online. Certain registration activity (lack of prerequisite, closed course, etc.) will require special overrides. In these cases, the Drop/Add procedure will require approval of Instructor, Chairperson and/or Provost. In most cases, a Drop/Add requiring a special override must be processed in person at the Registrar's Office with accompanying forms.

Withdrawing from a course will affect your eligibility for financial aid in future terms. It is recommended that you speak to Financial Aid before withdrawing from a course.

Withdrawing from courses after the Drop/Add period will result in W grade on record and require the student to obtain the instructor's signature on the Drop/Add form. This form then must be processed at the Registrar's Office. Request to withdraw from a course after the withdrawal period will require special approval and will result in a WF grade on record. Registration dates and deadlines specific to adding, dropping and/or withdrawing from courses are posted on the Academic Calendar.

FERPA

The Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, grants certain rights, privileges and protection related to students' educational records maintained by the college. Students' educational records maintained by the college will NOT be released to third parties (including parents) outside of the College,

except with written consent of the student. FERPA rights began when the student is accepted, even if they are a minor. For more information on FERPA, and Maritime College specific policies on student records, please contact the Registrar. Additionally, the College and its faculty/staff will not discuss matters related to a student with a third party without the prior authorization and consent of the student. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

A. The right to inspect and review

This gives the right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment

This gives the right to request an amendment of the student's education records that the student believes is accurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision 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.

C. The right to consent to disclosures

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks or employed by the University's System Administration. 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.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request). Information concerning a student shall be released without consent in order to comply with a judicial order or lawfully issued subpoena. Effort will be made to give advance notice to the student of such an order before compliance by the University.

D. The right to file a complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA can be sent to:

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

Maritime College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Maritime College to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing role in a drama production
- The annual yearbook

- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Maritime College to disclose directory information from your education records without your prior written consent, you must notify the College in writing. Maritime College has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- News Releases
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Enrollment status (part-time/full-time)
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Good Academic Standing

Graduate Programs - When a student's Cumulative GPA and Current Term GPA (for the most recent term) are 3.0 or better, that student is in good academic standing.

Undergraduate Programs – Any student with a cumulative GPA below 2.0 shall be considered “*not in good academic standing*.” Students under this designation are ineligible to participate in intercollegiate athletics, club sports or the student worker program.

Grade Appeal

The purpose of grades is to communicate the instructor's evaluation of student performance in terms of learning outcomes and standards of achievement. The assignment of grades based on the evaluation of student work is at the heart of the institution's academic integrity. A student may appeal a grade by a faculty member if he/she feels that the grade is inappropriate.

Examples of appropriate reasons for a grade appeal include (this list is not comprehensive):

- Demonstrable arithmetical, editing, or factual error in calculating the grade;
- Omission of assignments or parts of assignments in calculating the grade;
- Grade demonstrably based on impermissible factors such as discrimination, bias, retaliation or retribution.

Step #1

To appeal a grade, the student should first speak to the instructor of the course in question.

Step #2

If the instructor denies the appeal or is not available, the student can appeal to the Chair of the Department offering the course.

Step #3

If there is still no resolution, the student may appeal to the Provost.

The Provost may uphold the Department Chair's decision, and the appeal process is then finished; OR, the Provost may appoint a panel to review the documentation/materials. The Panel is comprised of two to three professors from the course's content area. The Panel forwards their recommendation to the Provost. The Provost may or may not uphold the Panel's findings. The appeal process ends here.

Graduation Requirements

In order to participate in commencement exercises in January, May or the Recognition Ceremony in September, students must satisfy all Academic, Financial and Regimental (where applicable) requirements for their degree prior to commencement. Students who do not successfully complete all degree requirements, clear all financial or Regimental obligations (where applicable) are ineligible to participate in commencement exercises. To earn an undergraduate degree in all majors, a cumulative GPA rounding to at least 2.00 (i.e., $GPA \geq 1.995$ on transcript) is required at the time of graduation. To earn a graduate degree in all majors, a cumulative GPA rounding to at least 3.00 (i.e., $GPA \geq 2.995$ on transcript) is required at the time of graduation.

For students in license degree programs, degree requirements include the passing of all 7 modules for 3rd Mate, or 8 modules for the 3rd Assistant Engineer of the USCG license exam. Additionally, all sea time requirements must be met. You will not be eligible to participate in either the January or May commencement or the Recognition Ceremony in September, without having passed all seven modules of the USCG license exam.

Additionally, License/STCW course certificates will not be issued to any student unless he/she successfully completes the USCG/MARAD approved (46 CFR 310) program. For students in the 2-year license degree programs, course certificates will only be issued when students successfully complete the USCG-approved Deck or Engine license program.

In order to assist you, your faculty advisor will provide a check sheet specifying Maritime College's requirements for your major. You are urged to meet with your advisor to review your check sheet every semester. It is your responsibility to ensure that all requirements for graduation are fulfilled by all deadlines. As with all goals, a carefully laid out plan is the best way to reach your destination.

Leave of Absence

A leave of absence is permission to be away from the college temporarily, for medical, financial, military or personal reasons, including study at another educational institution. Students must file a *Leave of Absence* form with the Office of the Registrar. Students may be on leave for up to two consecutive semesters. Students planning to take courses at another institution during their LOA should obtain pre-approval by submitting a *Request to Take Course Off Campus* form. Students who are placed on "involuntary leave" must submit appropriate documentation before being allowed to return or register.. Students who return in the semester indicated after a LOA must notify the Registrar of their return prior to the start of the semester. They will need to meet with their advisor to obtain their alternate PIN number for registration. Students who do not return from a *Leave of Absence* in the semester they indicated will be *Administratively Disenrolled* from the college and will need to apply for readmission if they wish to return. For information on the procedure for Readmission, please refer to the section entitled "*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*" in the student Handbook for further information.

Types of Leaves:

Mental Health Leave of Absence

On occasion, a student upon preliminary investigation may be required to leave the College and its premises until the student procures a psychological/medical evaluation, a clearance to return to school, and a recommendation letter from a board certified psychiatrist/psychologist. The information below has been prepared to outline the necessary steps needed to return to SUNY Maritime College after a mental health leave of absence which will be shared with the Dean of Students and/or appropriate departments (and the Mental Health Counselor). You must provide the Dean of Students and Maritime Mental Health Counselor a full summary of any treatment received while you are on leave. This summary must be submitted at least 30 days prior to the start of the desired semester of return. The Mental Health Counselor can best advise the Dean of Students as to your readiness to return to academia only if in receipt of this information. The medical information you provide is confidential and will not

be shared with your professors, department chair, or parents, unless you have authorized this in writing. The summary should be a letter from the therapist and/or physician who has been caring for you.

If you have received care from **both** a psychiatrist and a mental health professional providing therapy, please have **both** professionals forward their letters. The summary must contain the following: your diagnosis and any medications, dosage, length of time on this medication, and how long you have been stable on that dosage. Additional must include your progress you have made that leads your therapist/physician to recommend your return and professional assessment of your ability to complete academic programs while under stress; Documentation of any classes taken or job held while you were on leave, if applicable. Once the requested documentation is received, your health care provider may be contacted in order to further discuss your readiness to return. In order to discuss your care with your provider(s), the appropriate release of information form must be completed and returned to the Health Services office and/or Mental Health Counselor. After the phone consultation with your health care provider(s), an appointment will be scheduled with you to meet with the Mental Health Counselor. Based on the recommendation from the Mental Health Counselor, the Dean of Students and other departments will determine if you should be reinstated and notify you in writing their decision.

Involuntary Leave of Absence:

In the legitimate interest of the College in protecting the safety and welfare of specific individuals or the general public, or in protecting College property, the College President, Dean of Students, or their Designee(s) may temporarily suspend an individual or as part of the investigation for Medical/Psychological/Safety Reasons, any student who engages, or threatens to engage, in behavior which poses imminent danger of causing substantial harm to self and/or others or, engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impeded the lawful activities of others shall be subject to involuntary withdrawal.

A. Code of Conduct Violations

Hearings for students placed on involuntary leave for Code of Conduct Violations must be held within ten (10) calendar days of the leave. An involuntary leave results in the accused student's immediate exclusion from classes and/or the residence halls and all other College privileges or activities, pending a hearing. At the time of their involuntary leave, the student shall be scheduled, under normal circumstances, for a prompt initial hearing. Involuntary leave will only be imposed to insure the safety and well-being of members of the College community or College property or to insure the student's own physical or emotional safety and well-being. If a student seeks an appeal following their initial hearing, the period of Involuntary Leave may be extended by the Dean of Students or Judicial Officer until the student has exhausted all avenues of appeal.

B. Medical/Psychological/Safety Reasons

The student will, upon preliminary investigation, be required to leave the College and its premises. In that time, it may be mandated that the student will seek a psychological/medical evaluation which will be shared with the Dean of Students and/or Commandant and the College Mental Health Counselor. In order to return to school, the student must also be evaluated and recommended for continued attendance at the College by the College Mental Health Counselor, to the Dean of Students and/or Commandant who will make the final decision in writing to the student. If cleared to return to the College, a contract will be developed which prescribes responsibilities and terms of return to the student. This contract will be administered by the Dean of Students in conjunction with the College Counselor. Failure to comply with this contract would result in immediate suspension or dismissal from the College.

Medical Leave of Absence

On occasion, students encounter medical concerns or conditions outside of their control that lead to challenges attending and completing coursework at Maritime College. Students may request a medical leave of absence for the full semester (all courses) in which they encounter the medical issue. To request a medical leave, students should consult with the Dean of Student Affairs, file the Leave of Absence form with the Registrar's office, accompanied by the medical leave support form (completed by a licensed health care provider). This request will be reviewed by the Registrar, Academic Dean, Dean of Student Affairs, and Health Services. If a medical leave is granted, students will be withdrawn from ALL courses in the semester (receiving 'W' grades). Medical leave cannot be requested of individual courses. Students taking a medical leave of absence will have a hold placed on their account requiring them to meet with Health Services prior to beginning a subsequent semester. Students who have taken a medical leave of

absence must provide updated medical documentation to the Health Services department upon their return for clearance to return to the campus.

Official Grades and Calculation of GPA

The GPA is calculated by multiplying the numerical value of a letter grade by the number of credits for the course, yielding the “quality points” for the course, and then taking the sum of the quality points and dividing by the sum of the credits attempted. This process is used both for semester and cumulative GPAs. The numerical values for the letter grades are:

	A 4;	A- 3.667;
B+ 3.333;	B 3;	B- 2.667;
C+ 2.333;	C 2;	C- 1.667;
D+ 1.333;	D 1;	
F, WF 0.		

P, AP, TC, are not included in GPA calculation but are included in credits earned.

X, W, I, are not included in GPA calculation and are not included in credits earned.

I incomplete

P passed in pass-fail courses only

AP Advanced Placement

TC transfer credit

X exempted

W reflects an official withdrawal from the course and is not included in GPA calculations.

WF is a withdrawal from the course after the 10th week of the semester and is equivalent to an F in GPA calculations.

Additional notations:

“E” (Exclude) indicates a course that is no longer being counted in the cumulative GPA.

“I” (Include) indicates a course that has been repeated, with the grade for the course, included in the cumulative GPA.

Grades not used under certain circumstances:

† D or D+ grades may not be issued in STCW Coast Guard license courses, effective Spring 2005.

D and D+ are not utilized for Graduate courses

Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment

If you are seeking readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment:

Students wishing to return after Withdrawal/Academic Disenrollment/Administrative Disenrollment will need to first apply for readmission through the Office of Admissions. Upon readmission student follows the current curriculum at the time of return. Upon reacceptance to the College, the student should meet with their respective Department Chair to review their program for any curriculum updates and receive their alternate PIN number for registration. Students who wish to return to the Regiment must formally meet with the Deputy Commandant.

A student who has been academically disenrolled will be considered for readmission only after completing a “get well program” (successful completion of 12 transferrable credits with a grade of “C” or better). Official transcripts should be provided to Admissions and the Academic Dean for review. The Academic Dean in consultation with the Department Chair will decide if the student is readmitted to the college. The Academic Dean may request additional information (resume, letters of recommendation, essay, and/or interview). The College will generally not readmit a student after a second academic disenrollment.

Registration

Each semester, students register for new classes after meeting with their advisor to plan which courses are needed according to the degree and major requirements. *

*Exception: the first semester the student is enrolled, the Registrar’s Office will process a registration on behalf of the student after receiving the results of the English and Math placement exams.

At the designated time in the calendar for advisement before the registration period, the student will meet with their advisor to plan a curriculum schedule of courses needed and to receive an ALTERNATE PIN to register for courses which changes each semester before registration. The student can register for classes or change sections of a course. The student can view their own schedule of classes including the days, the times, the instructors and the rooms for each course. Student's account must be cleared of all fees in order to register, obtain grades, copies of transcripts or receive their diploma.

Repeat a Course

If the student does not successfully complete a course, she/he may attempt to take the same course again. A student may also repeat a successfully completed course to improve her/his GPA. A student attempting to take a course more than three times must meet with the Major Department Chairperson prior to registering for the course via the Special Course Repeat Form.

Satisfactory Academic Progress Policy for Financial Aid

Withdrawing from classes could have an effect on your eligibility for federal financial aid. The Satisfactory Academic Progress Policy is available on SUNY Maritime's Financial Aid website. You may also request a copy from the Financial Aid Office.

STCW (Standards of Training, Certification and Watch Keeping)

Issuance of STCW Training Certificates

STCW training certificates shall be issued to cadets upon graduation from a license-option degree program. All original STCW training certificates shall be generated by the License Department and issued to qualified cadets at graduation. STCW training certificates shall not be issued to cadets who do not complete the USCG-approved deck or engine licensing programs.

Cadets may not substitute training nor will the academy accept training certificates from outside the academy's USCG-approved program. The only exception to this is transfer students from another maritime academy which requires a case-by-case review of the training completed at the other academy.

Sitting for the USCG exam

All Cadets enrolled in one of our unlimited USCG-approved license programs are required to sit for their initial USCG examination on campus. Subsequent re-examinations (complete or partial) must be scheduled by the Director of Licensing at the Cadet's request and may be taken at any of the seventeen national Region Exam Centers (REC).

Syllabus

A written syllabus (paper or electronic) must be provided to students in each course. If there are changes to the information provided in the syllabus during the semester, they must be given to students in written form (paper or electronic).

The syllabus will include:

- Information on the course content and expectations (e.g., class attendance)
- Details on the basis for grades, including: the course's examination policy; the number and types of exams; a list of graded assignments with their approximate due dates and their weight in the final grade.
- Instructor's course policy for academic integrity
- Procedures for adjustments identified by the Office of Accommodations

Withdrawal from School

An official withdrawal is the voluntary decision to discontinue studies/enrollment at the college. Students must file a *Withdrawal from School* form with the Office of the Registrar if they wish to withdraw from school. Students that do not properly withdraw from the college will be *Administratively Disenrolled*. Students who wish to return after an Official Withdrawal will need to apply for readmission. For information on the procedure for Readmission, please refer to the section entitled "*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*" in the student Handbook for further information.

STUDENT SERVICES/SUPPORT DEPARTMENTS & CONTACT INFORMATION

Academic Success Center (Stephen B. Luce Library)

The Academic Success Center helps students prepare to learn. The center provides various workshops on concepts like time management, goal planning, and study skills. The center also houses the campus supplemental instruction for Mathematics and Science courses.

Academic Coaching

Dr. Sherill Anderson, sanderson@sunymaritime.edu, 718-409-7348

Academic Coaching is an ongoing partnership between student and our professional coach. It focuses on enhancing a student's academic skills, promote self-advocacy, and increase a student's confidence. In one-on-one conversations, the student and coach will work together to identify the student's unique learning strengths and growth opportunities. During these meetings, each student will be able to develop a unique plan to achieve their academic goals.

Accommodation Services

Dr. Sherill Anderson, sanderson@sunymaritime.edu, 718-409-7348

Maranda L. Miller, mmiller@sunymaritime.edu, 718-409-1319

Accommodation Services helps students who need accessibility modifications to succeed in their studies. Accommodations are designed to ensure all students have equal access to instruction, understanding and testing. All information is kept confidential unless the student requests otherwise. Students can read more about Accommodation Services with the *Academic Policies and Information* section.

Assistant Dean of Student Affairs – Dr. Sherill Anderson

Phone: (718)-409-7348, Fax: (718)-409-4735, Baylis Hall, Student Affairs

The Assistant Dean of Student Affairs – Academic Support Services oversees academic support services at SUNY Maritime College including the LEAD program, freshman advising, Accommodation Services, International Student Services, the Educational Opportunity Program (EOP), the Learning Center, Writing Center, Academic Success Center, academic coaching and advisement for undeclared students. The Assistant Dean works with students to improve their academic standing by developing study skills and personal strategies for academic success. The Assistant Dean is available for consultation regarding student academic matters.

Athletics

Mike Berkun, Director of Athletics

mberkun@sunymaritime.edu

maritimeathletics@sunymaritime.edu

Riesenberg Hall

718-409-7331

The Maritime Athletic Department offers numerous opportunities and activities to be a part of. The varsity sports for women include Cross Country, Lacrosse, Rowing, Soccer, Swimming & Diving and Volleyball. The men's sports include Baseball, Basketball, Cross Country, Football, Lacrosse, Rowing, Soccer and Swimming and Diving. Also offered are co-ed varsity sports in both Dinghy Sailing and Offshore Sailing. Club sports include Men's Ice Hockey, Men's Rugby and Mixed Rifle. There are more ways to be involved with athletics than just being a member of a team. Most teams are always looking for managers. The department also offers Work Study jobs on game days that can also allow you become involved in the action. If game days do not interest you, the department has many other activities located in our facility to help you lead an active lifestyle. Riesenberg Hall has a fully equipped weight room, cardio room, cross training room, erg room, a racquetball court, a full length basketball court with two cross-courts, a pool and outdoor fields for student use. Riesenberg Hall is open to all students, staff and faculty with valid Maritime ID, no guests will be permitted to use the facilities. There are a wide array of intramural activities from dodgeball tournaments, leagues in flag football and basketball, and fun runs throughout the year.

Career Services

Michelle Reina, Director of Career Planning and Development

Mreina@sunymaritime.edu

Christina Melendez, Internship Coordinator

Chmelendez@sunymaritime.edu

Phone: 718-409-6079, Career Services, Welcome Center

The Career Services department is dedicated to offering a developmental program, which helps students and alumni make the most of their college education. Through offering an array of services and resources to assist with all facets of career planning, job searches and internship searches, we try our best to cater to the varying needs of our student body. We provide numerous recruiting events throughout the year including a fall and spring career fair, employer presentations, career development week and on-campus interviews. Students and alumni are welcome to stop by during our open office hours for assistance with resume writing, mock interviews and job/internship searches. These services are available to all Maritime alumni for life.

Dean of Student Affairs

William J. Imbriale, Ph.D.

wimbriale@sunymaritime.edu

Administrative Assistant, Patricia Norman

Phone: 718-409-7496, Fax: 718-409-4735, Baylis Hall, Student Affairs

Student Affairs develops, supports, mentors, and advocates for students in all areas of college life. The Dean of Student Affairs provides leadership and support for a broad array of programs and services to achieve this mission. Student Affairs ties together various units including Student Development, Health Services, Academic Support Services, Career Placement, Athletics, Veterans Affairs, Title IX, orientation and commencement. The Dean of Student Affairs is available to assist students in all areas of student life including but not limited to personal development, mental health, academic concerns, programming, institutional complaints, judicial affairs, and navigating resources. Please contact the Administrative Assistant in Student Affairs to make an appointment.

Educational Opportunity Program

Ana Mendieta, EOP Counselor

amendieta@sunymaritime.edu

The State University of New York's Educational Opportunity Program (EOP) provides access, academic support, emotional support, and financial aid to students who show promise for succeeding in college, but who may not have otherwise been offered admission. Available primarily to full-time, matriculated students, the program supports students throughout their college careers. Students are considered for the program at the point of admission (freshman and transfer) and cannot join as continuing students. New EOP students are required to attend a five-week summer program at Maritime before freshman year. EOP students receive up to 10 semesters of financial support, must meet with their EOP Advisor each semester to review their academic progress and attend required weekly study hall. All EOP students must abide by standard SUNY Maritime academic policies and procedures.

Office of Financial Aid

financialaid@sunymaritime.edu

Phone: 718-409-7400, option 3, Baylis Hall, Enrollment Services

The Office of Financial Aid primary role is to identify possible sources of assistance and financing options so that students can successfully complete their course of study. Maritime offers financial aid in the form of merit-based scholarships, need-based grants and student employment, as well as student and parent educational loans.

In most cases, to receive financial aid, students must demonstrate financial need. Financial need is the difference between the total cost of attendance and the amount that a student and or family can reasonably be expected to contribute as determined by Federal guidelines using the Free Application for Federal Student Aid ([FAFSA](#)). Financial aid awards are "packaged" to meet the needs of the recipient within the framework of the funds available and may include:

- Scholarships and grants such as New York State (NYS) Tuition Assistance Program ([TAP](#)), Excelsior (for UG NYS residents), or Federal Pell Grants, which do not have to be repaid;
- Federal Direct Loans which must be repaid to Department of Education, and Federal Work-Study, which requires that the student work for monies awarded.

To apply for federal and state aid complete the annual FAFSA at www.fafsa.gov and if applicable complete the NYS Grants/Scholarship at www.hesc.org by the appropriate deadline (*March 1st for fall and November 1st for spring*). Also, students must meet the requirements of the Satisfactory Academic Progress Policy to continue to receive financial aid assistance.

Health Services:

Brian Wilkow, Health Services Director (bwilkow@sunymaritime.edu)

Brooke Ravenel, LPN: bravenel@sunymaritime.edu

Chris Eason HM2: ceason@sunymaritime.edu

Phone: 718-409-7347, Fax: 718-409-5901, Health Services, Reisenberg Hall

Office Hours: Monday – Thursday 7:00 am – 5:00 pm, Friday 7:00 am – 4:00 pm.

Health Services is dedicated to providing high quality health care and easily accessible primary and urgent care services to all matriculated Maritime students. These services include but are not limited to: outpatient medical visits for acute and sub-acute illness and injury, general medicine, immunizations, medications, health education, physical therapy, referrals to off-campus providers and more. Students may visit Health Services during open hours of operation Monday – Thursday 7am – 5pm, Friday 7am – 4pm. Walk in care and appointments are available. In addition, Health Services works in direct conjunction with the Licensing and Cadet Shipping Department ensuring that Cadets meet the medical standards and requirements for issuance of a United States Coast Guard License. There are many medical conditions that may prevent or delay USCG Licensing. While Health Services does not set the licensing medical standards, we are available to assist cadets with this process. For more information about the medical standards for licensing please contact Health Services. (*Please see the Additional Information section for Health Insurance information*)

Immunizations: Measles, Mumps, and Rubella

Students born on or after January 1, 1957 must submit proof of immunity to MMR. Only **one** of the following is required:

- The student must submit proof of two doses of live MMR vaccine: the first dose given no more than 4 days prior to the student's first birthday and the second at least 28 days after the first dose; **or**
- The student must submit serological proof of immunity to MMR. This means the demonstration of measles, mumps, and rubella antibodies through a blood test performed by an approved medical laboratory; **or**
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

Meningococcal Disease

New York State PHL Section 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to the students, or parents or guardians of students under the age of 18. The institution is required to maintain a record of the following for each student:

- A vaccine record indicating at least 1 dose of meningococcal ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of MenB without a response form; or
- A signed response form with a vaccine record (If a student submits a response form selecting this option, a vaccine record must be attached); or
- A signed response form indicating that the student will obtain meningococcal vaccine within 30 days; or
- A signed response form indicating that the student will not obtain immunization against meningococcal disease.

If the student has not received meningococcal vaccine within the past 5 years, then he/she must submit the signed response form.

Meningitis Documentation: SUNY Maritime would like to inform all students about meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis, and New York State Public Health Law (NYS PHL) §2167. On July 22, 2003, Governor Pataki signed NYS PHL §2167 requiring institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. This law became effective August 15, 2003. The vaccine isn't mandatory however, acknowledgement by signature and date is required. Please see the Welcome Packet or the Health Services Office for more information.

Religious Exemption: A student may be exempt from vaccination if, in the opinion of the institution, that student or student's parent(s) or guardian of those less than 18 years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption may or may not be a member of an established religious organization. Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus. ****PLEASE NOTE, although the Meningococcal vaccine isn't mandatory to attend SUNY Maritime College, if cadets choose to do cadet shipping or any internships, private companies DO have the right to require the Meningococcal vaccine. ****

Housing

Tina Prendergast, Director of Housing & Residential Life
tprendergast@sunymaritime.edu

Phone: 718-409-7452, Fax: 718-409-5567, Baylis Hall, 1st Floor
Michelle Smith, Assistant Director of Housing & Residential Life
msmith@sunymaritime.edu

Phone: 718-409-4188, Fax: 718-409-5567, Baylis Hall 1st Floor
Alexis Grafakos, Area Coordinator
agrafakos@sunymaritime.edu
Phone: 718-409-5566, Fax: 718-409-5567, Baylis Hall 1st Floor

The Residence Halls are an essential part of the student's college life. Life in the residence halls is exciting, fun, and challenging. You will learn about different cultures, interests, and values while your roommates and community members learn about you. While Housing and Residence Life strives to provide a pleasant and safe building, each individual who lives, works, or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. Because much of your time here at Maritime is spent in the residence halls they should represent, to the extent possible, a positive living and learning environment, which facilitates the accomplishment of students' academic, career, and social goals. We encourage you to take the time to learn new things, experience new ideas, and develop new friendships while living in our community. For more information, please see the *Guide to Campus Housing* at the rear of the Student Handbook.

International Students

Mr. Lloyd Bistany
lbistany@sunymaritime.edu

Phone: (718) 409-1585, Fax: 718-409-4735, Baylis Hall

The international student advisor is here to meet the needs of our diverse international student population. The students will be provided guidance on any concerns they may have pertaining to the maintenance of their student status (i.e. course load, curricular/optional practical training, travel within and outside of the U.S., etc.) from the moment they join Maritime College to the moment they return home. Our international programming is expanding to fit the needs of our ever-growing international population, with the support of many departments. The Coordinator of International Student Services serves as a mentor to international students as they adjust to the college life in the U.S. International students are an essential part of the campus and provide interactions that enhance the global nature of the experience and community provided by the college.

IT Services

helpdesk@sunymaritime.edu

Phone: 718.409.6917, IT House Patterson St.

E-Mail is the recommended source for communication at Maritime. Professors and administration expect that you regularly check and read e-mail sent to your Maritime student e-mail account. Mailboxes are up to 30GB of mail storage space. Students will also have the ability to upload documents, jpg, pdfs, docs using Google Drive. Google Documents is an editorial application, which allows students to collaboratively work on the same document at the same time from anywhere in the world. Google allows you to store videos and share access to Google Docs.

The Information Technology Department scheme for student email accounts is the following:

Username:

The username is the first name followed by the first three letters of your last name, enrollment year (two digit year).

Example: "Walter Smith" (enrolled with Maritime College in the fall of 2019) will be: waltersmi.19@sunymaritime.edu

Password:

Password convention uses the following format; if Walter Smith has a student id# of M0012345 his password would be: WS-12345.

*Your first and last initial are case sensitive and must be entered in upper case.

"ws12345" or "ws-12345" would fail if entered.

Public Computing Areas:

- Stephen B Luce Library – Fort
- Learning Assistance Center – Heritage Hall
- Student Affairs Lounge – Baylis Hall
- Science & Engineering Building – 1-19L, 1-24, 2-49C, AutoCAD Lab

Please contact helpdesk@sunymaritime.edu or 718.409.6917 with questions or concerns.

Learning Center (Heritage Hall)

The Learning Center provides unlimited tutoring, with peer tutors, for Engineering, Mathematics, and Science courses. Tutoring is FREE of charge and students can partake in 1:1 tutoring (depending on course) or walk-in assistance. Typical hours for the center are Monday-Thursday 11:00am-11:00pm, Fridays 9am-2pm, and Sundays 6:00pm-11:00pm during the Fall and Spring semesters. Students can access the tutor schedules via TutorTrac at <http://maritime.go-redrock.com>.

Library (Stephen B. Luce Library)

The Stephen B. Luce Library at SUNY Maritime is committed to supporting the teaching, learning, and research taking place at the college. The Library supports students by providing access to a range of resources including textbooks, online course readings, books, journals, and database collections. If you can't find what you're looking for in the Library, items can be requested from partner institutions via interlibrary loan. The Library also supports students by providing research help in person, via email, or chat. In partnership with the Learning Center, the Library offers tutoring and study skills workshops and provides tech-enhanced spaces for students to work collaboratively. Computers, printing, scanning, and quiet spaces also provided. The Library is home to an impressive archival collection documenting maritime history since the 1700's, including the Marine Society and Sailor's Snug Harbor archives. Students are invited to explore these archives and discover history firsthand. The Library also offers opportunities to publish your scholarship in the college's repository, and event space if you want to organize lectures, presentations, or other events.

Licensing & Cadet Shipping

Taleen Stroud, Director of Licensing and Cadet Shipping

tstroud@sunymaritime.edu

Phone 718-409-7212, Fax: 718-319-1287, D123

Raymond Waters, Cadet Shipping Coordinator

rwaters@sunymaritime.edu

Phone 718-409-3519, Fax 718-319-1287, D123

Brie Wood, Licensing and Cadet Shipping Staff Assistant

bwood@sunymaritime.edu

Phone: 718-409-7419, Fax: 718-319-1287, D123

The License Office has oversight of the United States Coast Guard (USCG) license processes and procedures. The department, in conjunction with the academic departments, Health Services, the Regiment, and Registrar, tracks each individual applicants' progress through their academic career and ensures that they have met all state, federal, and international requirements for obtaining a USCG 3rd Mate or 3rd Assistant Engineer (3rd A/E) Merchant Mariner Credential (MMC) or USCG limited license if Cadet is in the AAS in Marine Technology program. In compliance with the National Defense Authorization Act 2017, all license-option cadets will apply for a USCG medical certificate within the first 9 months of matriculation to ensure they are medically and physically fit to hold such. The office's oversight consists of quality standards systems that are continuously monitored at the institutional level as well as at the individual student level. The license process builds incrementally towards the issuance of the MMC at graduation. To attain full licensure, Cadets must meet all medical requirements, academic requirements, earn various STCW training certificates which enable them to perform certain duties aboard vessels, accrue the necessary sea time on appropriate tonnage/horsepower vessels, and pass the USCG license exam. Any STCW certifications earned while a student is in a license-degree program will be issued at graduation. STCW certificates cannot be issued to a student who does not graduate from a license-option degree program. All initial USCG examinations for unlimited license cadets will be taken on campus as scheduled. For students in license-degree programs, passing all modules (seven for 3rd Mate and eight for 3rd A/E) of the license exam is a requirement of graduation. The Cadet Shipping program gives students the opportunity to gain exposure and experience on commercial ships, working with professional mariners. It is a demanding program and the application process is competitive. The program brings together partnering maritime companies and motivated cadets to develop the skills necessary to function as an effective member of the vessel's crew. The Cadet Shipping Program integrates real-time maritime industry exposure, practical work experience, and independent academic studies to prepare cadets for their U.S. Coast Guard Mate and Assistant Engineer licenses in a professional, industry-supported environment.

Please Note: USCG Program Completion as defined by the 2019-2025 Approval Letter from the National Maritime Center to RADM Michael Alfultis, USMS, dated 28 FEB 2019:

1. *Utilizing the process outlined in the Standard Operation Procedures for the Coast Guard's Interaction with State and Federal Maritime Academies, each academy will certify that Cadets have met all Coast Guard approved program completion (graduation) requirements, subject to spot check and audit, including:*
 - a. *Completion of an approved curriculum of study that includes all required training;*
 - b. *Completion of the appropriate sea service;*
 - c. *Completion of the appropriate Standards of Training Certification and Watchkeeping for Seafarers (STCW) competency assessments; and*
 - d. *Completion of a comprehensive Coast Guard administered examination for the appropriate National Endorsement(s).*
2. *Revalidation Training: Cadets who fail to complete all Coast Guard approved program requirements in a five-year period beginning the first academic period of enrollment in the approved program with no more than one academic term of disenrollment, including summer, must complete the following within the year prior to program completion:*
 - a. *Basic Training (BT). If the Cadet has previously qualified for BT, Coast Guard approved revalidation training may be substituted;*
 - b. *Personal Survival Craft (PSC). If the Cadet has previously qualified PSC, Coast Guard approved revalidation training may be substituted; and*
 - c. *Advanced Fire Fighting. If the Cadet has previously qualified for Advanced Fire Fighting, Coast Guard approved revalidation training may be substituted.*
3. *Cadets who pass the comprehensive National Endorsement examination but are not program complete within one year of passing the examination will be required to reexamine in order to be program complete.*
4. *Non-U.S. Citizens: Cadets who obtain U.S. citizenship within five years of program completion may be eligible for issuance, provided they meet all other requirements including the service requirements outlined in 46 CFR 11.201(c)(2), medical certification, and compliance with any required regulatory changes.*
5. *Given the unique blend of academic, professional and personal situations that arise at the maritime academies, this approval cannot cover every circumstance. Academies should contact the National Maritime*

Center Academy Point of Contact or the Training and Assessment Division Chief for guidance when situations not covered by regulation, policy or this approval present themselves.

Mental Health Counseling

Christine D'Amico, LMSW: Mental Health Counselor
cdamico@sunymaritime.edu

Phone: 718-409-3916, Fax 718-409-5901, Baylis Hall

Office Hours: Monday – Friday 8:00 am- 4:00 pm

Maritime College offers free mental health counseling to all students who are in need of support or individual counseling. Students may see the mental health counselor for a variety of issues, such as depression, anxiety, homesickness, relationship issues, or difficulties adjusting to college life. Counseling services are confidential and information is not shared unless there is a threat to the student or to the safety of others. The mental health counselor can be reached for an appointment via e-mail, phone, or walk-in.

Regimental Affairs

Commandant of Cadets: 718- 409-7350, C-Company

Operations and Leadership Development Officer: 718-409-7442, D-Company

Administrative Assistant: 718- 409-7352, C-Company

The Regimental system is mandated by federal regulations for all students (Cadets) pursuing a United States Coast Guard (USCG) license, but is also an option for those students not seeking a USCG license. The Regiment is a military-style organization and is governed by a set of Rules and Regulations similar to those of federal service academies. Upon acceptance into the Regiment students are required to participate in an Indoctrination period, to familiarize them with the College's Regimental system. The Regimental system offers a vehicle for developing the leadership skills of the Cadets, supports the professional training of the Cadets, and provides a framework for safely managing a large number of Cadets at sea on the training ship. Members of the Regiment must adhere to the general Maritime Student Code of Conduct as well as the Rules and Regulations for the Regiment of Cadets. For more information about the Regimental system, the Rules and Regulations, Indoctrination or any concerns regarding the Regiment of Cadets, please contact a member of the Regimental Affairs Staff at any of the above phone numbers.

Registrar

registrar@sunymaritime.edu

Phone: 718-409-7400, option 1; Fax: 718-409-7264, Baylis Hall, Enrollment Services

Office Hours: Monday- Friday 8:00 AM - 4:00 PM.

The Registrar's Office is responsible for maintaining the academic records for all students, registration related activities, course schedule maintenance, awarding degrees, issuing transcripts, and enrollment certifications. This includes collection and processing of related items including FERPA, change of curriculum, change of status (civilian vs. regimental), leave of absence, withdrawal and transfer credits. All related forms/policies are available on the Registrar webpage or in the Registrar's Office.

Religious/Spiritual Life

Father Mark Vaillancourt, Director of Campus Ministries

mvaillancourt@sunymaritime.edu

The Director of Campus Ministries is dedicated to building a community of faith and compassion on campus. Father Mark is available to all students by appointment and in the Chapel from 7-9 pm every Sunday. He conducts retreats, organizes community service opportunities, and connects students with the greater faith community of the New York area. Houses of Worship of most faiths are located in the local community. Interdenominational services are held on campus in the Chapel with Catholic Mass on Sundays during the school year. There are also several student-led organizations whose mission is to support religious and spiritual needs of the student body on campus.

Student Accounts

Office of Student Accounts

studentaccounts@sunymaritime.edu

Phone: 718-409-7400 option 2, Baylis Hall, Enrollment Services

The Office of Student Accounts generates a bill every semester for tuition, room, board and other fees. All bills are available exclusively on QuikPay, our electronic on-line billing and payment system. To access QuikPay, log into Maritime Self Service, click on Student/ Student Accounts/ QuikPay Ebill. Only students may authorize someone (highly recommended) as an authorized user in QuikPay. All authorized users will also receive an email when bills are generated. . All information regarding payment instructions, payment method, explanation of charges, refund policy and deferred payment plan information is available on our website. Bills are generated by registration. As per SUNY policy, no student will be allowed to attend classes, participate in the meal plan or move into the residence halls without satisfying their financial obligation to the College with complete payment of the full balance and/or approved payment plan and/or deferral based upon proof of financial aid.

Student Activities & Orientation

Arianne Romeo, Senior Assistant Dean of Students

aromeo@sunymaritime.edu

Phone: 718-409-7496, Fax: 718-409-4735, Baylis Hall, Student Affairs

Student Activities offers a full calendar of recreational, social, cultural, and educational programs and events for our students. We act as a liaison to MAP (the Maritime Activities and Program board), the SGA (Student Government Association) and student clubs and organizations. Look for weekly emails and announcements on the Porthole!

Student Affairs also oversees the campus's Safe Space Training. This is an institution wide program designed to visibly identify students, staff, and faculty members who support the LGBTQ+ population, understand some of the issues facing LGBTQ+ individuals, and are aware of the various LGBTQ+ resources. Trainings are offered multiple times a year.

SGA: STUDENT GOVERNMENT ASSOCIATION
OFFICE LOCATED IN THE FANTAIL GAME ROOM

nymsga@sunymaritime.edu

The NYMSGA is an important part of campus life at SUNY Maritime College, serving the entire undergraduate student body through allocation of the Student Activity Fee. Weekly meetings are held to keep students informed and promote the welfare of the student community by providing an avenue for student expression, social activities, and student services. All students are welcome and encouraged to attend any meeting, bring up concerns, ideas, or just to be more informed on what is happening on campus. SUNY Maritime boasts a wide range of student clubs and organizations. Inquire within the Student Affairs Office for more information on how to get involved. We're sure you'll find something that fits your interests...and if you don't, we'll help you to start a new club! Current student clubs can be found on the Porthole at <https://sunymaritime.collegiatelink.net/>

Title IX Coordinator

Title IX Coordinator

Mary Zottoli

mzottoli@sunymaritime.edu;

Phone #: 718-319-1151; Baylis Hall, Student Affairs

The Title IX Coordinator has been designated to support SUNY Maritime College's commitment to a working and learning environment that is free from sexual misconduct and sexual discrimination. The Title IX Coordinator is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Coordinator's responsibilities include managing the investigatory processes and procedures, developing training and education programs/materials, as well as monitoring trends and effectiveness of the Maritime's Title IX educational efforts. The Title IX Coordinator provides options, support, and assistance to students, staff, faculty, and visitors who are victims/survivors of sexual assault, domestic violence, dating violence, stalking, and discrimination based on their sexual orientation and/or gender identity, regardless of whether the crime or violation occurs on campus, off campus, while studying abroad, during shore-side internships, during summer sea term, or during cadet shipping. All victims/survivors of these crimes and violations have rights, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identify or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. See the full policy at www.sunymaritime.edu/TitleIX.

University Police

Chief Myron Pryjmak

MPryjmak@sunymaritime.edu

Non-emergency Phone #: 718-409-7311, Front Gate

Campus safety and security is provided by the University Police Department (UPD), which has a fulltime force of police officers and security officers on duty. The University Police Department is located at the main entrance to the campus and is manned 24 hours a day, 365 days a year. In addition, University Police Officers conduct foot and vehicular patrols on the campus and residence hall areas 24 hours a day, 365 days a year. Officers receive training at a regional Police Academy, that includes penal law, criminal procedure law, first aid, CPR, defensive tactics, crisis intervention and multi-cultural diversity, active shooter, bomb detection.

The mission of the State University Police Department at the SUNY Maritime College is to ensure a safe and secure environment on the college campus, in which the faculty, staff, students and visitors can pursue and achieve the College's academic and leadership objectives without concern for their personal safety or the safety of their or the college's property. This objective is pursued through enforcement of the State University Rules and Regulations and all local, state and federal laws along with the Maritime College Code of Conduct.

Reporting Crimes or Other Emergencies on Campus:

To report a Police, Fire or Medical Emergency on Campus **DIAL 911** from any campus phone.

Special Emergency Blue Light Phones are also located at the entrances to each of the four Residence Halls, in Parking lot 11 near the Jetty, Lot 8 under the bridge, and the walkway between Marvin Tode Hall, the Naval Reserve Center, waterfront area at McMurray Hall, and the walkway behind the Maritime Academic Center. To report an emergency by Cellular phone or to contact the University Police for Non -Emergencies dial 718-409-7311. We encourage you to place this number in your speed dial. Dialing 911 from cellular phones should be avoided, as the call will go to the New York City 911 Call Center and delay response.

Once reported, the University Police Dispatcher will dispatch State University Police Officers to respond to the incident and/or emergency and will notify any additional agencies such as FDNY or EMS as appropriate.

More information on crime reporting, programs to inform and crime statistics are available on the Maritime Web Site in the Maritime College Campus Safety Report.

Missing Student Policy

Most missing-person reports in the college environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in 24 hours or more, with no reasonable explanation for their absence. Consideration is given to the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety. If a member of the College community has reason to believe that a student is missing, that person should immediately notify one or all of the following individuals:

- University Police Department (UPD): 718-409-7311
- Commandant of Cadets: 718-409-7350/ 347-867-5698
- Dean of Students: 718-409-5879/ 914-557-3838
- Director of Residential Life: 718-409-7488 / 347-514-0921 / 646-841-3643

All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified immediately. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, UPD is required to notify a parent or guardian. If a student is over age 18, UPD is required to notify the emergency contact the student identified to the College.

Order of Protection

If a student has obtained an Order of Protection and/or believes that he or she is being or may be stalked while on SUNY Maritime College's campus, the student should advise the University Police Department (UPD) and the Dean of Students. If possible, in addition to any Order of Protection, the student should provide UPD and the Dean of Students with a photo, description, and the vehicle information of the person(s) whose conduct is at issue. The student will be given the phone number of the UPD Office and Dean of Students to be utilized if the student feels threatened while on campus. Additional measures may be utilized to assist with safety for the student in such instances, as deemed feasible by UPD and the Dean of Students. The College will advise local police and cooperate with them if the person named in an Order of Protection or identified as a stalker, appears on campus.

Parking & Motor Vehicle

All students who are eligible for parking privileges must obtain a parking permit and copy of the campus parking regulations from Parking Services or the college website. Temporary and guest parking permits are available from University Police. Cars illegally parked are subject to ticketing, booting or towing, especially if found blocking fire hydrants or fire lanes. Please contact University Police for eligibility requirements. Violating College policies and regulations governing the possession or use of motor vehicles on campus. Violations of this policy include but are not limited to: a) purchasing a parking decal for a car that is registered in the Department of Motor Vehicles to a resident freshman or sophomore, or registered to a parent or family member of a resident freshman or sophomore or anyone else who lives at the same address as the resident freshman or sophomore; b) purchasing a decal for the vehicle of another student or the vehicle of a family member of another student unless they have the same permanent address; c) duplicating, altering or reproduction of any parking decal, temporary parking hang tag, visitor pass, or any other documents relating to obtaining parking privileges in any manner (*is a violation of section 170.05 of the Penal Law (forgery 3rd) and possession of such a forged instrument is a violation of Section 170.20 of the Penal Law (Criminal Possession of a Forged Instrument) and may subject the violator to arrest, prosecution and/or College disciplinary action*). The University Police Department shall fine and withdraw vehicle parking privileges in accordance with SUNY Maritime College Parking Policies and Procedures.

Tips for Guarding Your Own Personal Safety:

- Keep the door(s) to your residence hall room locked at all times.
- Never leave your bags, books, laptop, or other valuables unattended.
- Be aware of your surroundings at all times.
- Be conscious of your body language. Keep your head up, stand up straight, and look alert.
- Walk with others after dark.
- Avoid isolated or poorly lit areas.
- If you are walking to your car or residence hall at night have your keys and ID Card handy so you don't have to start searching for it to unlock your door.
- If you feel that someone is following you, turn and walk in the opposite direction and/or walk to an area where there are lights and people.
- Report any suspicious persons or activity to the University Police. If you feel threatened or unsure, immediately call UPD.
- University Police may be contacted for an escort, if the person feels uncomfortable walking alone at night.

Veteran and Military Affairs

Dr. Robert L. Wolf, Maj Gen, NYNM (Ret), Associate Director

rwolf@sunymaritime.edu

Phone: 718-409-2258, Fax: 718- 409-4735, Baylis Hall

The Office of Veterans and Military Affairs facilitates the process for veteran, active duty, reservists and National Guard applicants with the admissions, enrollment, matriculation, institutional research, graduation and career placement. In addition, helps facilitates all Veteran Administration (VA) benefits in accordance with SUNY Maritime College polices, Federal and State Law. In addition, the position helps with both veteran scholarships and tuition assistance for active duty and reservists. The position is responsible for counseling and serves as the ombudsman for veterans, active duty, reservists guardsmen, guardswomen students and dependents utilizing VA benefits. The position carries the responsibility of liaison with the Armed Services in support of Fleet Week and other events and ceremonies as directed. The billet also holds the designation of external liaison in all SUNY Maritime College incident command system responses.

Writing Center (Stephen B. Luce Library)

The Writing Center provides writing assistance from peer tutors free of charge to all students. The tutors focus on brainstorming, rough drafts, and revising for writing projects for all Maritime courses. Students can establish 50-minute appointments or walk-in during the centers scheduled hours. Students can access the tutor schedules via TutorTrac at <http://maritime.go-redrock.com>. Any questions specific to Learning Support can be directed to mmiller@sunymaritime.edu

Find the most current information about Learning Support services:

- Facebook: [SUNYMaritimeCollegeLearningSupport](#)
- Instagram: @MaritimeSuccess
- Porthole: Learning Support Services

Waterfront

Robert Crafa, Waterfront Director

rcrafa@sunymaritime.edu

Phone: 718-409-7460, Fax: 718-409-7354, McMurray Hall

Just steps from the classroom or your Residence Hall room in the heart of campus, Maritime's waterfront provides endless opportunities to enrich the college experience academically and recreationally. On any given day you will find students practicing in lifeboats, preparing for their captain's license, rowing or sailing during a varsity team practice. You can also just have fun on a stand-up paddle board, in a sailboat or by going SCUBA diving as part of one of the many student run clubs. Maritime College's more than 130 years of experience has shown that time on the water is the best setting for Developing Leaders & Producing Champions. You are encouraged to take advantage of all the waterfront has to offer by taking a kayak out, joining 'Learn to Sail' or taking the Safe Powerboat Handling course. The Waterfront is an ideal place to meet new people, try new things and enjoy your college experience.

ADDITIONAL INFORMATION

ATM

Automatic Teller Machines are located in Vander Clute Hall and Fort Schuyler.

Barber Shop and American Cleaners

The Barber Shop is located on the first floor of Vander Clute Hall. If you are a Cadet, your fees allow you unlimited use of the barber shop. All other students may pay per visit. American Dry Cleaners is also available on the first floor of Vander Clute Hall. Please visit both locations for current hours.

Dining on Campus

Chartwells Dining Services is proud to serve the Maritime College Community!

Main Mess Deck, Vander Clute Hall

The Bottom Line, McMurray Hall

S&E Outtake Café, Marvin-Tode Hall

Library Outtake Café, Fort

For more information on campus dining, menus, or to ask a question, please visit the Chartwells website at: www.DineOnCampus.com/Maritime

Health Insurance

SUNY Maritime College offers an accident and sickness insurance plan for all full time undergraduate students. Insurance is charged annually to all students registered for 12 or more credits in the fall, for the August to August year. If you are entering the school in the spring semester, you will be charged for insurance for January through August. Insurance information is available to view on the Student Accounts webpage, www.sunymaritime.edu/studentaccounts

Every student will be required to accept or waive the health insurance prior to the due date; for those students participating in Indoctrination, the due date is August 9, 2019, for returning students the due date is August 18, 2019, by logging into <https://www.aetnastudenthealth.com/en/school/686154/index.html>. Insurance information should not be submitted to the Student Accounts Office. The Aetna enrollment/waiver site will open after July 5, 2019. This process must be completed every academic year. The student is required to notify the College if their insurance policy cancelled or their provider is changed during the school year. If you play an intercollegiate sport, it is your responsibility to make sure that your insurance policy will cover you when you are out of this locality.

Students attending SUNY Maritime College who are here on an F-1 or J-1 visa, will automatically be enrolled in the SUNY foreign health insurance provided by GeoBlue (formerly HTH Worldwide). This insurance is billed each semester.

Maritime College requires all students participating in any course which may involve study abroad (any port which is not domestic) to be enrolled in the SUNY Administration mandated foreign health insurance program administered by GeoBlue. All Maritime College students participating in Summer Sea Term, Cadet Shipping (credit or noncredit) or civilian courses that may include foreign travel will be automatically enrolled in the College's foreign health insurance coverage upon registration. All students who are registered for the fall, winter and spring terms will be charged for the entire term.

The Student Accounts Office will bill the students based upon the total months in the term that the students participate in cadet shipping and itineraries of Summer Sea Term and civilian courses. These charges are non-refundable and non-negotiable unless the course is dropped through the Office of the Registrar. The charge for foreign health insurance is mandated by SUNY Administration and their agreement with GeoBlue.

ID Cards

Baylis Hall, Enrollment Services

SUNY Maritime College uses the Maritime ID card as the official identification card for the campus and must be carried at all times. The ID card is used for the following purposes:

- As a meal card; a meal plan is assigned to individual accounts. Please see above for information regarding meal plan choices.
- As a library card; to check out books and other materials. Privileges are determined by the Library.
- As a building key; all individuals residing in the residence halls use the card to gain access to the building.
- As identification for access to certain areas of campus (i.e. the front gate, computer labs, etc.)
- As identification to pick up refund and pay checks.

Report lost or stolen cards immediately to the Student Accounts/Enrollment Services Office in Baylis Hall. The card will be deactivated. If you find a card, please turn it in to Student Accounts. Note: If you later find your card, it will not be usable and should be turned in to Student Accounts. There is a \$25 replacement fee for a new card, to be made at the Bursar's Office.

Mail Service

Under the auspices of Housing and Residence Life, all students who reside on campus are provided with mail services. The mailroom is located in Vander Clute Hall. Students will be notified via email if they receive anything (i.e. mail and packages). Pick up hours for mail will be posted outside the mailroom. Students are responsible for retrieving their mail in a timely fashion. Mail not picked up within 15 days of notification will be returned to sender. All mail to be delivered to campus should be addressed as follows:

John Smith - A101
SUNY Maritime College
6 Pennyfield Avenue
Throggs Neck, NY 10465

*Failure to include your full name (no nicknames) and room number may result in a delayed mail delivery.

Photo Images

As an enrolled student, you hereby grant permission to SUNY Maritime College and its officers, trustees, employees, agents, students, representatives, successors, licensees and assigns (hereinafter "Maritime College") the right to use your name/photograph/image/audio recording/video recording/ and likeness ("My Image") in all forms and manner including but not limited to the yearbook, publication on Internet Web Sites, broadcasts and any other publications released to or by Maritime College. You understand that Maritime College cannot control unauthorized use of My Image by persons not associated with Maritime College once My Image has been published. You hereby indefinitely waive any right to inspect or approve any publication of My Image by Maritime College. Should you wish to revoke this right, you must, in writing, send a letter to the Office of Student Affairs at Maritime College requesting that this permission be revoked.

Ship Store

Phone: 718-409-7342

Vander Clute Hall

The Ship's Store carries a wide selection of clothing and college logo items, as well as a selection of health and beauty aids and snacks. It provides students with textbooks and school supplies necessary to complete college coursework, including navigation equipment and charts. The Ship's Store also sells all of the required uniform items needed as a Maritime College cadet, including footwear, jackets, shirts, pants, and work clothes. Additional uniform items may be purchased at the Ship's Store along with Uniform insignia. The Ship's store also provides tailoring which is available at the Ship's store. Hours may vary according to the time of year. Check for notices posted at the Ship's Store. Metro Cards and US Stamps are available for purchase in the Ship's Store. You may visit the Ship's store at www.maritime-shop.com

Hours of Operation:	Monday – Friday	9:00am – 5:00pm
	Saturday	10:00am - 4:00pm
	Sunday	Closed

Student Game Room: The Fantail

VanderClute Hall

Our fully renovated student game room is fully equipped with large flat-screen TVs, a pool table, ping pong, games and darts. Look for fun events and game tournaments! Please visit the Fantail for current hours.

SECTION 1 - INTRODUCTION

GENERAL PHILOSOPHY

Maritime College is an academic learning community, committed to providing a positive atmosphere conducive to educational and personal growth. The rights and privileges exercised by any person are always a function of relationship with others. Each person is held responsible, formally and informally, for the way freedom is used. When freedom is used non-constructively, the judicial process can determine the appropriate response to the particular kind of abuse. The College's judicial process includes counseling to help individuals gain self-awareness of the consequences of their actions, its impact on others, and to help increase interpersonal competence through a mature acceptance of responsibility. In all aspects, the judicial process is fundamental to education, a major purpose of which is to help make the wisest possible use of the freedom and to allow students to work, study and reside together in an atmosphere of mutual respect. Generally, through appropriate procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the college's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property of persons at the college or on college-controlled property. In general, jurisdiction for SUNY Maritime judicial matters shall be limited to conduct which occurs on college premises. However, SUNY Maritime reserves the right to apply campus disciplinary procedures for inappropriate student behavior which occurs at off-campus locations whenever the

student's conduct, and an activity and/or an event, adversely affects the campus community or undermines the interests and/or mission of the institution. Students are expected to conduct themselves in accordance with the rules and regulations of the College. All students are governed by the procedures and codes found in this section and are expected to know and abide by this code of conduct. In addition, no statement, or lack of provision, in these regulations affects the responsibility of every person to respect and adhere to local, state, or federal ordinances, regulations, or laws. SUNY Maritime College reserves the right to adjudicate campus judicial matters separately and in advance from federal, state or local proceedings. Admission to the College carries with it the expectation that students read and abide by the Student Code of Conduct with all the rights and responsibilities that it implies and by their attendance at Maritime College assumes the obligation to comply with the Student Code of Conduct. All students at the College are responsible for the reading and understanding of the Student Code of Conduct. In addition, cadets are responsible for the reading and understanding of the *Organization, Operations and Regulations Manual for the Regiment of Cadets*.

PARENTAL NOTIFICATION

In October 1998, Congress passed the Higher Education Amendment which permits postsecondary institutions to disclose to parents or legal guardians of students under 21, without their consent, information regarding the student's violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The Office of Student Affairs or the Office of the Dean of Students may inform parents of any alcohol or drug violation involving students under 21.

Emergency notification may occur when a current registered student is known to have been involved in an emergency (as determined by the College) on property owned or controlled by the College. In cases where specific information is unavailable, other sources may be utilized to notify a contact. If non-directory information is needed to resolve a crisis or emergency, an educational institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the contact's need for the information; (3) the time required to deal with the emergency; and, (4) the ability of the contact to assist in dealing with the emergency. The College may disclose known information without consent, in order to communicate the student's location, their status as a student [if temporarily suspended or otherwise unable to return to the College] and how communication with the student might be achieved. During and after emergencies, entities from and beyond the College, with specific knowledge of the emergency, may also require a student to sign "Consent for the Release of Information Form" before releasing information.

SECTION 2 - STATE & FEDERAL LAWS/POLICIES

RULES & REGULATIONS FOR PUBLIC ORDER

Board of Trustees SUNY Maintenance of Public Order Statutory Authority Education Law 6450

A. Statement of Purpose

The following rules are adopted in compliance with section 6450 of the Education Law and should be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher education institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students, and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

B. Application of Rules

These rules shall apply to all State operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of student, faculty and other, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities; provided, however, that charges against any student for violation of these rules on the premises of any such institution other than the one at which he/she is in attendance shall be heard and determined at the institution in which he/she is enrolled as a student.

SECTION 3 - COLLEGE POLICIES/CODE OF CONDUCT

OVERVIEW

The Dean of Students/Student Affairs has the ultimate responsibility for the judicial process. The prohibited conduct/violations associated with the policies can be found under each article.

OFF CAMPUS MISCONDUCT POLICY

The College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct, will be reviewed by either the Dean of Students and/or designee. Upon receipt of a complaint alleging off-campus student misconduct, the Dean of Students or designee, will review the allegations to determine the appropriate course of action by the College. In cases in which criminal or civil action is involved, such action and the College's conduct process will occur simultaneously. The College may elect to defer action until the proceedings of the criminal or civil action have been completed.

POLICIES

ABUSE OF THE JUDICIAL SYSTEM

Abuse of the Judicial System include but are not limited to:

- Failure to obey the summons of a judicial body or College official.
- Falsification, distortion, or misrepresentation of information or testimony before a College official, staff member, and/or judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Institution of a judicial proceeding knowingly without cause by filing a false report or statement.
- Attempting to discourage an individual's proper participation in, or use of, the judicial system through intimidation or any other means.
- Attempting to influence the impartiality of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.

ACADEMIC INTEGRITY/NON ACADEMIC INTEGRITY

Absolute integrity is expected of every Maritime student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all College relationships and interactions connected to the educational process, including the use of College resources. While both students and faculty of Maritime College assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Maritime student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Maritime students have a right to expect academic integrity from each of their peers.

Students are expected to do their own work in class, on assignments, laboratory experiments, and examinations or tests in accordance with the directions given by the instructor. It is the responsibility of all students to read and understand this statement of College policy on academic integrity. Maritime College considers the violation of academic integrity a serious matter, and one that will be treated as such.

A student who violates academic integrity may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, dismissal from the Regiment of Cadets, or dismissal from the College. In addition to facing the Judicial Board, Regimental Students may be brought before a Captain's Mast and/or a Suitability Hearing Board if the violation has occurred on the training ship. For further information, see the Organization, Operation, and Regulations Manual for the Regiment of Cadets.

The first academic integrity violation may be handled and processed by the faculty member. However, the Dean of Students or designee MAY have concurrent jurisdiction to adjudicate any instances of academic integrity. Thus, all integrity offenses can be grounds for dismissal or other action initiated by the Dean of Students or designee.

A second academic integrity violation may result in physical and academic removal from the College.

B. Faculty Responsibilities

1. Faculty should take steps to ensure that conditions during an exam or quiz are not conducive to cheating.
2. Faculty members should state clearly in all syllabi that violations of academic integrity will not be tolerated at Maritime College and that acts of academic dishonesty will be penalized in accordance the terms of this article.
3. Faculty members shall define as much as possible what terms like plagiarism mean and what is considered cheating in their course, especially in cases where such terms or instances are not obvious.
4. Faculty members who encounter acts of academic dishonesty are required to report them in writing to the Judicial Board, together with a list of any penalties already imposed (e.g., failure of assignment, failure of course, etc.) and a possible recommendation to the Board of any additional action to be taken. The chairperson of the Board will record the information in a database maintained by the Board. If this is a first offense, the Board will take no further action unless requested by the Faculty member. If this is not a first offense, the chair will convene the Board and review the case.
5. Whenever possible, the faculty member should impound the evidence of suspected dishonesty. If necessary, photocopies should be made. Such evidence will not be returned to the student, but will be kept in the confidential files of the Judicial Board.
6. Failure by the faculty member to execute any of these responsibilities will not constitute grounds for dismissal of charges against a student.

C. Student Responsibilities

1. Students are encouraged to notify the instructor if they observe an act of academic dishonesty. If a student reports such an incident, the instructor shall be obligated to pursue the matter as indicated above. If, in the opinion of the student who has reported the incident, the instructor has not fulfilled their responsibilities in this matter, that student may take one or more of the following steps in an attempt to resolve the situation:

2. Confer with the department chairperson.
3. Confer with the Vice-President for Academic Affairs.

Examples of Academic Integrity/Non Academic Integrity violations include but are not limited to:

- The attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.
- Plagiarism, the act of presenting another person's ideas, research or writing as your own.
- Obtaining an unfair advantage.
- Falsification of official documents.
- Collusion is lending assistance or failing to report witnessed acts of academic misconduct.
- Providing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Tampering with the election of an officer of any College-recognized student organization.
- Aiding, abetting, or procuring another person to violate a College policy.
- Academic Dishonesty (i.e. cheating, plagiarism, obtaining unfair advantage, falsification of official signature, falsification of college documents).
- Sabotage of Academic Activity (interfering with, or sabotaging an academic activity. Sabotage includes, but is not limited to: removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity; tampering with another student's work).

ALCOHOL

Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and /or any vehicle or craft belonging to or in custody of the College. Cadets returning to the training ship under the influence of alcohol are subject to disciplinary action for this offense. The legal maximum limit of Blood Alcohol Concentration (BAC) as determined by Breath Alcohol Concentration (BrAC) is 0.08 percent in New York State for those over 21 years of age; it is expressly prohibited for those under twenty-one years of age. On the Training Ship the BrAC is .04. Violation of this limit means the student is "per se" intoxicated. In cases where Maritime is unable to verify BrAC, symptoms that indicate intoxication include, but are not limited to; slurred speech, loss of control of fine motor movement and coordination, staggered gait, vomiting, impaired balance and confusion. By enrolling at SUNY Maritime College, a cadet has implied consent to taking a breathalyzer test to determine their BAC. If UPD or a staff member asks a suspected intoxicated Cadet to yield to a breathalyzer, the cadet is required to do so; failure to submit to a breathalyzer will result in an automatic failed test result.

Cases where injury, referral to a hospital, vandalism, use of a vehicle while under the influence, police involvement, or actions bringing discredit to Maritime College will be referred to the Dean of Students and/or Commandant of Cadets/Dean of Leadership Development to determine sanction(s) to be placed on the student. Events at which alcohol is served may be authorized under certain special circumstances where the vast majority of attendees will be 21 years of age or older. Individuals involved in the serving of alcoholic beverages must also be 21. Students who dispense or furnish alcoholic beverages to underage students are in violation of College policy and of New York State Law.

It should be noted that the presence of empty alcoholic beverage containers in or about residence rooms, halls and/or College grounds is prima facie evidence of use, consumption, and/or transportation. Students found in violation of the College alcohol policy will be referred to the Dean of Students for adjudication. While procedures have been developed for addressing violations of the campus alcohol policy, respect for issues of student privacy and security from unreasonable intrusions will be consistent with policy and past practice. The College will comply with the requirements of the New York State Alcohol Beverage Control Law. Amendments to the law provide that, "No person under the age of 21 shall possess any alcoholic beverage with the intent to consume such beverage."

Alcoholic beverages are not permitted in residence halls and no events will be approved in which alcohol will be

served or consumed in the residence halls. Residents are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. College policy prohibits open containers of alcoholic beverages in all outside areas on the campus. Bringing alcoholic beverages to any public or private event on campus is not permitted.

Students are also advised of the following provisions of New York State law:

- Violators are subject to a fine of up to \$50 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violations of this law may be seized by authorized law enforcement officials, including University Police officers. Disposal and destruction of seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court.
- Persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine up to \$100 and a community service requirement of up to 30 hours. Previously, violations of this section were punishable only by the imposition of a one year probationary period and a fine.
- A person under the age of 21 who represents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to 90 days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.
- No person shall sell, deliver, give away, permit, procure to be sold, delivered, or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol.
- Any person who shall be injured in person, property, means of support or otherwise by an intoxicated person, or by reason of the intoxication of any person, whether resulting in his/her death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action, such person shall have a right to recover actual and exemplary damages.
- Social host liability creates civil liability for anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if intoxication results in injury or damages to a third party.

ALCOHOL AND/DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES

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 Maritime College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Maritime College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Maritime College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

• ***Alcohol***

- Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and/or any vehicle or craft belonging to or in custody of the College.
- Events at which alcohol is served may be authorized under certain special circumstances where the vast majority of attendees will be 21 years of age or older, individuals involved in the serving of alcoholic beverages must also be 21.
- The College will comply with the requirements of the New York State Alcohol Beverage Control Law. Amendments to the law provide that, "No person under the age of 21 shall possess any alcoholic beverage

with the intent to consume such beverage.”

- Alcoholic beverages are not permitted in residence halls and no events will be approved in which alcohol will be served or consumed in the residence halls.
- It should be noted that the presence of unopened or empty alcoholic beverage containers in or about the College grounds is prima facie evidence of use, consumption, and/or transportation.
- The first alcohol violation may result in mandatory alcohol treatment with the College counselor. A second alcohol violation may result in offense and the student may be physically and academically removed from the College for no less than one (1) year. The student may apply for reinstatement to the College by making a formal application to either the Dean of Student Affairs. Under no circumstances shall a student be readmitted to the College without supplying proof of alcohol intervention from a health care provider.
- Any act of harassment, violence of any kind, vandalism, harassment, hate/bias crimes which may be the result of alcohol may result in suspension/expulsion.

On campus resources for alcohol include:

Christine D'Amico, LMSW*
SUNY Maritime Mental Health Counselor
Baylis Hall
cdamico@sunymaritime.edu

Fr. Mark Vaillancourt*
SUNY Maritime Campus Ministries
By appointment
mvaillancourt@sunymaritime.edu

Health Services Staff*
Health Services Department
Riesenberg Gymnasium

University Police, Front Gate
Emergency: 911
Non-Emergency: 718-409-7311

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ARSON

Arson is the willful or malicious burning of property (such as a building) especially with criminal or fraudulent intent. Arson includes but is not limited to:

- Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.

ASSAULT

An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause harm. Examples of violations regarding Assault include but are not limited to:

- Inflicting bodily harm upon any person.
- Taking any action for the purpose of inflicting harm upon any person.
- Threatened use of force upon any person.
- Subjecting another person to unwanted physical contact.

BIAS CRIMES/INCIDENTS (*see Discrimination complaints & sexual violence reporting, policies and response, located on our website*)

BULLYING

Bullying is 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:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods

COMPUTERS/TECHNOLOGY/CYBERBULLY & SOCIAL MEDIA

Acceptable use of any computing, networking and communications resources provided by SUNY Maritime College is that use which strictly serves the mission of the College. Any other use is considered an unacceptable use of resources. SUNY Maritime College's computing, networking and communications resources are for the use of its students, faculty, staff and guests and are only provided for the academic, educational, business and approved research purposes of the College. Unauthorized access or entry into a computer, computer system, network, software, or data is prohibited. Unauthorized alteration of computer equipment, software, network, or data is prohibited. Unauthorized downloading, illegal downloading of music, copying, or distribution of computer software or data prohibited or using any device or technology to copy or capture an image or the content of any SUNY Maritime College materials (such as tests or exams) without permission of a teacher or administrator, is prohibited.

Maritime College policy specifically prohibits any form of cyber bullying. Cyber bullying is defined as bullying that involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. This communication includes but is not limited to: the Internet, Facebook, social networks, cell phones and/or other devices to send or post text or images intended to hurt or embarrass another person. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy is prohibited. Violations of this policy includes but is not limited to:

- Misuse or abuse of the College computer system, voice mail or telephone services as defined by the College. This includes but is not limited to:
- Unauthorized use or abuse of your computer account (i.e Digital Millennium Copyright Act).
- Sending abusive or threatening messages to students, faculty, or staff.

- Repeatedly sending messages with no appropriate intent (i.e. spam, etc...)
- Accessing a student or staff account without authorization.
- Using a College office computer account without authorization.
- Failure to comply with College policies on computer, voice mail and telephone service.
- Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

DAMAGE TO PROPERTY/RECKLESS ENDANGERMENT

Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property. Violations of this policy includes but is not limited to:

- Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
 - Objects or people on window ledges.
 - Use of weapons of any kind for any purpose.
 - Throwing objects.
 - Use of fireworks.
 - Jeopardizing the physical or emotional safety of oneself or another.
 - Fire Regulations – tampering with equipment.
 - Setting fires.
 - Initiating or reporting false alarms.
 - Discharging fire extinguishers.
 - Tampering with safety or fire-fighting equipment.
 - Hampering fire evacuation procedures.

DISRUPTIONS (IN/OUT OF CLASSROOMS) /DISORDERLY CONDUCT

Instructors have the responsibility to maintain an effective learning environment in their classrooms and to deal promptly with any disruptions that interfere with this environment. Faculty has the right to teach and students have the right to learn; no one student will be permitted to infringe on these rights. A faculty member, in reasonably discharging this responsibility and acting in accordance with these guidelines on disruptive students in the classroom, shall receive College support and, whenever necessary, legal protection. An instructor has the responsibility, therefore, to remove, without physical force, a disruptive student from the classroom. Upon request of the instructor, the student must immediately leave. If the disruptive student refuses to leave on request or there is a concern for the safety of students, or self, the instructor has the option of either dismissing the class or calling University Police depending on the gravity of the situation.

Consistent with a philosophy of progressive discipline, when a student is ejected from a class for the first time, it shall be for that class period only. The instructor shall submit, promptly, a written report of the incident to the Dean of Students, with copies to the department chair, and the student's curriculum chair. In addition, if the situation is threatening enough to have called University Police, the instructor must notify the Dean of Students and/or Commandant of Cadets/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development' immediately. The instructor shall be prepared to provide any additional supporting information and to prepare charges against the student when appropriate. Any subsequent incident reported to the Dean of Students and/or Commandant of Cadets/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development' involving the same student in any class would result in appropriate administrative action by the Dean of Students and possible referral for disciplinary action by the College Judicial Board. The consequences of each action may include denying the student further access to the class or other disciplinary action, including dismissal from the College.

Obstructing or disrupting College activities, including but not limited to, teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions. It can include participation in campus demonstrations which disrupt the normal operations of the College and infringes on the rights of other members of the College community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

Examples of violations regarding Disruptions/Disorderly Conduct include but are not limited to:

- **Disruption** - Including but not limited to:
 - Disruption or obstruction of teaching, research, administration, or other College activities, including its public-service functions on or off campus, or other authorized non-College activities.
 - Leading or inciting others to disrupt activities associated with the operations of the College.
 - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- **Disorderly Conduct**
 - Conduct which is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

DRUGS

Student use, consumption, possession, or transportation of narcotics and/or illegal drugs is prohibited on college grounds, the training ship, and/or any college vehicle. It should be noted that possession of paraphernalia associated with drug use is prima facie evidence of use and/or possession. "Drugs" are considered to be any mind-altering substances, regardless of legality, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, "designer drugs," and illegal steroids, except for legally authorized doses for medical purposes. Banned substances include but are not limited to, the following:

- Controlled substances requiring a prescription, but are obtained without a physician's order, such as methedrine (speed), amphetamines (Ritalin, Adderall, etc.), antidepressants (Prozac, etc.), sedatives and barbiturates, tranquilizers, and pain killers (Valium, Vicatin, etc.).
- Narcotics, such as morphine, heroine, codeine, ketamine, and cocaine in any form.
- Chemical substances and organic matter, such as LSD (Acid), marijuana, hashish, THC, Peyote buttons, mescaline, DMT, DOM, STP, etc.
- Designer drugs, including but not limited to: synthetic marijuana (K2, Spice, herbal potpourri).

Unauthorized (without prescription) use or possession of any of the above is an illegal act. Use, possession, or sale of these substances may also result in legal action. The College will remain cognizant of its responsibility to civil matters.

Any student who is involved with drugs is encouraged to consult the Health Services for help. Information given to a College health care provider or Counselor is privileged and the provider cannot voluntarily disclose it to anyone and cannot be forced to testify to it in court or elsewhere. Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

Action taken by the College in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the student involved and for the maintenance of a suitable educational environment for all members of Maritime College. Drug violations include but are not limited to:

- Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bongs, etc.)

are not allowed on campus property.

- Any student found guilty of possession and/or use of illegal drugs shall be physically and academically removed from the College for no less than one (1) year. Cadets must surrender their USCG documents, and the USCG will be notified. The student may apply for reinstatement to the College by making a formal application to either the Dean of Students or the Commandant of Cadets/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development. Under no circumstances shall a student be readmitted to the College without supplying proof of drug treatment from a health care provider.
- Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bong, etc.) are not allowed on campus property.

Any student found guilty of possession and/or use of illegal drugs shall be physically and academically removed from the College for no less than one (1) year. Cadets must surrender their USCG documents, and the USCG will be notified. The student may apply for reinstatement to the College by making a formal application to either the Dean of Students or the Commandant of Cadets/Dean of Leadership Development/Dean of Leadership Development/Dean of Leadership Development. Under no circumstances shall a student be readmitted to the College without supplying proof of drug treatment from a health care provider

Cadets only:

Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license and/or are participating in the Regiment of Cadets are automatically subject to random drug testing without prior notice. Please refer to the **Rules and Regulations Manual for the Regiment of Cadets** for further information.

On campus resources for drugs include:

Christine D'Amico, LMSW*
SUNY Maritime Mental Health Counselor
Baylis Hall
cdamico@sunymaritime.edu

Fr. Mark Vaillancourt*
SUNY Maritime Campus Ministries
By appointment
mvaillancourt@sunymaritime.edu

Health Services Staff*
Health Services Department
Riesenberg Gymnasium

University Police, Front Gate
Emergency: 911
Non-Emergency: 718-409-7311

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DUMPING AND LITTERING

Dumping or littering may include but is not limited to the act of dropping and leave objects such as aluminum cans, cardboard boxes or plastic bottles on the ground and leave them there indefinitely or for others to dispose of as opposed to disposing of them properly. Dumping and littering violations include but are not limited to:

- Depositing, dumping, littering or otherwise disposing of any refuse on College property, except in duty designated refuse depositories.

FAILURE TO COMPLY/ABIDE

Failing to comply with the directions of an authorized College official, faculty or staff member acting in the performance of his or her duties, or any other person responsible for a facility or registered function acting in accordance with those responsibilities. It is the responsibility of the College official or person acting on behalf of the College to identify him or herself and to state the reasons for the direction that is given. Compliance with this regulation does not supersede the right not to incriminate oneself. Violations of Failure to Comply/Abide include but are not limited to:

- Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in the performance of their duties and/or interference with faculty, staff, or student-staff acting in the performance of their official duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a school employee or UPD officer.
- Failure to show proper student identification or other identification to any faculty, staff, or student to staff in the performance of her/his official duties.
- Violation of federal, state, and/or local laws.
- Violation of published College policies, rules, and regulations (i.e. Code of Conduct, Academic Policies, etc...)
- Failure to show proper student identification or other identification to any faculty, staff, or student to staff in the performance of her/his official duties.
- Failure to carry student identification.
- Aiding, abetting, or procuring another person to violate a College policy.

FRAUD

Responsibility for one's own actions is a cornerstone principle in the sound structure of a living, learning society, and a necessity in the development of personal character. Furnishing false information to the College or others with intent to deceive is a personal abrogation of such responsibility, which is contrary to the well-being of a college community. Fraud includes, but is not limited to:

- Forging alteration, or misuse of College property, including library material, private property on the campus, auto decals, identification cards, grade reports, or other personal identification instruments requested by an official. This includes using another student's ID card to get meals at the dining center.

GAMBLING

Gambling, including, but not limited to, contests of chance, illegal lottery and policy for money or something of value, promoting or advancing gambling, gambling using College computing/network facilities, possessing gambling devices or gambling records is prohibited at the College and on board the training vessel at any time. Gambling violations include but are not limited to:

- Gambling on College property or at College-sponsored or supervised functions for money or stakes is prohibited.

HARASSMENT

In addition to harassment on the basis of legally protected status, SUNY Maritime College prohibits harassment of students on any basis, which the College defines to include, persistent, severe, pervasive, unwelcome, and inappropriate conduct that actually or potentially interferes with a student's ability to work or learn. The College reserves the right to take disciplinary action based on such conduct whether or not it meets with the legal standards of discrimination or harassment. Harassment violations include but are not limited to:

- Action(s) which recklessly and/or intentionally endanger(s) the mental or physical health of any individual and/or results in a cessation of normal activities and operations of the College.
- Persistent, severe, pervasive, unwelcome, and inappropriate conduct that actually or potentially interferes with a student's ability to work or learn

HAZING

Hazing is a serious violation of College policy and New York State law. Maritime College policy specifically prohibits any person, either singly or in concert with others, shall for the purpose of initiation into or affiliation with any organization or group, recklessly or intentionally take any action or create or participate in the creation of any situation that endangers the mental or physical health of another person. This includes, but is not limited to:

- Forced or required participation in physical activities such as calisthenics, exercises or games.
- Any form of tattooing or branding.
- Forced, coerced or required consumption of alcohol or other drugs.
- Any form of physical brutality, including paddling, striking with fists, open hands or objects.
- Participation in illegal activities.
- Intentional or reckless engagement in conduct that creates a substantial risk of physical injury to another person.
- Forced, coerced or required consumption of any food or other substance.
- Creation of excessive fatigue or sleep deprivation.
- Any act that causes psychological harm, embarrassment, ridicule or emotional distress to any individual.
- Forced or required inappropriate dress, full or partial nudity in any situation for any reason.
- Any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Maritime College (NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur).

It should be noted that students found responsible for hazing and other violations of the Student Code of Conduct which lead to the death or serious injury of another person will receive, as part of their sanctions a Permanent Transcript Notation (PTN) in addition to whatever other sanctions are placed upon the student. Further information on the College's stance on Hazing can be found in the *Organization, Operation, and Regulations Manual for the Regiment of Cadets*.

HOUSING AND RESIDENTIAL LIFE

Any violation of the Housing and Residential Life policies, may result in a Failure to Comply charge.

KEYS

The College is interested in protecting the property, privacy, and safety of the College and individuals within the College community. Office keys are issued selectively. Students are held financially and legally responsible for misuse or loss of office keys and re-coring of locks as necessary. A key violation may include but is not limited to:

- Unauthorized possession, duplication, or use of keys (including key cards) to any College premises or vehicles.

POSTING POLICY

All posting must be approved by the Office of Student Affairs and/or the Office of Residence Life (located in Baylis Hall). All postings that are not in an approved location will be removed. All posted material must be consistent with the mission of the College and not be in violation of College Policy or Federal and/or State Law.

Approved Areas:

- All general use bulletin boards located in Academic and Residential buildings
- All Roto-Cubes

Prohibited Areas:

- Locked bulletin boards/boards labeled for specific postings/groups
- Painted surfaces (walls)
- Glass surfaces (windows, mirrors)
- Sidewalks
- Restrooms
- Vehicles
- Lamp poles
- Faculty office bulletin boards
- Trash Cans
- Stairwells

Violations include but are not limited to

- Posting unapproved flyers in any location
- Posting approved flyers in/on a prohibited area

SAFETY REGULATIONS – FIRE

Maritime College takes fire safety seriously and expects students to take personal responsibility for their own fire safety as well.

Evacuation

All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by UPD. Do not use elevators during an emergency evacuation. When the building evacuation alarm is sounded or when told to leave by a Maritime College staff member, or emergency official, walk quickly to the nearest marked exit and ask others to do the same. Once outside, move least 300 feet from the building. Do not return to an evacuated building until advised by the Fire Department or UPD.

Policies

- No student shall set or cause to be set any unauthorized fire in or on College property.
- No student shall intentionally cause a false fire alarm.

- No student shall tamper with fire safety equipment (e.g., fire extinguishers, hoses, smoke detection systems, carbon monoxide detectors, sprinkler systems, etc.).
- Tampering with smoke and/or carbon monoxide detectors includes but is not limited to: removing from location, twisting or loosening, covering it with anything.
- All persons must vacate building and/or campus housing when an alarm sounds. Regular unannounced fire drills are required by state fire regulations and all persons in building and/or campus housing must participate in the drills when they occur.
- Students may not block the fire exits of any campus building for any reason.
- Should a smoke detector malfunction, the problem should be immediately reported to either the Housing department (if in Housing building) or UPD for all other buildings.
- No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing.
- Covering or hanging anything on or near sprinkler heads is prohibited.
Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
- Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
- Tampering with any fire equipment, including but not limited to: smoke and/or carbon monoxide detectors, fire extinguishers, hoses and sprinkler systems.
- Unauthorized possession, use, or alteration of any College emergency or safety equipment.
- Failure to evacuate a building or other structure during an emergency, or during emergency drills.
- Actions that create a substantial risk such that the safety of an individual(s) is compromised.

SEXUAL MISCONDUCT (*see Discrimination complaints & sexual violence reporting, policies and response online at <http://www.sunymaritime.edu/>*)

SMOKING

The College is primarily smoke free. Smoke free zones include all College buildings, interior of St. Mary's pentagon, Fort Schuyler inner gorge, the pier area, within 25 feet of any building entrance, windows, or any other ventilation point. This smoke free zone includes the Mess deck, Heritage Hall and the Quad, dormitory rooms, corridors, study areas, stairwells and recreational areas.

Smoking (cigarettes, electronic cigarettes, vaping, cigars, hookas and pipes) in the residential area is only permitted in the gazebos provided for that purpose. The residential area encompasses the western end of Riesenberg Hall (gymnasium) to Reeder Street behind the residences, the street running between Baylis and the seawall to and including the TIV. Smoking violations include but are not limited to:

- Smoking in unauthorized areas of campus as outlined above.
- The sale of cigarettes and other tobacco products is prohibited anywhere on College property.

SOCIAL MEDIA GUIDANCE

As social media and technology have become an integral part of everyday communication, it is essential that cadets and students consider the ramifications of the inappropriate use of social media and associated technology. Social media does not alleviate the responsibility of students to adhere to the student handbook (especially regarding the Student Code of Conduct) and any/all regular applicable student / cadet policies, standards of conduct, and applicable law. While there is freedom of expression, with the use of social media, students are not free to engage in activities

referred to as “bias incidents/crimes”. Additionally, students have a right to privacy and should not be filmed by other students unknowingly. Privacy laws should not be violated.

Other information for the use of social media are as follows:

- **Confidentiality:** Do not post confidential information about Maritime, our students, alumni, or employees.
- **Copyright:** Consider intellectual property and copyright before you post. Maritime College disclaims any liability arising from a user’s posting or submission of content on the internet.
- **Maritime College logos:** Do not use Maritime College logos or other institutional representations on personal social media sites.

Recognized Student Affairs organizations may establish a social media presence with the approval of the Dean of Student Affairs. When posting on behalf of student organizations:

- **Be professional:** We expect users to respect the rights of others. The College monitors messages posted on official pages and will remove posts if deemed offensive. All posts are representative of the opinions of the user and do not necessarily reflect the opinions of Maritime College. If you see a post that you consider objectionable, please e-mail: idelgado@sunymaritime.edu
- **Be responsive:** When you use social media, you are engaging in a conversation. If questions are posed, respond in a timely manner.
- **Be thoughtful:** Think before you post. Consider the privacy of others as posts can be copied, forwarded and may be searchable. While colloquial language is appropriate for social media platforms, it is important to retain a professional and respectful tone.
- **Be truthful:** Strive for accuracy in all of your posts, and thoroughly identify yourself and your role at the College. You must also make it clear that your views do not necessarily reflect those of the College, including referring to yourself as “I” rather than “we,” which would suggest that your views represent that of the College.

THEFT

Theft is defined as the wrongful taking and carrying away of the personal goods or property of another. Theft violations include but are not limited to:

- Attempted or actual theft of College property or services or property belonging to any member of the College community.
- The unauthorized possession of College property or property belonging to any member of the College community.
- Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.
- Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.

UNAUTHORIZED ENTRY

There are many reasons why certain areas of the College are at times “off limits” to many personnel. These include safety, security, and organizational needs, to name a few. Persons entering College spaces plainly marked as such, or locked spaces that are not their own rooms, without the expressed permission of a College official duly authorized to do so shall be guilty of unauthorized entry. College spaces include, but are not limited to, classrooms, residence hall rooms, storage rooms, office spaces, maintenance spaces, dining commons, gym, student government spaces, vehicles (locked or unlocked), staff/faculty residences and library. Violations of unauthorized entry will result in disciplinary action. Unauthorized entry violations include but are not limited to:

- Unauthorized entry to or use of a College or private room, building, structure, vehicle, facility, or roof top.
- Organizing or carrying out unlawful or unapproved activity on College property.

VANDALISM

The willful or ignorant destruction, damage or defacement of property belonging to others has been defined as vandalism which is a detriment to the College community. This policy covers not only College-owned property, but that of others as well. Violations include but are not limited to:

- The willful or ignorant destruction, damage or defacement of property

WEAPONS/DANGEROUS OBJECTS

The possession, storing, carrying, or use of any weapon, ammunition, explosive or item potentially hazardous by any person is prohibited on all SUNY and College property except by authorized law enforcement officers and other persons specifically authorized by the President of the College.

Possession or keeping of a deadly instrument on campus (including in any vehicle) or use of any object with intent to harm another is prohibited. This includes, but is not limited to, firearms, explosives, explosive devices, knives, blackjacks, chukka sticks, brass knuckles, sling shots, kung fu type weapons, fireworks, firecrackers, CO2 type firearms, spring powered firearms, chemical or pepper aerosol spray, and bows/arrows. Any pocket knife not issued, or specifically approved by the College is prohibited. Paintball guns and paintball markers are generally prohibited. They may only be used on the property of the College in connection with authorized College activities and only at approved locations. This policy applies to the campus, College vessels, College vehicles and at any College sponsored off-campus event. Violators will be subject to criminal prosecution and/or disciplinary action from the College. Students who are aware of an unauthorized weapon on-campus are strongly encouraged to notify the University Police and Dean of Students immediately. Weapons and dangerous objects violations include but are not limited to:

- Possession of, keeping of, or selling a deadly instrument on campus (including in any vehicle) or use of any object with intent to harm another. This includes, but is not limited to, firearms, explosives, explosive devices, knives, blackjacks, chukka sticks, brass knuckles, sling shots, kung fu type weapons, fireworks, firecrackers, CO2 type firearms, spring powered firearms, chemical or pepper aerosol spray, and bows/arrows.
- Possession or keeping of any pocket knife not issued, or specifically approved by the College is prohibited.

SECTION 4 - JUDICIAL SYSTEM

Student(s)” for purposes of this Planner and Student Code of Conduct means any person who is currently admitted or registered, or who participates in a College function, such as Orientation, in anticipation of enrollment, or who was enrolled in a previous term, or who is, or was registered for a future term.

ARTICLE I- JUDICIAL PROCEEDINGS

Judicial proceedings at the College are administrative proceedings held to deal with disciplinary cases.

Standard of Proof

It is important to remember that Maritime College is not a court of law. Unlike the criminal justice system, Maritime does not have to determine responsibility for a policy violation “beyond a reasonable doubt.” Instead, the administration utilizes what is called “preponderance of evidence” (meaning more likely than not) when adjudicating a possible violation of College policy. This means that Dean of Students or Judicial Board will consider all of the evidence available regarding a reported incident and decide what the most probable course of events were, based on this information.

ARTICLE II - COLLEGE JUDICIAL BOARD

The College Judicial Board hears cases involving alleged violations of the Student Code of Conduct and/or violations of the Residence Hall Code. This Board hears cases involving students who either commute or reside on campus. The Judicial Board that will ultimately hear the case is comprised of a non-voting chair and three voting members: one student, one faculty member, one College administrator and the Judicial Officer.

Composition of the College Judicial Panel:

- The College Judicial Panel shall consist of a minimum of 14 members from which Judicial Boards are chosen. Each of the 14 members shall serve yearly terms. The four (4) faculty are appointed by the Dean of Student Affairs in consultation with the Faculty. Four (4) administrators are appointed by the Dean of Student Affairs. Six (6) students are selected and appointed by the Dean of Student Affairs in consultation with the Judicial Officer. All members of the panel are required to complete training as outlined by the Judicial Officer.
- The Board members one (1) faculty, one (1) administrator and one (1) student shall be selected from this pool of administrators, faculty and students so that the same members are not required at each committee hearing. The administrator board member for a student in the Regiment of Cadets shall be a full time officer within the Regiment.
- The Judicial Officer will serve as chair of the committee and will act as a non-voting member. The role of the Judicial Officer is to participate as needed and guide the hearings along in a fair and efficient manner; however, he/she will not take part in any vote determining if a violation of the Student Code of Conduct has occurred except in the case of a tie, in which the chair will vote to break the tie.
- All voting members of the Board must be present to constitute a valid hearing. The three members are selected by the Judicial Officer from a standing panel of representatives.

ARTICLE III - DUE PROCESS

Maritime College guarantees the right of a fair and impartial hearing to any student charged with a violation. No student shall be subjected arbitrarily to any disciplinary action for any offense without being given a fair hearing. The only exception to this practice may occur in the case of an Involuntary Leave which may be imposed only to ensure the safety and well-being of student’s own physical safety or emotional well-being and/or members of the College community. All students accused of violating the Student Code of Conduct shall be granted the following due process rights:

- A. A student has the right to a hearing by an unbiased judicial body.
- B. All charges, including amended charges, shall be presented to the accused student in writing. The accused student shall be deemed to have been “notified” of the charges, amended charges, notice of the hearing date and any

changes in the hearing date, by any of the following methods:

- 1) hand-delivered notice by campus staff; or
 - 2) delivery by regular mail of a copy of the notice to the student's campus mail box, and delivery of the notice with return receipt requested, via certified or registered mail to the home address which the student provided the College registrar in the student's registration documents; or
 - 3) if receipt for the certified or registered letter, return receipt requested letter is not returned with a signature within three weeks, then the accused student may be notified by proof of the mailing of a certified, non-registered letter to the student's campus and home address; and the hearing date shall be set not less than five nor more than twenty calendar days after the last date that the postal service attempted to deliver the certified, non-registered letter; or
 - 4) emailed to student's SUNY Maritime email account.
- C. A student has the right to copies of written reports pertinent to the case, and review only when there is an alleged violation of sexual misconduct.
- D. A student has the right to have anyone on the Judicial Board replaced if the student can show a source of bias.
- E. A student has the right to present information in their behalf, including the testimony of witnesses, and shall not be compelled to offer testimony against themselves.
- F. A student has the right to have an advisor present at the hearing. Said advisor may attend the hearing and advise the student during the hearing but may not address the hearing Board directly.
- G. A student has the right to written notification of the results of a hearing no later than ten (10) calendar days after the hearing. Proper written notification shall be defined as delivery by mail to a student's on-campus mailbox, hand-delivery by campus staff, or two days after such notification is mailed to a student's local, off-campus address via the U.S. Post Office. Students shall be held responsible for the contents of mail for which they have refused receipt.
- H. A student has the right to appeal the outcome of a hearing.

ARTICLE IV- DISCIPLINARY SANCTIONS

Any student of Maritime College found to be in violation of the provisions of the Student Code of Conduct will be subject to disciplinary sanctions. Sanctioning is considered to be both educational and constructive although it does not preclude punitive action. Sanctions shall be imposed that are clearly appropriate under the circumstances. Disciplinary sanctions are sometimes not the same in all cases. Each case is evaluated on its own information and circumstance.

Disciplinary sanctions correspond to the level/classification of the violation (Level I, II, III). Factors considered in determining which sanction(s) to impose include the level/classification of violation, the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, or any other factors deemed appropriate under the circumstances.

Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances. College officials who have the authority to suspend or expel a student from the College include the President and the President's Student Affairs designee (Dean of Students or Commandant of Cadets/Dean of Leadership Development.) Notices of expulsion or suspension from the College are reported to the Registrar, University Police, Chief Financial Officer, Provost, and other appropriate officials of the College. Additionally, please note, that if a student admits responsibility or if found responsible for a Code of Conduct violation, campus department heads may be notified as appropriate including but not limited to Athletics, the Regiment of Cadets, Human Resources, and/or Academic Department Chairs.

Disciplinary sanctions can be imposed upon any student and will fall under one of the following levels/classifications:

- A. **Level III offense:** Student's conduct may be reviewed by Judicial Officer, Residential Director, and/or Resident Assistant, and/or Dean of Students-and can be sanctioned by said official who can assign disciplinary action.

1. **Level III Sanctions may include but are not limited to:**

- 1.1 *Reprimand*

An oral statement by an appropriate College official to the student that he/she has violated the Student Code of Conduct. This statement should include the nature of the violation and the consequences of repeated infractions of College rules.

1.2 Official Censure

A written statement by an appropriate College official to the student indicating that he/she has violated the Student Code of Conduct. This statement should include the nature of the violation and the consequences of repeated infractions of College rules.

1.3 On-Campus Community Service

On-Campus Community Service is a specific number of hours of direct work on the campus that is constructive in nature. The work is assigned and supervised by the Judicial Officer. All levels of adjudication may assign on-campus community service maybe assigned to all levels of adjudication. Record of on-campus community service will be signed by the Dean of Students and/or designee and maintained in students file.

1.4 Apology Letter

Requires a student to complete an apology letter with specific recipients, content, length, submission requirements and a completion deadline.

1.5 Behavioral Contract

Requires a student to complete and abide by a behavioral contract with specific behavioral restrictions, requirements and a completion deadline.

1.6 Campus Probation

A student placed on Campus Probation, has jeopardized their privilege of living in the residence hall system.

1.7 No Contact Order (with another person[s])

A student, who has been issued a no contact order, is not to have any contact with a specified student or students for any reason.

1.8 Restitution

Students are responsible for damage/destruction caused by themselves and/or their guests anywhere on College property and will be billed accordingly. Students are also responsible for any misappropriation of funds.

B. Level II offense: Student conduct will be reviewed and sanction(s) determined by the Dean of Students and/or designee.

1. Level II Sanctions may include but are not limited to:

1.1 Restitution

Students are responsible for damage/destruction caused by themselves and/or their guests anywhere on College property and will be billed accordingly. Students are also responsible for any misappropriation of funds.

1.2 Denial or Restriction of the Use of College Facilities

An official notification by the Dean of Students for denial or restriction of the use of specific College facilities.

1.3 Disciplinary Probation

A trial period during which a student who has been found guilty of a violation has the opportunity to demonstrate that he/she can act as a responsible and effective member of the College community. Restrictions may be placed on the student's activities and/or specific requirements may be imposed upon the student during the period of probation.

1.4 Counseling Consultation

Requires a student to attend one consultation with the College counselor to determine if counseling is appropriate. Students assigned this sanction will be required to make the appointment and attend the consultation by a specified deadline. The Counseling office is permitted to notify the College Judicial

Officer when the mandated consultation has been completed, but will maintain confidentiality regarding the substance of all consultations.

C. Level I offense: Student conduct will be reviewed and sanction(s) determined by the Judicial Board.

1. Level I Sanctions may include but are not limited to:

1.1 Fixed Term Suspension from the College

The student will be required to sever connections with the College for a given period (1-4 semesters, not including summer), including departure from the residence halls. The student must leave the campus immediately upon receipt of official notice of suspension. The suspended student may not visit the campus unless prior permission by an appropriate College official has been granted and all the proper authorities notified. Any student in violation of these restrictions may be subject to arrest for trespassing. University Police will be notified of the suspension. Student will not be eligible for refund for any part of the semester for which the student has been suspended.

1.2 Expulsion from the College

The student will be required to sever, completely and permanently, all connections with the College. The student must leave the campus immediately upon receipt of official notice of expulsion. The expelled student may not visit the campus unless prior permission by an appropriate College official has been granted and all the proper authorities notified. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

1.3 Fixed Term Suspension from the Residence Halls

The student may be suspended from the residence halls for a specific period of time (1-4 semesters, not including summer). Arrangements to vacate will be made by the proper College authorities. During this time, the student is restricted from the residence halls and may also be restricted from the Mess Deck, Gymnasium, and all social activities. The student may apply for readmission to the residence halls via the established process following the period of suspension. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

1.4 Expulsion from the Residence Halls

The student will be required to vacate the residence halls completely and permanently. Arrangements to vacate will be made by the proper College authorities. The student is restricted from the residence halls and may be restricted from the Mess Deck, Gymnasium, and all social activities. The student may not apply for readmission to the residence halls. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

ARTICLE V- JUDICIAL PROCEDURES

- A. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to The Judicial Officer as appropriate, who is in turn responsible for the administration of the student judicial system.
- B. The Judicial Officer and/or designee may conduct an investigation to determine if charges have merit. Said investigation may include a disciplinary conference (either in person or via telephone) whereby the accused is informed of the charge made against him/her, their rights under the campus judicial process, and potential sanctions.
- C. The Judicial Officer issue a charge of student misconduct if the investigation discloses merit.
- D. The Judicial Officer shall determine the level of the alleged offense (i.e., Level I, II or III) for the purposes of disposition.
- E. The accused shall receive written notification of all charges.
- F. In cases where the accused student acknowledges guilt and agrees to an administrative issuance of sanction, The Judicial Officer -can issue such sanction(s) in a “Guilty Plea Proceedings.”

Guilty Plea Proceedings

1. *Guilty Plea*

The Guilty Plea is a modified judicial proceeding designed for students who admit to misconduct and the allegation(s) referred against them. The Judicial Officer hears only from the accused student and general character witnesses. The Guilty Plea proceeding will convene with The Judicial Officer or their designee within one week following notification of the student under investigation or sooner.

2. *Guilty Plea Procedures*

The Judicial Officer will read the admission of the violation(s) and review all evidence relevant in the case. During the Guilty Plea, the accused student may have general character witnesses testify. The Judicial Officer also question the accused student. By admitting to the violation(s), the accused student will be required to sign a Guilty Plea Agreement which concisely summarizes the charges, guilt and assigned sanctions. This agreement is considered executed upon the signature of the student, Dean of Students and Provost **No further review or appeal will be granted after execution of the Guilty Plea Agreement.** Guilty Plea Agreements may be forwarded to all other relevant departments.

G. In cases where the accused denies guilt and/or requests a hearing before the College Judicial Board, the Judicial Officer will convene a hearing of the Board.

H. Hearings shall be conducted by the Judicial Officer or designee according to the following guidelines:

1. Persons other than those directly involved in the case are permitted to be present at the hearing as observers, provided they have prior approval from the Judicial Officer.
2. In violations involving more than one accused student, the Judicial Officer, in their discretion may permit the hearing concerning each student to be conducted separately.
3. All hearings are recorded using audio recording equipment.
4. The non-voting Chair of the College Judicial Board is responsible for maintaining an orderly hearing process. Only those recognized by the Chair may speak at the hearing. The Chair may also exclude persons from the hearing if they are disruptive. Further, the Chair may postpone a hearing because of disruptive behavior among the participants and/or observers. Disruptive behavior by participants or observers may form the basis of separate or additional charges.
5. The accused student and the Judicial Officer shall have the right to present witnesses. All witnesses are subject to questioning by the accused student, the Judicial Officer, and the members of the College Judicial Board.
6. Pertinent records, exhibits, and/or written statements may be accepted as evidence for consideration by the College Judicial Board at the discretion of the non-voting Chair.
7. All procedural questions are subject to the final decision of the non-voting Chair.
8. After the hearing, the College Judicial Board will move to a closed session to determine, by majority vote, whether the accused has violated the Student Code of Conduct.
9. The Judicial Board's deliberation shall consider only the weight and credibility of the statements and evidence presented.
10. If the Board finds the accused student(s) guilty of violating the Student Code of Conduct, it will consider information on the following before rendering a recommended sanction:
 - 10.1 Prior disciplinary record of the accused (Information on precedent will be presented to the Board by the Judicial Officer only after judgment against the accused is made)
 - 10.2 Disciplinary precedent (Information on precedent will be presented to the Board by the Judicial Officer only after judgment against the accused is made)
 - 10.3 Following deliberation by the members of the Board, its finding regarding the guilt or not guilty of the accused, and any sanction recommended in those cases where the accused is found in violation, is to be presented by the non-voting chair to the Judicial Officer.
 - 10.4 Within 10 calendar days of notification, the Judicial Officer then notifies the accused of the finding and any recommended sanction. Proper written notification shall be defined as delivery by mail to a student's on-campus mailbox, hand-delivery by campus staff, email, or two calendar days after such notification is mailed via trackable overnight delivery to a student's local, off-campus address via the U.S. Post

Office, UPS or Federal Express. Students shall be held responsible for the contents of mail for which they have refused receipt. The finding and recommended sanction shall stand if no appeal is filed within three days of notification. All appeals must be in writing.

11. If a student accused of violating the Student Code of Conduct fails to attend a scheduled hearing, the hearing will be held in the student's absence, and the student will be assumed to have entered a claim of "Not In Violation" to each allegation but forfeited their ability to present information on her/his behalf. Findings and recommended sanctions will be based on the evidence and not upon the accused student's failure to appear. If the Judicial Officer learns, or is informed beforehand, that the student's failure to appear is for good cause, the Judicial Officer may grant a new hearing. Otherwise, the finding and any recommended sanction of the College Judicial Board shall stand if no appeal is filed within three days of notification.

ARTICLE VI - APPEALS

A finding and/or sanction recommended by the College Judicial Board is reported by the Dean of Students to both the accused student and the Judicial Officer in 10 calendar days of their decision. The Dean of Students may, after reviewing all available information, elect to:

1. Agree with the finding and recommended sanction.
2. Agree with the finding and either reduce or increase the sanction.
3. Disagree with the finding and revise or impose a sanction.
4. Remand the case to the College Judicial Board for a new hearing.
5. Dismiss the case.

Proper written notification shall be defined as either delivery by mail to a student's on-campus mailbox, Maritime email address, hand-delivery by campus staff, or two days after such notification is mailed to a student's local, off-campus address via the U.S. Post Office. Students shall be held responsible for the contents of mail for which they have refused receipt.

Should the Student Wish to Appeal:

The finding and/or recommended sanction decision as determined by the Judicial Board may be appealed by the accused student to the Provost within three (3) calendar days of initial written notification of the result of the initial hearing. Such appeals must be sent electronically. If an appeal cannot be filed in accordance with the 3-day filing deadline, the individual must contact the Dean of Students before said deadline expires and request an extension. Further, in making an appeal, the appellant may request a suspension of sanction pending the outcome of the appeal. An appeal of a disciplinary finding and/or recommended sanction must be made based on one or more of the following:

A. Procedural Error

To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures in Article V (Judicial Procedures) of the Student Code of Conduct. Deprivation of due process shall be considered Procedural Error.

B. Disproportionate Sanction

To determine whether the sanction(s) recommended were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

C. New Evidence

To consider new evidence, sufficient to alter a finding or other relevant facts not brought out at the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The Provost will respond to the appeal within ten (10) days of receipt of the appeal and notify the student, Dean of Students and Judicial officer of their decision. If an appeal is denied no further review will occur concerning the Judicial Board's findings.

***In the cases of Title IX violations, the reporting and/or accused individual may appeal the board's outcome to the Provost Appellate Panel.**

SECTION 5 - JUDICIAL REPORTING

ARTICLE I - DISCIPLINARY RECORDS

All disciplinary records are maintained under the supervision of the Dean of Students/Commandant of Cadets as confidential; may not be incorporated into the official college record, and will be released by the College only through consent of the student, emergencies involving threats to health or safety, valid subpoena or court order. The confidentiality of records embraces all information concerning the incident except in cases where a Permanent Transcript Notation (PTN) appears on the student's transcript.

ARTICLE II - TRANSCRIPT NOTATION

Students that are found responsible for Student Conduct Code violations and suspended or expelled from the College for Level I violations of the Student Code of Conduct will receive a permanent notation on her/his academic transcript. Additionally, students found responsible for these violations resulting in their suspension or expulsion from the College shall not receive credit for the semester in which they are suspended or expelled. ALL STUDENTS FOUND RESPONSIBLE RESULTING IN THEIR SUSPENSION OR EXPULSION FROM THE COLLEGE ARE NOT ENTITLED TO ANY FINANCIAL REFUNDS. Thus, the suspended student and/or expelled student are LIABLE for all tuition and fees for that semester in which they were suspended or expelled from the College.

Students who are suspended from the College for a period of time less than a semester MAY still have a permanent transcript notation on hers/his academic transcript depending upon the circumstances surrounding the violation, the egregious nature of the violation, or the need for the notation in the judgment of the President of the College or their designee.

Students found responsible after a conduct process for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act will have one of the following notations placed on their transcript:

- Suspended* after a finding of responsibility for a code of conduct violation
- Expelled after a finding of responsibility for a code of conduct violation
- Withdrew with conduct charges pending

*A suspended student can appeal to seek removal of the transcript notation, but, only after two years from the conclusion of suspension. The student must submit their appeal to the Dean of Students with supporting documentation.

Transcript notations for expulsions or withdrawals will not be removed.

ARTICLE III – CAMPUS SAFETY REPORT

In compliance with federal law, Title 11 “Campus Crime Awareness and Campus Security Act”, Maritime College, State University of New York provides reports and statistics about campus safety and security programs, incidents of crime on campus, and information regarding registered sex offenders. The SUNY/Maritime College Annual Security and Fire Safety Report is available at the college website:

http://www.sunymaritime.edu/sites/default/files/media/Documents/2013_Maritime_Security_Report_1012014.pdf

SECTION 6 - POWER & AUTHORITY

ARTICLE 1 - JUDICIAL AUTHORITY

Overall disciplinary authority is vested with the Dean of Students Office. The Dean of Students may designate a person or office to administer the Student Code of Conduct, who would then be known as the Judicial Officer. The Dean of Students Office has the ultimate responsibility for the judicial process for all students. Actions may include any or all of the following:

- Enacting, or authorizing another member of the College staff to enact, Memoranda of Understanding in those instances where the well-being of students, faculty, staff and/or property is deemed at immediate risk.
- Placing students on interim suspension pending a hearing.
- Hearing appeals concerning recommendations made during the campus judicial process.
- The Judicial Officer has administrative responsibility for the judicial process. Their actions may include any or all of the following:
 - Conducting an investigation(s) into allegation(s) of student misconduct. Said investigation may include a disciplinary conference (either in person or via telephone) whereby the accused is informed of the charge made against him/her, their rights under the campus judicial process, and potential sanctions.
 - Issuing a charge of student misconduct if the investigation merits it.
 - Issuing disciplinary sanctions in those cases where the accused acknowledges guilt in writing and agrees to an administrative issuance of sanction (hereinafter referred to as an Administrative Hearing).
 - Assigning the case to the College Judicial Board.

ARTICLE II - INTERPRETATION AND REVISION

A question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students Office. The Student Code of Conduct shall be reviewed every year-

SUNY Maritime College reserves the right to modify the Code of Conduct at any time. Modifications and revisions to the Student Code of Conduct will be posted on the SUNY Maritime College website at www.sunymaritime.edu. Faculty, staff and students will be notified via email of changes. In addition, faculty, staff and students will be provided with an electronic or hard copy of the most current version of the Student Code of Conduct annually at the beginning of the fall semester.