

**\*\*This handbook and planner is current as of June 20, 2016. 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.**

## **WELCOME TO STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE**

On behalf of The Office of Student Affairs, I would like to welcome you to SUNY Maritime College! The services, activities and organizations within Student Affairs help compliment the learning being done in the classroom. We are committed to helping you enhance your leadership skills and hope that you will explore the many co-curricular opportunities and events that are available for you. Use us as a resource as you begin your journey here, and all throughout your years at SUNY Maritime College.

*Arianne Romeo*

Assistant Dean of Students

### **WELCOME FROM YOUR STUDENT GOVERNMENT ASSOCIATION**

On behalf of the New York Maritime Student Government Association, I am very pleased to welcome everyone, new and returning students, to the 2016-2017 school year. We the representatives have been elected by the student body to serve and unify the SUNY Maritime Community. We encourage everyone to join in the efforts of Student Government. The NYMSGGA office is located in Student Affairs, Baylis Hall, first floor, and the door is always open. Feel free to stop by the office, contact a representative or reach us through our email at [nymsga@sunymaritime.edu](mailto:nymsga@sunymaritime.edu)

It is truly an honor to be your elected Student Body President. Our weekly meetings are open forum meetings, so join us to discuss concerns, suggestions or acknowledgements. We are a student organization designed to better serve you and we are constantly making changes to better improve our function. I encourage all students to participate in clubs, campus events, intramurals, and take zealous pride in all our Privateer Sports teams. Most importantly, I wish you the very best this school year and in all your future endeavors.

Go Privateers!

Christopher Deddo

Christopher Deddo

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NYMSGGA Administrative Assistant 2016 – 2017

## **STUDENT RESPONSIBILITIES**

### **Undergraduate & Graduate Student Responsibilities**

Maritime College is a welcoming community where respect and integrity are guiding forces within the educational environment. Each person is valued and appreciated within the community; when these ideals are not upheld the value of each person is diminished. Students through their behavior reinforce the ideals of the community.

Accountability is at the heart of empowering people to perform well, demonstrate initiative, and to act responsibly. By accepting responsibility for their education, students enhance the development of their academic, social, and career goals. It is expected that students accept responsibility for their academic choices as part of their educational experience at Maritime. Services are available to assist students with academic advising, long-range goals, and career explorations. Students themselves are responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines.

By enrolling in 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 policy and regulations and that you submit yourself to the authority of the faculty and administration.

"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. In addition, these rules apply to all Civilian and Regimental students equally.

#### **Cadets only:**

USCG regulations are strict as in whom is allowed licensure as a Mariner. Conduct on/or off campus (eg. alcohol offense, excessive demerits, drug offenses, etc.) may prohibit securing a USCG license.

### **Responsibilities in the Classroom**

Students are expected to:

- attend class regularly unless other arrangements are made;
- arrive for class on time and leave the classroom only at the end of class;
- engage in class discussions and activities when appropriate;
- exhibit classroom behavior that must contribute to the learning environment and in no way is a disruption;
- all electronic devices must be in the full "off" mode during lectures, labs, quizzes and exams (not set to vibrate) and placed in a closed container (i.e., back pack).

### **Course Responsibilities**

Students are expected to:

- take note of course and comply with all prerequisites;
- obtain, read and develop understanding of the course syllabus;
- keep up with the coursework and take all scheduled examinations;
- address any conflicts between syllabus and exam scheduling with the instructor as soon as possible;
- review all graded material and seek help if necessary;
- as soon as possible notify the instructor of any disabilities that might interfere with completion of course work;
- fairly and thoughtfully complete the course evaluation form.

### **Academic Progress**

Students are expected to take an active part in understanding and assessing their academic progress each semester, and to monitor their progress towards completion of graduation requirements. They are expected to:

- review academic policies and procedures
- know basic College and departmental graduation requirements in their chosen majors and minors so they may appropriately plan completion of these requirements;
- maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;

- ensure that any academic records from other universities are transferred and received by all the appropriate offices for evaluation.

### **Interactions with Faculty, Instructors, and Other Students**

Students are expected to:

- understand the concept of academic integrity and adhere to its principles;
- be respectful and polite to all instructors and other students;
- read, understand and abide by the College's sexual harassment and anti-discrimination policies, absolutely no violation of these policies will be tolerated;
- understand and adhere to all aspects of the Student Conduct Code regarding student conduct in and out of the classroom.

### **MARITIME COLLEGE TIPS FOR YOU!**

- 1. Meet with your advisor & instructors:** If you have a question about courses, classes, academics, your advisor is the person to see. We require that you talk to an advisor before registering for courses every semester. Advisors will have the students PIN # for registration. Don't just run in and ask for the PIN, make an appointment to sit down and discuss your program. Your instructors are people too and like to hear from their students! All professors have office hours and make appointments upon request. If you're going to be absent, an emergency arises or you have questions, e-mail or call- let them know you're interested and concerned about the class.
- 2. Know the campus and its resources:** Know where to go for help on campus. Visit the Learning Center early and often. Get to know the librarians; they are invaluable resources. Know where to go for personal and professional help.
- 3. Explore the possibility of internships and volunteer opportunities:** Think about volunteering or interning. The experience can help strengthen your resume, your leadership skills and your marketability. Valuable networking connections are developed through internships for which will be of use in your future.
- 4. Find out what activities are going on at Maritime and meet new friends:** However you like to spend your spare time, chances are there are activities happening that might interest you! Visit Student Affairs, Athletics and SGA often. If there isn't something that fits your passion, think starting something new. The possibilities are limitless.
- 5. Explore beyond the campus:** New York City is an amazing area to explore. Get acquainted with the public transportation system and let your imagination be your guide. Don't forget The Bronx Zoo and the NY Botanical Gardens are only 15 minutes away.
- 6. Stay motivated:** Procrastination can lead to unnecessary frustration and possible failure. Set goals and maintain a reasonable pace to achieve them.
- 7. Balance work and play:** All work and no play is a sure way to burn out fast. Learn how to balance these two items in your life. Figure out what is your best time of the day to study, for sleep, for attending class and try to make your day as efficient as possible. Start on the first day of classes and try to establish your study habits then. Studying is just like any other sport or skill, it takes practice and doing it over and over in a routine manner makes it easier. You will never have enough time to do everything, so learn to prioritize. Always ask for help if in doubt.

### **ACADEMIC AFFAIRS**

**For complete information on all Academic Affairs, please refer to the College Catalog and/or your Academic Advisor.**

SUNY Maritime College offers academic programs leading to degrees of Master of Science (MS), Bachelor of Engineering (BE), Bachelor of Science (BS), and Associate of Applied Science (AAS). In addition, these degrees may qualify students for a USCG Third Officers License (Deck or Engine) for sailing on commercial vessels. More information and program details may be obtained by contacting the appropriate academic department

## **ACADEMIC DEPARTMENTS & CONTACT INFORMATION**

### **Academic Dean**

Dr. Gilbert Traub, Academic Dean & Professor of Mathematics

[gtraub@sunymaritime.edu](mailto:gtraub@sunymaritime.edu)

Phone 718-409-7385 Science and Engineering Building, 2nd Floor 2-12

The Academic Dean manages the ongoing academic operations at Maritime College. His tasks include: supervision of the Registrar's Office, evaluation of transfer credits and registration for new transfer students, and maintenance of degree curricula and course descriptions published on our website. Students are always welcome to bring their questions/problems about any of these matters directly to him.

### **Engineering Department**

Dr. Carl Delo, Chair

[cdelo@sunymaritime.edu](mailto:cdelo@sunymaritime.edu)

Andrew Turtora, Vice Chair

[aturtora@sunymaritime.edu](mailto:aturtora@sunymaritime.edu)

Administrative Assistant: Mrs. Deborah Fountain-Toomer

Phone: 718-409-7411, Science and Engineering Building, 2nd Floor 2-35

The Engineering Department oversees all of the engineering degree programs, as well as the USCG engine license program. Degree areas include the B.Engr. in Electrical Engineering, Facilities Engineering, Marine Engineering, Mechanical Engineering, and Naval Architecture.

### **Global Business and Transportation (GBAT)**

Robert Edmonds, Chair

[redmonds@sunymaritime.edu](mailto:redmonds@sunymaritime.edu)

Administrative Assistant, Nina Timonina

Phone 718-409-7285, MAC 221

The GBAT Department oversees the MS degree program in International Transportation Management (ITM) and the BS degree program in International Transportation and Trade (ITT). The ITT program offers a minor in Intermodal and Maritime Security. The ITM program offers a Certificate in Supply Chain Management and a Certificate in Chartering (jointly offered by Maritime College and the Association of Ship Brokers and Agents). The department teaches courses in the following six themes; economics, law, transportation and operations management, logistics and supply chain, risk and security, and organization and control systems.

### **Humanities**

Dr. Karen E. Markoe, Chair

[kmarkoe@sunymaritime.edu](mailto:kmarkoe@sunymaritime.edu)

Administrative Assistant, Ms. Sandra Hunt

Phone: 718-409-7247, Fort (West side), 2nd Floor, Office directly above the Sallyport

The Humanities Department oversees the BS degree programs in Marine Business and Commerce and Maritime Studies, the former a deck license program, the latter, an intern program. Incoming students can major in Maritime Studies with a deck license, or Maritime Studies internship option. The department teaches courses in composition and literature, technical writing, history, foreign languages and the humanities, including film, art and music.

### **Marine Transportation (MT)**

Anthony Palmiotti, Chair

[apalmiotti@sunymaritime.edu](mailto:apalmiotti@sunymaritime.edu)

Administrative Assistant, Ms. Wanda Weeks

Phone: 718- 409-7286, Fort (South side), 1st Floor,

The MT Department oversees the BS degree programs. The department teaches courses in marine transportation, nautical science, navigation.

**Naval Science and NROTC Program**

US Navy Captain Heedong Choi

[CO.NROTC@sunymaritime.edu](mailto:CO.NROTC@sunymaritime.edu)

Phone: 718-409-7212, S & E Building, 1st Floor, Naval Science Wing

The Naval Science Department oversees all of the Naval Science courses offered at the College, as well as commissioning programs for the US Navy and US Marine Corps.

**Professional Education and Training (PET)**

Capt. Ernest J. Fink, USCG (Ret.), Dean Maritime Education & Training

[efink@sunymaritime.edu](mailto:efink@sunymaritime.edu)

Administrative Assistant, Margaret Poppiti

Phone: 718-409-5988, Fort, L-202

The PET Department is an academic department that offers common courses to both deck and engine license students. The department also administers the college's two Associate Degree Programs and U.S. Coast Guard approved programs for a limited deck or limited engine license, and offers an array of U.S. Coast Guard approved training courses to professional mariners.

**Science**

Dr. Kathy Olszewski, Chair

[kolszewski@sunymaritime.edu](mailto:kolszewski@sunymaritime.edu)

Administrative Assistant, Ms. Theadorsia G. Yeadon

Phone: 718-409-7365, Science and Engineering Building, 2nd Floor, SCI 2-32

The Science department oversees the BS in Marine Environmental Science (MES) degree program and the two minors offered within the MES program: Marine Biology and Meteorology & Oceanography. A minor in Environmental Science is available to students with other majors. The department teaches courses in the mathematical and physical sciences such as biology, chemistry, computer science, environmental science, geology, mathematics, meteorology, oceanography, and physics.

## **ACADEMIC POLICIES AND INFORMATION**

**Academic Advising**

Each student is 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 work with the Academic Dean upon entering Maritime College). Advisors assist students in explore academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study.

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**

Each semester, undergraduate students with a (semester and/or cumulative) GPA below the required graduation GPA (2.0) are reviewed for academic progress.

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.

Any student with a term GPA (Fall or Spring semester) below 2.0 shall be placed on “*Academic Probation*.” This sanction is noted on the transcript. A student on academic probation is required to meet with his/her academic advisor to choose appropriate courses in which to enroll.

Students who are placed on Academic Probation while “not in good standing” shall be allowed to take no more than 15 credits, and shall be encouraged to retake courses in which they earned a grade of D, F, or W.

Three consecutive terms on Academic Probation—or four terms aggregate during one’s tenure at Maritime College—shall lead to Academic Disenrollment. Students whose cumulative GPA at the conclusion of their second semester at Maritime College is under 1.0 shall be Disenrolled.

Students may appeal Academic Disenrollment to the Academic Board. Students may not appeal placement on Academic Probation, nor may they appeal “not in good standing.”

### **Academic Distress and Sanctions Policy - Graduate**

Each 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 dis-enrolled 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**

Maritime College values access, inclusion and works to ensure full participation. To discuss barriers you may reach the Associate Dean of Students.

Students with a documented disability and seeking to utilize services must self-disclose to the Associate 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.

### **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](http://www.sunymaritime.edu). Current Students: Maritime Self Service. Your ID and PIN are required to access your record, including My Schedule, My Grades, Course Search, Faculty List, My Account and more.

### **Accreditations**

SUNY Maritime College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education (MSCHE) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. SUNY Maritime College has been a member of MSCHE since 1952, and was most recently reaffirmed on June 28, 2012. The next Periodic Review Report is due 2017, and the next Self-Study Evaluation is due 2012-2022.

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. SUNY Maritime College's engineering programs have been accredited since 2009-2010. The next Comprehensive Review is due 2016-2017.

### **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 requirements 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.

### **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. This policy also applies to student non-athletes.

The SUNY Maritime College Sport and Academic Concussion Policy is available in its entirety at [http://maritimeathletics.com/sports/2011/4/21/GEN\\_0421113930.aspx?&tab=2](http://maritimeathletics.com/sports/2011/4/21/GEN_0421113930.aspx?&tab=2)

#### 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-athlete or student non-athlete suspected of having a concussion is permitted to return to class the same day.
- No student-athlete or student non-athlete diagnosed 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 athlete/non-athlete 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

22 or more 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 64<sup>th</sup> 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.

### **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 3<sup>rd</sup> Mate, or 8 modules for the 3<sup>rd</sup> 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 psychological leave" must submit appropriate documentation before being allowed to return or register (see Section III, College Policies, Article XVII "Mental Health Leave of Absence" in the Student Code of Conduct for further information).

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.

### **Maritime Intervention Team (MIT)**

If you are concerned that someone is acting in a manner that indicates they might need some type of assistance, and you are uncomfortable or not sure on how you should proceed, you can share your concerns with the Maritime Intervention Team (MIT).

You can anonymously reach out to MIT by visiting the MIT website at:

<http://www.sunymaritime.edu/Campus%20Life/Health%20Services/mit>

Anyone can report a concerning behavior, and our team encourages you to share any information you have. You may not feel like you have all of the information, but you can let our trained team gather all relevant information and help the person, if needed. The earlier you share your information with us, the more resources we have to assist the person you are concerned about. If you share your concern with us, you will not get your friend in trouble, but your information may allow someone the opportunity to help the person.

**If** you provided your contact information and have requested to be contacted, someone from the team will contact you to let you know that we received your concern and that it will be reviewed by the Team. Due to confidentiality, you might not be contacted and advised of the outcome of the report. Note that all information received will be reviewed by a team member.

### **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:

	<b>A</b> 4;	<b>A-</b> 3.667;
<b>B+</b> 3.333;	<b>B</b> 3;	<b>B-</b> 2.667;
<b>C+</b> 2.333;	<b>C</b> 2;	<b>C-</b> 1.667;
<b>D+</b> 1.333;	<b>D</b> 1;	
<b>F, WF</b> 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, he/she may only attempt the same course an additional two times. A student may repeat a successfully completed course to improve her/his GPA. The total number of attempts must be no more than three. All grades will appear on the transcript. The last of the grades (other than W) will contribute to the student’s GPA. An attempt is defined as registering for and remaining in the course after the date where dropping is noted on the transcript as a W or WF (including those at other institutions).

Under exceptional circumstances, the student may request a fourth attempt of a course. A fourth attempt requires approval of the student’s major department chair and the Associate Provost. A student may receive credit for a successfully completed course only once.

### **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 Watchkeeping)**

#### ***Issuance of STCW Training Certificates***

Training certificates shall be issued to cadets in the license programs. Training certificates shall not be issued to cadets who do not complete the approved licensing programs (deck or engine).

All original training certificates produced shall be issued by the Director of Licensing to students at graduation. Those certificates dated at the end of the course as indicated in enclosure (1) should be prepared at the end of each semester. All other certificates should be prepared prior to graduation when final grades are due.

Students may not substitute training and the academy will not accept training certificates from cadets who complete training outside the academy's approved program. The only exception to this is transfer students from another maritime academy which requires a case-by-case review of the cadets training completed at the other academy.

### ***Sitting for the USCG exam***

All U.S. Coast Guard examinations for students enrolled in our approved academy license programs must be scheduled by the Director of Licensing. When eligible, all license-track students must sit for their initial US Coast Guard examination on campus. Subsequent re-examinations (complete or partial) may be taken at a U.S. Coast Guard Regional Examination Center (REC). Exceptions to this policy must be submitted to the Director of Licensing and Dean of Students for review.

### **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 DEPARTMENTS & CONTACT INFORMATION**

### **Academic Support Services**

William J. Imbriale

Associate Dean of Students

[wimbriale@sunymaritime.edu](mailto:wimbriale@sunymaritime.edu)

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

The Associate Dean of Students oversees academic support services at SUNY Maritime College including the LEAD program, freshman advising, Accessibility Services, International Student Services, the Educational Opportunity Program and the Learning Center. The Associate Dean works with students to improve their academic standing by developing study skills and personal strategies for academic success. The Associate Dean advises undeclared students on major selection and is available for consultation regarding student academic matters.

## **Athletics**

TBA, Director of Athletics

[maritimeathletics@sunymaritime.edu](mailto:maritimeathletics@sunymaritime.edu)

Riesenberg Hall

718-409-7330

The 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 sports in Sailing (Dinghy and Offshore) and club sports in Men's Ice Hockey and Mixed Rifle. There are more ways to be involved with athletics than just being a member of a team. Every team is always looking for managers, student coaches and other support staff. We offer Work Study jobs on game days that can also help you become involved in the action. If game days do not interest you, we have many other activities located in our facility to help you lead an active lifestyle. The Riesenberg Athletics Building has a fully equipped weight room, cardio room, cross training room and a newly built erg room. Riesenberg is open to all students, staff and faculty. There is a no guest policy for the building and only those with current Maritime ID are allowed access. There are a wide array of intramural activities from dodge ball tournaments, leagues in flag football, basketball and softball and 5K fun runs throughout the year. Lastly, the facility offers two racquetball courts, a full weight room and cardio room, a cross training room, a basketball court with multiple hoops, a pool and outdoor fields for student use. Please feel free to contact the Athletic Department if you have any questions.

## **Career Services**

Michelle Reina, Career Planning and Development Officer

[Mreina@sunymaritime.edu](mailto:Mreina@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 and job search, 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 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.

## **Vice President for Finance & Administration**

Scott Dieterich, Vice President for Finance & Administration

[sdieterich@sunymaritime.edu](mailto:sdieterich@sunymaritime.edu)

Phone: 718-409-3305, Fax: 718-409-5987, Fort Administration

As a member of the College President's cabinet, the VP for Finance & Administration is responsible for the overall financial and operational management of the College. The VP for Finance & Administration is responsible for the leadership and management of the, Budget, Business Office, Capital Programs, Facilities, Office of Financial Aid, Human Resources, Safety, Office of Housing and Residential Life, Human Resources, Internal Audit and Controls, Procurement, Office of Sponsored Programs, Office of Student Accounts, Office of the University Controller, Property Control, University Police Department, Waterfront Operations and Information Technology. The VP for Finance & Administration also serves as Treasurer of the Faculty Student Association and oversees contracted auxiliary services including food services, bookstore operations, and student health insurance. In addition to supervisory and management responsibilities, the VP for Finance & Administration leads these departments with an emphasis on customer service.

## **Dean of Students and Associate Provost**

Dr. Irene R. Delgado, Dean of Students and Associate Provost

[idelgado@sunymaritime.edu](mailto:idelgado@sunymaritime.edu)

Administrative Assistant, Patricia Norman

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

The Dean of Students provides leadership and support for a broad array of programs and services, which assist student learning and development from the Office of Student Affairs. Student Affairs ties together the offices of Student Programs (SGA, MAP, and Orientation), Student Development & Retention (Accommodations, EOP, International Student Services, LEAD program, Learning Center, and the Veteran's Affairs Office), United States

Coast Guard programs (Commercial Vessel Shipping and Licensing), Health Services (Medical and Counseling Services), Athletics, Career Planning and Placement and Commencement. Through support, advocacy and programming, the Student Affairs team works around the clock with all stakeholders to enhance student life at Maritime College. As Associate Provost, support is offered to the Provost in supervision and oversight of Academic Boards, classroom management issues, administrative functions, and committee work.

### **Educational Opportunity Program**

Educational Opportunity Program

Laurie Zinberg, Coordinator of International Student Services & EOP

[lzinberg@sunymaritime.edu](mailto:lzinberg@sunymaritime.edu)

Phone: 718-409-7356, Fax: 718-409-4735, Baylis Hall

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](mailto: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 Tuition Assistance Program (TAP) 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](http://www.fafsa.gov) and TAP application at [www.tapweb.org](http://www.tapweb.org) by the appropriate deadline (*March 1<sup>st</sup> for fall and November 1<sup>st</sup> for spring*).

Also, students must meet the requirements of the Satisfactory Academic Progress Policy to continue to receive financial aid assistance.

### **Health Services:**

Phone: (718) 409-7477, Fax: (718) 409-5901, Riesenberg Hall

Hours of Operation:

Hours vary; please check your Maritime email for updates.

The college maintains a well-equipped health service with nurses, a physician assistant, mental health counselor and a physician available for both appointments and walk-in service. Services rendered by the medical staff are free of charge.

### **Housing**

Tina Prendergast, Director of Housing & Residential Life

[tprendergast@sunymaritime.edu](mailto:tprendergast@sunymaritime.edu)

Phone: 718-409-7488, Fax: 718-409-5567, Baylis Hall, 1<sup>st</sup> Floor

Michelle Smith, Assistant Director of Housing & Residential Life

[msmith@sunymaritime.edu](mailto:msmith@sunymaritime.edu)

Phone: 718-409-4188, Fax: 718-409-5567, Baylis Hall 1<sup>st</sup> Floor



Alexis Grafakos, Area Coordinator  
[agrafakos@sunymaritime.edu](mailto:agrafakos@sunymaritime.edu)  
Phone: 718-409-5566, Fax: 718-409-5567, Baylis Hall 1<sup>st</sup> 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**

Laurie Zinberg, Coordinator of International Student Services & EOP  
[lzinberg@sunymaritime.edu](mailto:lzinberg@sunymaritime.edu)  
Phone: (718) 409-7356, Fax: 718-409-4735, Baylis Hall

The international student advisor(s) are 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](mailto:helpdesk@sunymaritime.edu)  
Phone: 718.409.6917, S & E Building, 1st Floor, Room 1-27

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 2016) will be: [waltersmi.16@sunymaritime.edu](mailto:waltersmi.16@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](mailto:helpdesk@sunymaritime.edu) or 718.409.6917 with questions or concerns.

**Learning Center**

Maranda L. Miller

Learning Center Coordinator

[mmiller@sunymaritime.edu](mailto:mmiller@sunymaritime.edu)

Phone: 718-409-1319, Heritage Hall, Learning Center

The Learning Center provides unlimited tutoring with peer tutors free of charge to all students. Learning Center hours are typically Monday-Thursday 11:00am-11:00pm, Fridays 9am-2pm, and Sundays 6:00pm-11:00pm during the Fall and Spring semesters. Students are tutored on a walk-in basis. Tutor schedules and availability can be found in the Learning Center and through the SUNY Maritime website at [www.sunymaritime.edu/learningcenter](http://www.sunymaritime.edu/learningcenter). Students struggling academically are encouraged to visit the Learning Center as early in the semester as possible. Early and regular ongoing tutoring is the best strategy to achieving success throughout the semester in challenging coursework. If assistance is needed beyond the offerings of the Learning Center, contact Maranda L. Miller.

**Library, Stephen B. Luce**

Kristin Hart

[khart@sunymaritime.edu](mailto:khart@sunymaritime.edu)

Phone: 718-409-7236, Fax: 718-409-4680, Fort

The Stephen B. Luce Library at SUNY Maritime is committed, through resources and education, to helping create the next generation of tech-savvy, information literate maritime professionals. We support the Maritime curricula by providing access to textbooks and online course readings, up-to-date e-book, print and database collections, and a comprehensive collection of maritime trade and research publications. The collections cover marine engineering, naval architecture, marine transportation, oceanography, meteorology, global business and transportation, economics, management, and humanities. If you can't find what you need, we offer fast, efficient Interlibrary Loan and Document Delivery Services.

We are here to provide 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. Of course, we also offer computers, printing, scanning, and quiet spaces where you can focus.

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, and we offer students the opportunity to explore these archives and discover history firsthand. We also offer opportunities to publish your scholarship in the College's repository, and event space if you want to organize lectures, presentations, or other events.

**Stephen B. Luce Library Regular Hours**

Sunday 2:00pm-10:00pm

Monday – Thursday 7:30am-10:00pm

Friday 7:30am-4:30pm

Saturday 10:00am-5:00pm

*\*Hours vary during holidays, breaks and summer*

**Licensing & Cadet Shipping****Taleen Stroud, Director of Licensing and Cadet Shipping**

[tstroud@sunymaritime.edu](mailto:tstroud@sunymaritime.edu)

Phone 718-409-7212, Fax: 718-409-4735, Baylis Hall, Student Affairs

**Charles Panossian, Coordinator of Cadet Shipping**

[cpanossian@sunymaritime.edu](mailto:cpanossian@sunymaritime.edu)

Phone 718-409-3519, Fax: 718-409-4735, Baylis Hall, Student Affairs

**TBD, Staff Assistant for Licensing and Cadet Shipping**

Phone 718-409-7419, Fax 718-409-4735, Baylis Hall, Student Affairs

The License Office has oversight of the United States Coast Guard license process and procedures. The department, in conjunction with the academic departments, Health Services, the Regiment, and Registrar, tracks each individual applicant's progress through their academic career and ensures that he/she has met all requirements for obtaining a

United States Coast Guard 3<sup>rd</sup> Mate or 3<sup>rd</sup> Assistant Engineer (3<sup>rd</sup> A/E) Merchant Mariner Credential (MMC). 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 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. All first time examinations will be taken on campus in either August or December, depending on the Cadet's license application and graduation dates. For students in license degree programs, passing all modules (seven for 3<sup>rd</sup> Mate and eight for 3<sup>rd</sup> A/E) of the license exam is a requirement of graduation.

The cadet shipping program provides qualified cadets with an opportunity to sail aboard real working commercial and non-commercial vessels for practical hands-on experience. Cadets who are pursuing unlimited deck and engine licenses may apply for a summer-long sailing internship aboard large sea-going vessels. Cadets who are pursuing limited deck and engine licenses are required to participate in up to three sailing internships with small vessel operators. Cadets must maintain an excellent standing both academically and with the Regiment to be considered for the cadet shipping program; however, certain medical and legal histories may disqualify an individual from participating in the cadet shipping program.

### **Regimental Affairs**

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

Deputy Commandant of Cadets: 718-409-7442, D-Company

Administrative Assistant, Joann Sprague, 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**

Sarah Grady, Registrar

Catherine Jimenez, Associate Registrar

[registrar@sunymaritime.edu](mailto: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 confidential academic records of each student. This office processes many different aspects related to the student's academic record: Registration, course offerings, attendance rosters, change of curriculum, change of status (civilian vs. regimental), leave of absence, withdrawal, grades, transfer credits, semester honors, graduation, enrollment letters, transcript requests and FERPA.

Please note that related forms are available in the Registrar's office or on-line at [www.sunymaritime.edu](http://www.sunymaritime.edu) where they can be printed, completed manually and submitted to the Registrar's Office.

### **Religious/Spiritual Life**

Father Mark Vaillancourt, Director of Campus Ministries

[mvaillancourt@sunymaritime.edu](mailto:mvaillancourt@sunymaritime.edu)

The Director of Campus Ministries is dedicated to building a community of faith and compassion on campus. Houses of Worship of most faiths are located in the local community. Interdenominational services are held on campus in the Chapel 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](mailto: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 on-line billing and payment system. To access QuikPay, log into Maritime SelfService using your ID and PIN. Click on Student/ Student Accounts/ QuikPay Ebill. Only the student can authorize someone 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.

In order to receive a bill, students MUST first register for the semester. As per SUNY policy, no student will be allowed to attend classes, participate in the meal plan or move in to the residence halls without settling 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.

The following is the tentative schedule for the release of the bills for school year 2016-2017.

Fall Semester – First week of July 2016

Spring Semester – Last week of November 2016

Summer Sea Term – Last week of March 2017

Summer Ashore Term – First week of April 2017

### **Student Activities & Orientation**

Arianne Romeo, Assistant Dean of Students

[aromeo@sunymaritime.edu](mailto: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 monthly calendars and weekly emails and check your Maritime email EVERYDAY!

Student Activities 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. In addition, if you have special housing needs based on gender identity, please see the Transgender Housing Policy located in the Guide to Campus Housing.

### **MAP: MARITIME ACTIVITIES & PROGRAMS**

Maritime Activities & Programs is a student run programming board that operates as an agency of the New York Maritime Student Government Association (NYMSGA). MAP's mission is to provide exceptional programming for students. To learn more and get involved in MAP, stop by the Student Affairs Office.

### **STUDENT CLUBS AND ORGANIZATIONS**

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/>

### **SGA: STUDENT GOVERNMENT ASSOCIATION**

[nymsga@sunymaritime.edu](mailto: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.

### **University Police**

Chief Myron Pryjmak

[MPryjmak@sunymaritime.edu](mailto: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 and the Naval Reserve 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

***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**

Major General Robert L. Wolf, Associate Director

[rwolf@sunymaritime.edu](mailto:rwolf@sunymaritime.edu)

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

Veterans and Military Affairs facilitates smooth process for veteran applicants through the admissions process and ensures all Veteran Administration (VA) benefits are provided in accordance with SUNY Maritime College policies and Federal and State Law. The Associate Director counsels and serves as the ombudsman for veterans, active duty, reservists and guardsmen/women students who require assistance.

**Waterfront**

Robert Crafa, Waterfront Director

[rcrafa@sunymaritime.edu](mailto: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 in a kayak, sailboat or fish 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 Services Meal Plans**

It is SUNY Maritime College policy that all resident students participate in either Meal Plan A or B. All meal plans are optional for commuter students:

- Meal Plan A: \*Available to all residential students, it includes 19 meals (including weekends) in the Mess Deck and the Outtake's Cafés, and \$200 Snack Dollars. Price per semester \$2,117
  - Meal Plan B: Available to all residential students, it includes 14 meals (weekdays only) in the Mess Deck and Outtake's Cafés, and \$200 Snack Dollars. Price per semester \$1,937
  - Meal Plan C: Available to commuter/off-campus students only, the plan includes 8 swipes per week in the Mess Deck and Outtake's Cafés, (Monday-Friday only) and \$25 Snack Dollars. Price per semester \$860
- Meal Plan D: Available to commuter/off-campus students only, the plan includes 5 swipes per week in the Mess Deck and Outtake's Cafés, (Monday-Friday only) and \$25 Snack Dollars. Price per semester \$570

At the beginning of each semester, full-time residential students are automatically enrolled in Meal Plan A. Please note that the eateries are usually closed on holidays/ weekends (i.e. Thanksgiving and/or Winter/ Spring break)

\*If eligible, requests to change your meal plan must be submitted to the Office of Student Accounts by September 6, 2016 for the fall 2016 semester and January 24, 2017 for the spring 2017 semester. A Meal Plan Selection Form is available on the Student Accounts section of the SUNY Maritime College website. Additional "Snack Dollars" may be purchased at the Office of Student Accounts. Unused "Snack Dollars" are forfeited at the end of the academic year.

### **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 Café, Marvin-Tode Hall*

*Library Café, Fort*

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

### **Dry Cleaners**

There are dry cleaning services available in Vanderclute Hall. Hours vary by semester.

### **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.

Every student will be required to accept or waive the health insurance prior to the due date of August 4, 2016 from those students participating in INDOC or by Friday August 19, 2016 for returning students. By logging into <https://consolidatedhealthplan.com/group/176/home>. No insurance information should be submitted to the Office of Student Accounts. The site is not open for the upcoming Fall semester until After July 5, 2016

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 HTH Worldwide. This insurance is billed each semester.

Maritime College requires all students participating in any course which might involve study abroad (any port which is not domestic) to be enrolled in the SUNY Administration mandated foreign health insurance program administered by HTH Worldwide. All Maritime College students participating in Summer Sea Term, Cadet Shipping (credit or noncredit) or civilian courses that might 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 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 HTH Worldwide.

### **Immunization**

Measles Mumps Rubella (MMR) - Please note that documentation of your MMR vaccinations is required in order to attend college in New York State. You are required to have two MMR's, OR 1MMR+1 Measles, OR two measles, one mumps, and one rubella vaccinations Please note that the 1<sup>st</sup> MMR or Measles vaccine must not be given prior to 4dys before the 1<sup>st</sup> birthday. We will accept any one of the following documents of your MMR vaccinations:

- a) A copy of your immunizations on an official government/ school letterhead — the simplest place to obtain this may be from your most recently attended high school or college; OR
- b) A copy of your immunizations on physician's letterhead, which includes printed name, address and telephone number; OR
- c) Have a blood test to confirm immunity. Please note: a copy of the lab report must accompany this form for acceptance.

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.

Sickle Cell - Beginning in the Fall of 2013, all student- athletes will be required to submit proof of a sickle cell solubility test (which should be submitted to the Athletics Department) unless documented results of a prior test were provided to the college or the student-athlete declines the test and signs a written release.

### **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/Enrolment 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 room number may result in a delayed mail delivery.

### **Parking**

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. Please see Section III College Polices, Article XXII Parking and Motor Vehicle Violations for further information.

### **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](http://www.maritime-shop.com)

Hours of Operation: Monday – Friday 9:00am – 5:00pm

Saturday  
Sunday

10:00am - 4:00pm  
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! Open 7 days a week. Please visit the Fantail for current hours.



## **SECTION 1 - INTRODUCTION**

### **ARTICLE I - 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.

### **ARTICLE II - 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***.

### **ARTICLE III - AFFIRMATIVE ACTION POLICY**

SUNY Maritime College recognizes the importance of diversity for assuring the success of students and graduates in an increasingly global environment. We seek to establish the diversity that will provide all of our students with a learning environment to develop leaders and lifelong learners. Our efforts to attract a diverse student body will be enhanced by attracting diverse staff and administrators.

Maritime College is committed to equal treatment in every aspect of campus life. Maritime College proactively reviews its policies and practices to assure that decisions with respect to every dimension of student life and employment are made without regard to age, color of skin, disability, gender expression and identity, genetic predisposition, marital status, national origin, race, ethnicity, religion, sex, sexual orientation, veteran's status, status as a victim of domestic violence, and all other protected groups and classes under Federal and State Laws and executive orders.

The designated office for Affirmative Action is the Office of Human Resources, Located in McMurray Hall, # 209. They can also be contacted during regular business hours at 718-409-7303.

### **ARTICLE IV – NONDISCRIMINATION, INDIVIDUAL RIGHTS & EQUAL EDUCATION POLICY**

The policy of SUNY Maritime College is that discrimination against any individual for reasons of gender, race, creed, religion, national origin, sex, sexual orientation, age, marital or parental status, ethnicity, citizenship status, veteran or military status, disability or for any other legally protected basis is specifically prohibited. This includes discriminatory language, gestures, and written or electronic communication. Accordingly, equal access to educational programs, employment opportunities, scholarship and loan programs, athletics and all other College activities is extended to all eligible persons. Detailed information on the policy and procedure for pursuing a claim of discriminatory treatment or sexual harassment is explained in detail in a separate section of this Handbook.

Nothing in this policy shall abridge academic freedom or SUNY Maritime College's educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom subject matter. Violation of any of these policies puts the entire community in jeopardy. Persons in violation are subject to discipline, up to being barred from the campus.

## **SECTION 2 - STATE & FEDERAL LAWS/POLICIES**

### **ARTICLE I - 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.

### **ARTICLE II - NOTIFICATION OF RIGHTS UNDER FERPA**

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

**ARTICLE III - NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Maritime College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, 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

#### **ARTICLE IV - PARENTAL NOTIFICATION POLICY**

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.

#### **ARTICLE V - SEXUAL MISCONDUCT/ASSAULT POLICY**

Maritime College, State University of New York has programs in place to protect all members of the Maritime College community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY at Maritime College University Police. For more information please see additional policies listed under "Section 3 – College Policies."

#### **ARTICLE VI - BIAS CRIMES**

It is a Maritime College, State University of New York University Police mandate to protect all members of the Maritime College community by preventing and investigating hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have



received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from Maritime College University Police headquarters.

## **SECTION 3 - COLLEGE POLICIES**

Please note that all penalties associated with violations can be found within this section, under Article XXXIII entitled “Prohibited Conduct” and under Section 4, Judicial System, Article IV entitled “Disciplinary Sanctions.”

The Dean of Students has the ultimate responsibility for the judicial process for the students not in the Regiment and the Commandant of Cadets oversees the Regimental students; however, both the Dean of Students and Commandant of Cadets can assign one another, or another official designee, to act on their behalf in their absence.

### **ARTICLE I - 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. Violations of academic integrity, also known as academic dishonesty, are subject to review by the Judicial Board. 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 Commandants of Cadets shall 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 Commandants of Cadets.

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

#### **A. Examples of Academic Dishonesty**

Academic dishonesty includes cheating, plagiarism, obtaining unfair advantage, falsification of official documents, and collusion. The following definitions are intended to help students understand what constitutes academic dishonesty, but it is not intended to be a complete list:

1. Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.
2. Plagiarism is the act of presenting another person’s ideas, research or writing as your own.

3. Obtaining an unfair advantage.
4. Falsification of official documents.
5. Collusion is lending assistance or failing to report witnessed acts of academic misconduct.

#### **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.

### **ARTICLE II - 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, the 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 Deputy Commandant of Cadets 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 or Deputy Commandant of Cadets 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.

Please see Section 3 – College Policies, Article XXIX for Maritime College’s policy on “Tailgating.”

**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.

**SUB SECTION A - POLICY FOR 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.

### **ARTICLE III - BIAS CRIMES/INCIDENTS**

A bias crime is a criminal offense committed against persons, property, or society that is motivated, in whole or in part, by the offender's bias against another group or individual's race, religion, ethnic/national origin, gender, age, political beliefs, disability or sexual orientation. A biased incident is governed by campus policy.

Bias incidents are those actions by an individual or group that is motivated by bias but do not rise to the level of a criminal offense. The fact that the offender was biased against the victim's race, religion, ethnic/national origin, gender, age, political beliefs, disability or sexual orientation does not mean that a hate crime was committed. Rather, the criminal act must have been motivated, in whole or in part, by their bias. In keeping with the Maritime College Mission of creating responsible citizens and capable leaders in society, hate motivated vandalism, intimidation or violence will not be tolerated.

Complaints should be referred to University Police, the Office of Residence Life, the Office of Student Affairs, or the Office of Regimental Affairs so that action may be taken against the alleged offender promptly. After an initial investigation, a classification will be made in conjunction with the Maritime College Judicial System. The incident may be classified as a hate crime, a crime, a biased motivated incident, a violation of the College's Student Code of Conduct or as an act of free speech.

### **ARTICLE IV – 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.

Pending disciplinary cases will proceed through the normal process to their conclusion, with any disciplinary sanctions being carried out through the new program. (E.g., Extra Duty hours will be completed as Community Service hours under the purview of the Student Affairs office).

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.

### **ARTICLE V- CLASSROOM DISRUPTIONS**

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 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 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.

#### **ARTICLE VI – COMPLIANCE**

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.

#### **ARTICLE VII – COMPUTERS/TECHNOLOGY**

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.

#### **ARTICLE VIII - CRIMINAL MISCHIEF**

No person shall take, or intentionally or recklessly damage, or knowingly possess property other than their own without the consent of the owner, or intentionally impede recovery by the owner or College officials acting on behalf of the owner.

#### **ARTICLE IX – CYBER BULLYING**

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.

#### **ARTICLE X- 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.

#### **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 **Organization, Operations and Regulations Manual for the Regiment of Cadets** for further information.

#### **ARTICLE XI – DUMPING AND LITTERING**

No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duty designated refuse depositories.

#### **ARTICLE XII - 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. Such fraud includes, but is not limited to, the 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 Academy or other official. This includes using another student's

ID card to get meals at the dining center.

### **ARTICLE XIII - 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.

### **ARTICLE XIV - 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.

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*.

### **ARTICLE XV - 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.

### **ARTICLE XVI – MEDIA CONTACT**

Students are expressly prohibited from speaking on behalf of, or for, Maritime College with any media organization or publication, or from inviting the same to any College-owned or operated property, facility, or event without the express written permission of the Office of Public Relations.

### **ARTICLE XVII – 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 Commandant of Cadets 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 Commandant of Cadets and/or 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. The summary must contain the following:

- a) your diagnosis;
- b) any medications, dosage, length of time on this medication, and how long you have been stable on that dosage;
- c) 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;
- d) documentation of any classes taken or job held while you were on leave, if applicable.

If you have received care from **both** a psychiatrist and a mental health professional providing therapy, please have **both** professionals forward their letters to:

SUNY Maritime College  
Attn: Dean of Students – Baylis Hall  
6 Pennyfield Avenue  
Throggs Neck, New York 10465

1. Please contact the 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 should be completed and returned to the Health Services office.
2. After the phone consultation with your health care provider(s), a phone appointment will be scheduled with you (or in person, if you are/will be in the New York area) to meet with the Maritime Mental Health Counselor.
3. Complete and submit your “Student Mental Health Readmission Questionnaire” (visit Health Service for a copy).
4. Based on the recommendation from the Mental Health Counselor, and your completed questionnaire, the Commandant of Cadets and/ or Dean of Students will determine if you should be reinstated and notify you in writing or by telephone of their decision.

Director of Mental Health Counseling at 718-409-3916 with any further questions regarding this process.

#### **ARTICLE XVIII- 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:

- Deputy Commandant of Cadets: 718-409-7442/ 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
- University Police Department (UPD): 718-409-7311

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.

#### **ARTICLE XIX - OBSTRUCTION OR DISRUPTION**

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.

#### **ARTICLE XX- 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 Deputy Commandant of Cadets. Upon receipt of a complaint alleging off-campus student misconduct, the Dean of Students and/or Deputy Commandant of Cadets, 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.

#### **ARTICLE XXI - ORDER OF PROTECTION AND STALKING**

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, the Dean of Students and/or Commandant of Cadets 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.

#### **ARTICLE XXII - PARKING AND MOTOR VEHICLE VIOLATIONS**

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 3<sup>rd</sup>) 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:

<http://www.sunymaritime.edu/Campus%20Life/University%20Police/parkingregulations>

### **ARTICLE XXIII - PETS**

Pets are not allowed in Maritime buildings, except those authorized for individuals with documented disabilities who may need such assistance, or as authorized to fulfill a class assignment, or as necessary to participate in a College-sponsored program or activity. Please see Section 3, College Policies, Article XXVI, Service Animals for further information.

No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls, caged or otherwise. Fish are authorized, excepting piranha, in a tank no larger than 10 gallons. Pets are not barred from Maritime grounds, provided they are leashed (or caged as appropriate) and the owner removes any waste matter.

### **ARTICLE XXIV – POSTING POLICY**

All posting must be approved by the Office of Student Affairs (located in Baylis Hall)

Where you may post flyers:

- All general use bulletin boards located in Academic and Residential buildings
- All Roto-Cubes - Roto-Cubes are located in the following areas: Vander Clute Hall, McMurray Hall, Reisenberg Hall & Baylis Hall.

Where you may NOT post flyers:

- Locked bulletin boards - Locked bulletin boards are for Regimental use only. Postings can NOT be taped to the outside of locked bulletin boards.
- Painted surfaces (walls)
- Glass surfaces (windows, mirrors)
- Sidewalks
- Restrooms
- Vehicles
- Lamp poles
- Faculty office bulletin boards
- Bulletin boards labeled for specific postings (Regimental Watch Boards)
- Trash Cans
- Stairwells

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.

## **ARTICLE XXV – 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.

## **ARTICLE XXVI – SERVICE ANIMALS**

“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. Students can reach the Office of Accommodations at 718-409-7348.

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.

## **ARTICLE XXVII – SEXUAL MISCONDUCT AND VIOLENCE REPORTING, POLICES AND RESPONSE**

### **DEFINITIONS**

#### **Affirmative Consent**

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

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

#### **Bystander**

A person who observes a crime, impending crime, conflict or unacceptable behavior.

#### **Bystander Intervention**

A bystander's safe and positive actions to prevent harm or intervene when there is a risk posed to another person. Bystander intervention includes recognizing situations of potential harm, identifying safe and effective intervention options, and taking action to intervene.

#### **Code of Conduct**

The written policies adopted by Maritime College governing student behavior, rights, and responsibilities while such student is matriculated at Maritime College.

#### **Dating Violence**

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or LGBT relationships. It can include verbal, emotional, physical, or sexual abuse, or any combination thereof.

#### **Harassment (General)**

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.

### **New York State Law Definitions Regarding Sexual Offenses**

Sexual offenses are defined in the New York State Penal Code, Sections 130.00 to 130.70. Sex offenses include Sexual Misconduct, Rape, Criminal Sexual Acts, Forcible Touching, Sexual Abuse, and, Aggravated Sexual Abuse.

**A. Section 130.20 – Sexual Misconduct**

This offense includes sexual intercourse without consent and deviant sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

**B. Sections 130.25, 130.30, and 130.35 – Rape**

This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**C. Sections 130.40, 130.45, and 130.50 – Criminal Sexual Act**

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**D. Section 130.52 – Forcible Touching**

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

**E. Section 130.55, 130.60, and 130.65 – Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**F. Section 130.65(a), 130.66, 130.67, and 130.70 – Aggravated Sexual Abuse**

This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

### **Privileged or Confidential Resources**

Individuals that, with very few exceptions, are confidential resources to those wishing to disclose sexual violence. Such resources include licensed medical professionals, licensed mental health counselors, and clergy.

### **Reporting Individual**

Encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

### **Respondent**

The person accused of a violation who has entered an Institution's judicial or conduct process

### **Retaliation**

Adverse action against another person for reporting a violation. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

### **Sexual Harassment**

Sexual harassment includes a wide range of sex-related behavior which affects tangible job and/or academic benefits, interferes with an individual's work and/or learning, or which creates an intimidating, hostile or otherwise offensive work and/or learning environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to or rejection of such conduct is either an explicit or implicit term or condition of benefits or detriments to a person's academic or employment situation (including, for example, grades, recommendations, promotions, quality of assignments or compensation); or
2. The conduct has the purpose or effect of interfering with an individual's study and/or work performance, or creating an intimidating, hostile or offensive work and/or learning environment.
3. Although it is not possible to list all examples of conduct that constitutes sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the persistence and severity of the conduct and its pervasiveness:
  - a. Sexual advances — whether they involve physical touching or not
  - b. Sexual epithets, jokes, references to sexual activity, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess
  - c. Displaying sexually suggestive objects, pictures, cartoons or other images
  - d. E-mail, instant messaging, voicemail messages or postings on social networking sites or blogs containing sexual content or references
  - e. Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature
  - f. Inquiries into one's sexual experiences
  - g. Discussion of one's sexual activities

Sexual harassment may involve the behavior of a student, staff or faculty member of either gender against a student, staff or faculty member of the same or a different gender. It may occur among co-workers or peers as well as between supervisors and subordinates, and it may take place on campus property or in off-campus settings.

### **Stalking**

Stalking is the unwanted pursuit of another person. You are being stalked when a person repeatedly watches, follows or harasses you, making you feel afraid or unsafe. A stalker can be someone you know, a past partner or a stranger. Here are some examples of what stalkers may do:

Show up at your home or place of work unannounced or uninvited.

- Send you unwanted text messages, letters, emails and voicemails.
- Leave unwanted items, gifts or flowers.
- Constantly call you and hang up.
- Use social networking sites and technology to track you.

### **Title IX**

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Title IX of the Education Amendments was passed by the U.S. Congress in June 1972, and signed into law on July 1, 1972. Though most notable for advancing equity in girls and women's sports, Title IX provides federal civil rights that prohibits sex discrimination in education programs and activities such as:

- Admissions or financial aid;

- Housing and facilities;
- Courses, academic research and other educational activities
- Career guidance, counseling or other educational support services;
- Athletics (scholastic, intercollegiate, club, or intramural);

## **SUB SECTION A - ALCOHOL AND/OR 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. 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. 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 Maritime College officials or law enforcement will not be subject to Maritime 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.

## **SUB SECTION B - CONFIDENTIALLY DISCLOSING SEXUAL VIOLENCE OPTIONS**

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

Nothing in these policies should be construed as in any way limiting students' rights to utilize College grievance procedures, or to file complaints with any governmental agency, including the New York State Division of Human Rights or the United States Department of Education or to take any legal action which the individual may deem advisable.

In this subsection, the following is covered:

- Privileged and Confidential Resources.
- Non-Professional Counselors and Advocates.
- Privacy versus Confidentiality.
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond.
- Public Awareness/Advocacy Events.
- Anonymous Disclosure.
- Institutional Crime Reporting.

### **Privileged and Confidential Resources:**

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

Mental Health Counselor

- Ms. Karen Shulman 718-409-3916
  - [kshulman@sunymaritime.edu](mailto:kshulman@sunymaritime.edu)
  - Health Services/Riesenberg Hall

Director of Campus Ministries

- Fr. Mark Vaillancourt 917-601-3421
  - [mvaillancourt@sunymaritime.edu](mailto:mvaillancourt@sunymaritime.edu)



Physician's Assistant

- PA Danielle Camenzuli 718-409-5424
  - [dcamenzuli@sunymaritime.edu](mailto:dcamenzuli@sunymaritime.edu)
- Health Services/Riesenberg Hall

Maritime College confidential victim advocates:

Ms. Lu-Ann Plaisance 718-409-7302 – McMurray Hall, #209  
[lplaisance@sunymaritime.edu](mailto:lplaisance@sunymaritime.edu)

Police Chief Myron Pryjmak (718) 409-7305 - Front Gate  
[mpryjmak@sunymaritime.edu](mailto:mpryjmak@sunymaritime.edu)

Deputy Commandant of Cadets Capt. Catie Hanft (718) 409-7442 - C/D Building, #D1  
[chanft@sunymaritime.edu](mailto:chanft@sunymaritime.edu)

Assistant Dean Arianne Romeo (718) 409-2904 - Baylis Hall, Student Affairs Suite  
[aromeo@sunymaritime.edu](mailto:aromeo@sunymaritime.edu)

Dean Irene R. Delgado (718) 409-5879 - Baylis Hall, Student Affairs Suite  
[idelgado@sunymaritime.edu](mailto:idelgado@sunymaritime.edu)

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

- Off-campus counselors and advocates (crisis service agencies)
  - Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency. Please refer to Section 7 – "Resources and General Information" for more information.
- Off-campus healthcare providers (hospitals/medical offices)
  - Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. Please refer to Section 7 – "Resources and General Information" for more information.

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

**Privacy versus Confidentiality:**

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

**Requesting Confidentiality: How Maritime College Will Weigh the Request and Respond**

If you disclose an incident to a Maritime College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to

initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures (Student Affairs, Baylis Hall, 718-409-7496). We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

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

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

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

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

#### **Public Awareness/Advocacy Events:**

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

#### **Anonymous Disclosure:**

New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

#### **Institutional Crime Reporting**

Reports of certain crimes occurring in certain geographic locations will be included in the Maritime College Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime nor the identity of the reporting individual.

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

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

Students who believe they may have been sexually or otherwise generally harassed or treated in a discriminatory fashion and would like to find out how to pursue their rights, including how to file a complaint, should contact the **SUNY Maritime College Title IX Coordinator, Ms. Lu-Ann Plaisance** at 718-409-7302, [lpkaisance@sunymaritime.edu](mailto:lpkaisance@sunymaritime.edu), 6 Pennyfield Avenue, McMurray Hall, #209, Throggs, Neck, NY 10465, or any of the following Deputy Title IX Coordinators:

**Police Chief Myron Prymak** (718) 409-7305 - Front Gate  
[mprymak@sunymaritime.edu](mailto:mprymak@sunymaritime.edu)

**Deputy Commandant of Cadets Capt. Catie Hanft** (718) 409-7442 - C/D Building, #D1  
[chanft@sunymaritime.edu](mailto:chanft@sunymaritime.edu)

**Assistant Dean Arianne Romeo** (718) 409-2904 - Baylis Hall, Student Affairs Suite  
[aromeo@sunymaritime.edu](mailto:aromeo@sunymaritime.edu)

**Dean Irene R. Delgado** (718) 409-5879 - Baylis Hall, Student Affairs Suite  
[idelgado@sunymaritime.edu](mailto:idelgado@sunymaritime.edu)

#### **SUB SECTION C - HARASSMENT/DISCRIMINATION**

Faculty, staff, and students have a right to study and work in an environment that does not involve or condone bias, prejudice, harassment or discrimination of any kind. SUNY Maritime College has adopted the following policy to foster responsible behavior and to ensure that the College's academic and working environment is free from discrimination or harassment. Conduct that the College deems to be discrimination or harassment may also be a violation of state or federal law. SUNY Maritime College will respond promptly to complaints of discrimination or sexual harassment by conducting an investigation pursuant to the Disciplinary Process set forth elsewhere in this Handbook, and, where it is determined that such inappropriate conduct has occurred, the College will act promptly to put a stop to the conduct and impose corrective action as appropriate and in accordance with its disciplinary procedures for students, faculty and staff. The prohibition against sexual harassment applies equally to male and female students, and includes harassment where the harasser and the victim are the same sex. Please see Section 3 – College Polices, Article XXV, Subsection E – Sexual Harassment Policy.

The prohibition against discrimination applies to all types of discrimination identified in Maritime College's Non-Discrimination, Individual Rights and Equal Education Policy Statement, including discrimination on the basis of race, creed, religion, national origin, ethnicity, age, disability, gender, sex and sexual orientation. The College recognizes that sometimes in the conduct of college courses and events there may be controversial or uncomfortable material presented that is appropriate in the context of the course or the event. The College also reminds students that an isolated or stray remark or incident may be unwelcome but may not rise to the level of harassment or discrimination, although it is important to communicate that even stray remarks may be unwelcome and hurtful.

The College's Harassment and Discrimination Policy applies to all SUNY Maritime College functions, including those that take place outside of our campus. The College encourages everyone to report incidents of harassment and discrimination promptly regardless of who is the harasser and regardless of whether the person making the report has merely observed the discrimination and harassment or has been the victim of the conduct.

#### **SUB SECTION D – REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE**

Any employee or student or volunteer for the State University of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State University property or while off campus during official State University business or University-sponsored events shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable University Police Department shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees. For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10 and “child” is defined as an individual under the age of 17.

For further information please visit: [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=759](http://www.suny.edu/sunypp/documents.cfm?doc_id=759)

#### **SUB SECTION E – SEXUAL HARASSMENT POLICY**

Maritime College seeks to create and maintain an educational environment in which all members of the College community are free to pursue their educational and career goals. Harassment on the basis of sex is in violation of the law (Sec. 703 of Title VII of the Civil Rights Act as amended, Title IX Education Amendments of 1972, and the New York State Human Rights Law) and will not be tolerated in Maritime’s campus community. It is the responsibility of every administrator, supervisor and faculty member to create and ensure an environment that is free of discrimination and allows full access and opportunity for participation to all members of the College community.

Sexual harassment is inconsistent with the traditions of personal integrity and professionalism that are the foundation of Maritime College. The Equal Employment Opportunity Commission has issued “Guidelines on Discrimination Because of Sex,” in order to clarify the issue of sexual harassment and unlawful employment practice. For the definition of “Sexual Harassment”, please see Section 3 – College Policies, Article XXVI).

Though the guidelines are based on a federal statute and apply only to sexual harassment in the workplace, consistent with the State University of New York’s policy to ensure fair treatment to all individuals, protection for students is to be provided by these same guidelines.

#### **SUB SECTION F- SEXUAL MISCONDUCT/ASSAULT POLICY**

SUNY Maritime College condemns and prohibits sexual misconduct in any form. Sexual misconduct will not be tolerated by this campus and will be dealt with by appropriate disciplinary action.

Where there is probable cause to believe the College’s regulations prohibiting sexual misconduct have been violated, the College will expedite strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College. *Being intoxicated does not diminish a student’s responsibility in perpetrating rape, sexual assault, or other sexual misconduct.* Maritime College will not tolerate sexual abuse, rape or other sexual assaults against students, faculty, staff or visitors.

A student, visitor or faculty or staff member who is a victim of sexual assault or a sexual offense is encouraged to report the incident to the University Police Department (UPD) at 718-409-7311 and the local police at 911 and to seek immediate medical care. UPD generally cannot investigate an incident as a crime unless the victim files an actual report. Reporting a crime to UPD, or another campus office, does not necessarily obligate the victim to follow through with criminal prosecution. A victim can also initiate a complaint against a member of the College community who may have committed sexual assault, using the grievance process described in this handbook.

An individual charged with sexual misconduct will be subject to College disciplinary procedures, whether or not

prosecution under New York State Criminal Statutes is pending. The College will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the College's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the Dean of Students will be held to determine the need for modifying the living arrangements. Assistance for any other personal or academic concerns will be reviewed and options provided.

## **SUB SECTION G - SEXUAL VIOLENCE RESPONSE POLICY**

### **I – Reporting**

In accordance with the Students' Bill of Rights, (within this section, subsection H – Students' Bill of Right, Sexual Violence)) victims/survivors shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

To disclose *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy (within this section, subsection B – Confidentiality/Disclosing Sexual Violence Options)

- Anonymously via an internet or telephone anonymous reporting system;
  - Maritime's Mental Health Counselor
    - Ms. Karen Shulman 718-409-3916 - Health Services/Riesenberg Hall
    - [kshulman@sunymaritime.edu](mailto:kshulman@sunymaritime.edu)

To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>

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

Title IX Coordinator, Ms. Lu-Ann Plaisance (718) 409-7302 – McMurray Hall, #209  
[lplaisance@sunymaritime.edu](mailto:lplaisance@sunymaritime.edu)

Police Chief Myron Pryjmak (718) 409-7305 - Front Gate  
[mpryjmak@sunymaritime.edu](mailto:mpryjmak@sunymaritime.edu)

Deputy Commandant of Cadets Capt. Catie Hanft (718) 409-7442 - C/D Building, #D1  
[chanft@sunymaritime.edu](mailto:chanft@sunymaritime.edu)

Assistant Dean Arianne Romeo (718) 409-2904 - Baylis Hall, Student Affairs Suite  
[aromeo@sunymaritime.edu](mailto:aromeo@sunymaritime.edu)

Dean Irene R. Delgado (718) 409-5879 - Baylis Hall, Student Affairs Suite  
[idelgado@sunymaritime.edu](mailto:idelgado@sunymaritime.edu)

To file a criminal complaint with University Police and/or with local law enforcement and/or State police:

Police Chief Myron Pryjmak (718) 409-7305 - Front Gate  
[mpryjmak@sunymaritime.edu](mailto:mpryjmak@sunymaritime.edu)

and/or

Bronx 45<sup>th</sup> Precinct  
2877 Barkley Avenue, Bronx, NY 10465  
(718) 822-5411

and/or

State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.

To receive assistance by Maritime College in initiating legal proceedings in family court or civil court.

To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Maritime College policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Title IX Coordinator, Ms. Lu-Ann Plaisance (718) 409-7302 [lplaisance@sunymaritime.edu](mailto:lplaisance@sunymaritime.edu)

When the accused is an employee, a reporting individual may also report the incident to the Office of Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Employee Relations or Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

Human Resources Director, Ms. Lu-Ann Plaisance (718)-409-7302, McMurray Hall, #209.  
[lplaisance@sunymaritime.edu](mailto:lplaisance@sunymaritime.edu)

You may withdraw your complaint or involvement from the Maritime College process at any time.

Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information shall be presented to the reporting individual: You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

## **II- Protection and Accommodations:**

Below is a list of protective measures and accommodations that can be authorized during and after the investigative proceedings. This list is not exhaustive.

- When the accused is a student, to have the college issue a "No Contact Order," consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public

place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Maritime College policy. Parties may submit evidence in support of their request.

- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police or, if outside of the jurisdiction or [if Campus Security does not have arresting powers] to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Maritime College policies and rules.
- When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

Dean of Students/Office of Student Affairs – 718-409-7496 - Baylis Hall

Retaliation against anyone who has filed a discrimination or sexual harassment complaint, or who has participated in the investigation, is prohibited, may constitute illegal conduct, and will be considered an additional violation of College policy and result in disciplinary action. Intimidation, coercion, threats, reprisals or discrimination against any student or employee for complaining about harassment or discrimination or participating in an investigation of alleged harassment or discrimination constitute prohibited retaliatory conduct.

Students who believe that they have been unjustly charged with sexual harassment will have every opportunity to present information in their defense. Such information will be treated as confidential to the extent feasible with an investigation and will be considered in making a final determination.

### **III- Student Conduct Process:**

To request that student conduct charges be filed against the accused; conduct proceedings are governed by the procedures set forth in the Maritime College handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the respondent **and** the reporting individual will have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the

advisor in any proceeding is governed by federal law and the Student Code of Conduct.

- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by Maritime College).
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
  - The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

## **SUB SECTION H – STUDENTS’ BILL OF RIGHTS SEXUAL VIOLENCE**

The State University of New York - Maritime College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. All students have the right to:



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

#### **Options in Brief:**

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

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (within this section, subsection B – Confidentiality/Disclosing Sexual Violence Options).
- Make a report to an employee with the authority to address complaints, including the Title IX Coordinator, Student Conduct employee, Human Resources employee, University Police Officer, 45<sup>th</sup> Bronx Precinct, Family Court or Civil Court.

#### **ARTICLE XXVIII - 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, 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.

#### **ARTICLE XXIX - SOCIAL MEDIA**

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” as defined by Article III in the Student Code of Conduct or cyber bullying as defined by article VIII. Additionally, students have a right to privacy and should not be filmed by other students unknowingly. Privacy laws should not be violated. Remember potential employers are often viewing social media / websites or You Tube for indications of suitability for employment.

Other policies 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 Students. 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](mailto: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.

### **Cadet Rules and Regulations Policy Regarding Social Media**

In addition to the policies prescribed the Student Handbook and Student Code of Conduct, Cadets are cautioned that they are not to be involved in the making of or distribution of materials that may reflect poorly on the Regiment. When wearing the Maritime Cadet uniform such things as the use of profanity, incorrectly wearing of uniforms, or using the dormitories, College property, or the ship for staging in any way that brings discredit will be considered a serious offense and at a minimum will be viewed as conduct unbecoming and prejudicial to good order and discipline.

### **ARTICLE XXX– TAILGATING**

Maritime defines tailgating as parking in a designated location/or area and/or setting up tents and tables to consume food and non-alcoholic beverages prior to an officially sanctioned College event to which the public is invited and the event has been approved for tailgating. Maritime does not sanction the violation of federal, state, or local laws, including the consumption/possession of alcoholic beverages by underage persons. Individuals participating in tailgating activities at Maritime College are expected to conduct themselves in a manner respectful of the nature and character of the College. Please refer to Section 3 – College Policies, Article II – Alcohol, for information regarding the alcohol policy.

Propane and charcoal grills are allowed when used solely for food preparation purposes. Open flame fires,

including fire pits, are prohibited.

#### **ARTICLE XXXI - 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.

#### **ARTICLE XXXII - 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 and cannot be tolerated within a civil society.

#### **ARTICLE XXXIII - WEAPONS**

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.

#### **ARTICLE XXXIV - PROHIBITED CONDUCT**

This section defines acts that are deemed violations of the Student Code of Conduct. All violations are ranked by a raw number (Level I, II or III) assigned by the corresponding disciplinary sanction (Article IV). Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code *shall* be considered to the same extent as completed violations.

##### **A. Conduct Which Impacts on the Common Good of the Community**

###### ***1. Keys (Level II, III)***

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

###### ***2. Unauthorized Entry/Misuse of College Property (Level II, III)***

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

**3. *Disorderly Conduct (Level I, II)***

3.1 Conduct which is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

**4. *Dangerous Objects (Level I, II)***

4.1 Possession of any firearms, explosives, ammunition, fireworks, other weapons (as defined in Article XXXIV – Weapons), or dangerous chemicals, whether in proper working condition or not.

**5. *Safety Regulations (Level I, II, III)***

5.1 Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.

5.2 Tampering with any fire equipment, including but not limited to: smoke and/or carbon monoxide detectors, fire extinguishers, hoses and sprinkler systems.

5.3 Unauthorized possession, use, or alteration of any College emergency or safety equipment.

5.4 Failure to evacuate a building or other structure during an emergency, or during emergency drills.

5.5 Actions that create a substantial risk such that the safety of an individual(s) is compromised.

**6. *Arson (Level I, II)***

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

**7. *Disruption (Level I, II, III)* - Including but not limited to:**

7.1 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.

7.2 Leading or inciting others to disrupt activities associated with the operations of the College.

7.3 Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

**8. *Threats and Intimidation (Level I, II)***

8.1 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.

**9. *Failure to Abide by Federal, State, and/or Local Laws (Level I, II)***

9.1 Violation of federal, state, and/or local laws.

**10. *College Policies (Level I, II, III)***

10.1 Violation of published College policies, rules, and regulations (i.e. Code of Conduct, Academic Policies, etc...)

**B. Conduct Associated With Personal Responsibility and Integrity**

**1. *Academic and Non-Academic Integrity (Level I, II, III)* - Including but not limited to:**

1.1 Providing false information to any College official, faculty member or office.

1.2 Forgery, alteration, or misuse of any College document, record, or instrument of identification.

1.3 Tampering with the election of an officer of any College-recognized student organization.

1.4 Aiding, abetting, or procuring another person to violate a College policy.

1.5 Academic Dishonesty (i.e. cheating, plagiarism, obtaining unfair advantage, falsification of official signature, falsification of college documents).

1.6 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).

**2. *Student Identification (Level III)***

2.1 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.

2.2 All students are required to carry their identification with them at all times.

**3. *Failure to Comply (Level I, II, III)***

3.1 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.

3.2 Attempting to, or successfully evading, avoiding, or delaying questioning by a school employee or UPD officer.

**4. *Damage to Property (Level I, II, III)***

4.1 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.

**5. *Theft (Level I, II)* - Including but not limited to:**

5.1 Attempted or actual theft of College property or services or property belonging to any member of the College community.

5.2 The unauthorized possession of College property or property belonging to any member of the College community.

5.3 Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

5.4 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.

**6. *Alcohol (Level I, II, III)***

6.1 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.

6.2 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.

6.3 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."

6.4 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.

6.5 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.

6.6 The first alcohol violation may result in a Level II offense and the student shall submit themselves to mandatory alcohol treatment with the College counselor. A second alcohol violation is an automatic Level I 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 Students or the Deputy Commandant of Cadets. Under no circumstances shall a

student be readmitted to the College without supplying proof of alcohol intervention from a health care provider.

- 6.7 Any act of harassment, violence of any kind, vandalism, harassment, hate/bias crimes which may be the result of alcohol use becomes a Level I offense.

**7. *Drugs (Level I, II)***

- 7.1 Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- 7.2 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.
- 7.3 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. Under no circumstances shall a student be readmitted to the College without supplying proof of drug treatment from a health care provider.

**8. *Smoking (Level I, II, III)***

- 8.1 Maritime College has adopted a smoke-free policy in the residence area.
- 8.2 Smoking is not permitted in the residential area which encompasses the area from the Western end of Reisenberg Hall (gymnasium) to Reeder Street behind the residences, the street running between Baylis and the seawall to and including the TIV (McMurray Hall).
- 8.3 Smoke free zones also include all College buildings, the interior of St. Mary's Pentagon, Fort Schuyler inner gorge, the pier area, within 25 feet of any building entrance, window or any other ventilation point on a building.
- 8.4 The sale of cigarettes and other tobacco products is prohibited anywhere on College property.

**9. *Gambling (Level I, II, III)***

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

**10. *Abuse of the Judicial System (Level I, II)* - Including but not limited to:**

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

**11. *Electronic Use Policy (Level I, II, III)***

- 11.1 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:
- 11.2 Unauthorized use or abuse of your computer account (i.e Digital Millennium Copyright Act).

- 11.3 Sending abusive or threatening messages to students, faculty, or staff.
- 11.4 Repeatedly sending messages with no appropriate intent (i.e. spam, etc...)
- 11.5 Accessing a student or staff account without authorization.
- 11.6 Using a College office computer account without authorization.
- 11.7 Failure to comply with College policies on computer, voice mail and telephone service.

### **C. Conduct Which Violates the Dignity and/or Safety of an Individual**

#### ***1. Harassment/Sexual Harassment/Stalking (Level I, II)***

- 1.1 Actions which are intended to annoy, intimidate and/or alarm another. These include but are not limited to:
  - 1.1.1 Attempting or threatening to subject another person to unwanted physical contact.
  - 1.1.2 Repeatedly following another person in or about a public place or places, sending unwanted text messages, letters, email and/or voicemails, persistent pursuit of another person.
  - 1.1.3 Initiating or attempting contact by any means with no purpose of legitimate conversation.
  - 1.1.4 Directing obscene language or gestures at another person or group of people.
  - 1.1.5 Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student-staff at the College.
  - 1.1.6 Using information and communication technologies to support deliberate, repeated, and hostile behaviors by an individual or group that is intended to harm, hurt or embarrass another person.
  - 1.1.7 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.
  - 1.1.8 Stalking,

#### ***2. Hazing (Level I, II)***

- 2.1 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).

#### ***3. Physical Assault (Level I, II) - Including but not limited to:***

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

#### ***4. Reckless Endangerment (Level I, II)***

- 4.1 Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
  - 4.1.1. Objects or people on window ledges.
  - 4.1.2. Use of weapons of any kind for any purpose.
  - 4.1.3. Throwing objects.
  - 4.1.4. Use of fireworks.
  - 4.1.5. Jeopardizing the physical or emotional safety of oneself or another.
  - 4.1.6. Fire Regulations – tampering with equipment.
  - 4.1.7. Setting fires.

- 4.1.8. Initiating or reporting false alarms.
- 4.1.9. Discharging fire extinguishers.
- 4.1.10. Tampering with safety or fire-fighting equipment.
- 4.1.11. Hampering fire evacuation procedures.

**5. *Rape (Level I)***

- 5.1 The act of sexual intercourse without consent. See Section 3, Article XIV for a complete definition.

**6. *Sexual Assault (Level I, II) - Including but not limited to:***

- 6.1 Any intentional and uninvited sexually explicit touching, or attempt or threat of such touching.
- 6.2 Any engagement in sexual activity with another person without their consent.

**7. *Hate Crime/ Bias Incidents (Level I, II)***

- 7.1 An act in which criminal offence is committed against persons, property, or community that is motivated in whole or in part, by the offender's bias against group or individual's race, religion, ethnic/national origin, gender, age, political beliefs, disability, or sexual orientation.
- 7.2 Bias incidents are those actions by an individual or group that is motivated by bias but does not rise to the level of a criminal offense.



## **SECTION 4 - JUDICIAL SYSTEM**

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

### **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/Deputy Commandant of Cadets 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 violations of the Residence Hall Code. This Board hears cases involving students who either commute or reside on campus. Once a charge is issued, the Judicial Officer convenes a hearing. 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 10 members from which Judicial Boards are chosen. Each of the 10 members shall serve yearly terms. The two (2) faculty and two (2) administrators are appointed by the President, and two (2) non-regimental students, two (2) regimental students and two (2) graduate students are selected.
- 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 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.

All panelists available to serve on the College Judicial Board are appointed based on criteria and for terms established by the College President. In the event the appropriate numbers of panelists have not been assigned to the panel or in those cases where multiple members of the panel are unable to serve during a particular case due to extenuating circumstances, the College President shall have the right to identify other students, administration and/or faculty, in the appropriate ratio, to hear the case.

### **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 receive copies of written reports pertinent to the case.
- 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 himself/herself.
- 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 and/or Commandant of Cadets). 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.

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/Deputy Commandant of Cadets 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 Deputy Commandant of Cadets 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/Deputy Commandant of Cadets 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/Deputy Commandant of Cadets 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, 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. 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 Dean of Students and/or Deputy Commandant of Cadets, as appropriate, who is in turn responsible for the administration of the student judicial system.
- B. The Dean of Students and/or Deputy Commandant of Cadets 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 Dean of Students and/or Deputy Commandant of Cadets issue a charge of student misconduct if the investigation discloses merit.
- D. The Dean of Students and/or Deputy Commandant of Cadets (or the Dean of Students/Deputy Commandant of Cadets' designee) 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, as described in Section 4, Article III B. of the Student Code of Conduct.
- F. In cases where the accused student acknowledges guilt and agrees to an administrative issuance of sanction, the Dean of Students and/or Deputy Commandant of Cadets 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 Dean of Students and/or Deputy Commandant of Cadets hears only from the accused student and general character witnesses. The Guilty Plea proceeding will convene with the Dean of Students and/or Deputy Commandant of Cadets or their designee within one week following notification of the student under investigation or sooner.

#### ***2. Guilty Plea Procedures***

The Dean of Students and/or Deputy Commandant of Cadets 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 Dean of Students and/or Deputy Commandant of Cadets will 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/Provost and/or Deputy Commandant of Cadets. **No further review or appeal will be granted after execution of the Guilty Plea Agreement.** Guilty Plea Agreements are forwarded to all other relevant departments (i.e., Regimental office, Housing, Registrar, Student Activities, etc., etc.).

- 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 College Judicial Board 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/Deputy Commandant of Cadets to both the accused student and the Judicial Officer in 10 calendar days of their decision. The Dean of Students/Deputy Commandant of Cadets 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/Commandant of Cadets within three (3) calendar days of initial written notification of the result of the initial hearing. Such appeals shall be in writing and shall be hand delivered to the Provost/Commandant of Cadets. Electronic submission of an appeal will not be accepted. If an appeal cannot be filed in accordance with the 3-day filing deadline, the individual must contact the Dean of Students and/or Deputy Commandant of Cadets 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/Commandant of Cadets will respond to the appeal within ten (10) days of receipt of the appeal and notify the student, Dean of Students/Deputy Commandant of Cadets and Judicial officer of their decision. **If an appeal is denied no further review will occur concerning the Judicial Board's findings.**

## **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](http://www.sunymaritime.edu/sites/default/files/media/Documents/2013_Maritime_Security_Report_1012014.pdf)



## **SECTION 6 - POWER & AUTHORITY**

### **ARTICLE I - INVOLUNTARY LEAVE**

Purpose: 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/Commandant of Cadets, or their Designee(s) may temporarily suspend an individual pending a decision by a Hearing Board for Code of Conduct Violations, 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/Deputy Commandants of Cadets and/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 Deputy Commandant of Cadets 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 of Cadets 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 and/or Deputy Commandant of Cadets in conjunction with the College Counselor. Failure to comply with this contract would result in immediate suspension or dismissal from the College.

### **ARTICLE II - JUDICIAL AUTHORITY**

Overall disciplinary authority is vested with the Dean of Students and/or Deputy Commandant of Cadets, as the appointed designee of the College President. 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 has the ultimate responsibility for the judicial process for the students not in the Regiment and the Deputy Commandant of Cadets oversees the Regimental students; however, both the Dean of Students and Deputy Commandant of Cadets can assign one another, or another official designee, to act on their behalf in their absence. Their 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 III - INTERPRETATION AND REVISION**

A question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students and, in the case of a regimental student, the Deputy Commandant of Cadets, or her/his designee for final determination. The Student Code of Conduct shall be reviewed every year under the direction of the Dean of Students and the Commandant of Cadets.

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](http://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.

## **SECTION 7 – RESOURCES AND GENERAL INFORMATION**

### **Counseling Resources (Sexual Misconduct/Assault)**

Listed below are independent programs and services that students can contact for further assistance. Students are also encouraged to contact the SUNY/Maritime Mental Health Counselor at (718) 409-7477. Her/his office is located in Riensenberg Hall/Health Services. Sessions are free and confidential. Additionally, if you are concerned about a friend you can anonymously reach out to the Maritime Intervention Team at to make a report:

[www.sunymaritime.edu/Campus Life/Health Services/mit](http://www.sunymaritime.edu/Campus Life/Health Services/mit)

### ***Bronx District Attorneys Crime Victims Assistance Unit***

(718) 590-2115

Website: <http://www.hitesite.org/Members/ResourceDetails.aspx?resourceId=11163>

### ***Counseling & Psychotherapy of Throggs Neck***

(718) 792-4178

### ***Crime Victims Support Services of the North Bronx***

(718) 823-4925

### ***Jacobi Hospital - Psychiatric Emergency***

(718)-918-4850

### ***New York State Coalition Against Sexual Assault***

<http://nyscasa.org/>

### ***North Central Bronx Hospital Sexual Assault Treatment Program***

(718) 519-3100

Website: [http://www.svfreenyc.org/resource\\_1.html](http://www.svfreenyc.org/resource_1.html)

### **Dating Basics**

Relationships exist on a spectrum, from healthy to unhealthy to abusive -- and everywhere in between. It can be hard to determine where your relationship falls, especially if you haven't dated a lot.

In a healthy relationship:

- Your partner respects you and your individuality.
- You are both open and honest.
- Your partner supports you and your choices even when they disagree with you.
- Both of you have equal say and respect boundaries.
- Your partner understands that you need to study or spend time with friends or family.
- You can communicate your feelings without being afraid of negative consequences.

A good partner is not excessively jealous and does not make you feel guilty when you spend time with family and friends. A good partner also compliments you, encourages you to achieve your goals and does not resent your accomplishments.

Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people

- Pressures you for sex

Why do people stay in abusive relationships?

- **Intimate Partner** – Includes spouse, ex-spouse, and those in an intimate relationship (including dating or formerly dating relationships, whether or not the intimate partners had ever lived together).
- **Other Family** – Includes sibling, child, grandparent, grandchild, in-law, stepparent, stepsibling, and other blood and in-law relationships.
- **Believing Abuse is Normal:** They do not know what a healthy relationship looks like.
- **Cultural:** Traditional gender roles can make it difficult for young women to admit to being sexually active and for young men to admit to being abused.
- **Embarrassment:** It's probably hard for them to admit that they've been abused.
- **Fear:** They may be afraid of what will happen if they decide to leave the relationship.
- **Fear of Being Outed:** If they are in a same-sex relationship and have not yet come out to everyone, their partner may threaten to reveal this secret.
- **Lack of Money:** They may have become financially dependent on their abusive partner.
- **Low Self-esteem:** Their partner constantly puts them down and blames them for the abuse, it can be easy for them to believe those statements and think that the abuse is their fault.
- **Love:** They may stay in an abusive relationship hoping that their abuser will change.
- **Nowhere to Go:** Even if they could leave, they may think that they have nowhere to go or no one to turn to once they have ended the relationship.
- **Social/Peer Pressure:** If the abuser is popular, it can be hard for a person to tell their friends for fear that no one will believe them or that everyone will take the abuser's side.

#### General Resources (Victim of a Crime)

If you are a victim of a crime, the Office for Victims of Crime site has resources to help you find a program, contact a helpline, find your compensation program and learn about additional resources.

#### *Office for Victims of Crime*

<http://www.ovc.gov/help/>

#### *New York State Office of Victim Services - The Rights of Crime Victims in NYS Booklet*

<http://albanycountyda.com/Files/OVS%20Rights%20of%20CV%20booklet%20-%202011.pdf>

1-800-247-8035

#### *New York State – Reporting Sexual Assault on College/University Campuses*

1-844-845-7269

#### Hotlines for Crisis Intervention, Resources and Referrals

Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SurvJustice: <http://survjustice.org>
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/get-help/>
- NYSCADV: <http://www.nyscadv.org/>
- Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>
- GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>
- RAINN: <https://www.rainn.org/get-help>
- Safe Horizons: <http://www.safehorizon.org/>

Please note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are

encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

### **If You Have Been Assaulted (advice)**

Sexual assault victims are encouraged to seek medical attention as soon as possible. Evidence can be collected several hours after an attack, but its value in a subsequent criminal action diminishes with time. The victim should not wash, change clothing, or otherwise clean up. The victim should bring a full change of clothing to the hospital because the clothes worn at the time of the attack may be kept as evidence. Follow-up medical care is crucially important. The victim may need to be tested for sexually transmitted diseases or pregnancy.

Men and women can be victims of sexual assault. When an assailant's objective is power over another person, sexual desire is a less important factor — or may not be a factor at all. However, men may hesitate to report a sexual assault for fear of not being believed, and/or being falsely implicated in homosexual activity. Male sexual assault victims can be assured of support from the College's staff.

### **Save evidence**

- Do not bathe, wash your hands, brush your teeth, eat, or smoke.
- If you are still in the location at which the crime occurred, do not clean or straighten up or remove anything.
- Write down all the details you can recall about the attack and the perpetrator.

### **Seek immediate medical treatment**

- Seek medical care from an Emergency Room where professionals are certified to do a rape kit. Evidence can be kept at the ER up to 30 days and you can decide what to do with the kit. A forensic rape exam is done to collect evidence.
- Receiving medical care does not require you or the medical staff to file a police report.
- Most injuries are not obvious.
- Seek medical care even if you decide not to do a rape kit.
- If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.

### **To help a friend**

- **Be a supportive listener.** Do not judge. Don't question actions. The victim is not to blame! A victim's behavior does not cause sexual assault. No one asks to be sexually assaulted.
- **Encourage the victim to seek help.** He/she may need medical attention or additional support services.
- **Listen and allow the victim to speak at her/his own pace.** Sexual assault is a crime about power and control, not sex. It is important to return the control that was taken away from the victim by allowing her/him to reveal information and make decisions when he/she feels comfortable.
- **Don't ignore your own need to discuss your feelings.** Ask others for information and gain support so you can help the person you care about.

### **If You Have Been Harassed (advice)**

- **Speak up at the time**  
If the harassment is blatant: say NO. Say it firmly and without smiling. You want the harasser to know you are serious. State clearly that you don't like what was said or done and you want that behavior to stop. Another way to confront the harasser is to write him or her a letter. The letter should detail what the person did, how it made you feel and how it affects your schooling. The letter should specifically ask him/her to stop the behavior. In some cases, harassers don't realize that their behavior is offensive or unwelcome. The letter is an excellent way of clarifying your objection. A verbal or written objection is helpful but not essential if you decide to file a grievance at a later date.
- **Tell someone about it**  
Even if you are not sure you will report the incident, tell someone what happened. Discuss it openly with

others. Find out if others have been harassed by the same person.

- **Keep records**  
Keep a diary or log of what is happening to you. Include dates, places, direct quotes, and names of other people that were present. Save any letters, cards, or notes sent to you. Let someone read your records. Keep everything in a safe place.
- **Get a witness**  
Ask someone to watch you when the harasser is around. Most advances are made when the harasser thinks no one is watching.
- **Seek advice or counseling**  
Students often feel powerless, angry, guilty or fearful when they are subjected to harassment. There are often concerns about personal safety, loss of privacy and the threat of possible retaliation if the situation is reported. Harassment undermines the self-confidence, well-being and peace of mind of the individual who is offended, and it damages the spirit of trust and collegiality that is central to our College community. No matter when or where the harassment occurred, support and referral resources are available at the following College offices: Student Affairs, Health Services, Office of Student Housing and Residential Life, Regimental Offices and University Police. These offices can also put victims in contact with other agencies that are trained to provide support to the victims of harassment. In addition, students can request a meeting with the appropriate supervisory or administrative personnel and be prepared to describe clearly and in detail the nature of the harassment and request that the harassment stop.

#### **Medical Resources (General/Sexual Assault)**

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at:

***Urgent Care** - Walk-ins welcome, no appointment necessary.*

3594 East Tremont Avenue, Bronx, NY 10465  
(718) 684-3939

#### ***Jacobi Hospital***

1400 Pelham Parkway South, Bronx, NY 10461  
(718) 918-5700

#### ***Montefiore Hospital***

2475 Saint Raymonds Avenue, Bronx, NY 10461  
(718) 430-7300

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

The New York State Office of VictimServices may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <http://www.ovs.ny.gov>, or by calling 1-800-247-8035.

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

#### **Reducing the Risk of Being Assaulted**

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.

- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have taxi money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones/earbuds in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **Lock doors**, including car doors and when in the vicinity of your car have your key ready in your hand.
- **When you go out have a plan including transportation home.** Go with others, arrive together, check in with each other and leave together.
- **Drink Responsibly.** Try not to leave any beverages unattended or accept drinks from someone you don't know or trust. If you're drinking alcohol, know your limits and how much you can consume without losing control or awareness of what's going on around you.
- **Have a buddy system.** Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about you or your friend's safety.
- **If someone you don't know or trust asks** you to go somewhere together, let him or her know that you would rather stay with the group.
- **Previous consent doesn't imply current consent** - No means no.
- **Be familiar with the campus "Blue Lights"** which are located throughout the campus. You may find it necessary to contact University Police Department to report an emergency, crime in progress, or a suspicious person or incident. Each emergency phone box is attached to a light pole or building.
- **Don't let strangers in through locked outside doors.**
- **Don't prop outside or suite doors open.** Lock your room door at all times.
- **Report lost I.D. cards immediately** to your Residence Advisor (RA) and University Police.
- **Don't open the door if you don't know the person.** Report any suspicious persons or activities to the RA or University Police immediately.
- **Practice self-defense.** Knowing in advance how you would respond to a physical threat greatly increases your chances of escape.
- **Do not hitchhike.** By doing so you forfeit the ability to change direction and control of your movement.
- **Think twice about what you put on Facebook.** When you use social media to share where you are or where you're going, friends can find you but others may be able to track you as well. Use common sense and ask yourself -- would you give this information to a stranger? If not, then don't share it online.
- **Your safety takes priority over someone else's hurt feelings.** You're with someone or you're in a situation that makes you feel unsafe. There's nothing wrong with lying to extricate yourself from what's going on. Make up an excuse as to why you have to leave and get yourself to a safer place. It's easier to patch up someone's hurt feelings (if you've misinterpreted the situation) later on than deal with the aftermath of rape or sexual assault.
- **Get yourself to a safe place.** Call 911 or local Police. University Police (718) 409-7311.

## **SECTION 8 – GUIDE TO CAMPUS HOUSING**

### **GUIDE TO CAMPUS HOUSING**

***SUNY MARITIME COLLEGE JULY 1, 2016 – JUNE 30, 2017***

Version: 01/26/16

The **Office of Housing and Residential Life (OHRL)** is excited to have you as a member of our on-campus living community. This Guide to Campus Housing is intended to give you and your neighbors a common set of expectations by which you can all live and learn together to achieve academic success, build on skills to prepare for your career, and develop lasting friendships. The mission of SUNY Maritime College (“College”) is to provide safe accommodations for our residents. Our goal is to create a sense of community that encourages students’ development of respect, social responsibility, integrity, ethical leadership, and independence.

Being a member of a community means understanding and adhering to community standards, policies, regulations, and procedures, as well as contributing to its development and well-being. As a community member, you are responsible for your own behavior, and the behavior of your guests and/or visitors. It is our hope that you will choose to abide by all College and OHRL policies and regulations. By signing the Housing Agreement (physical signature or electronic acknowledgement), you are contractually entering a binding agreement to comply with the policies and guidelines listed herein.

This guide is designed to be used in conjunction with the policies and procedures set forth within the Student Code of Conduct. Any policies listed here will be enforced through the campus judicial procedures (Section IV of the Student Code of Conduct and/or Regimental Rules and Regulations), and the level of offense will be determined by the Director of Housing and Residential Life, and/or Dean of Students/Commandant of Cadets. Residents and their guests are concurrently subject to all College policies and regulations for conduct. Everyone must abide by all local, State, and Federal laws.

The College is unique in its duality of Regimental and Civilian programs, and the following is a guide for all students, which may be augmented by additional regulations, depending upon the student’s program. To maintain housing privileges, all residents must be in compliance with the College’s standards and policies. Cadets participating in the Regimental program are subject to additional guidelines set by the Commandant of Cadets and Regimental Officers.

The OHRL is located in 3<sup>rd</sup> Battalion, Baylis Hall, 1<sup>st</sup> floor. The office is open Monday through Friday 8 a.m. to 4 p.m. For additional information and forms, please visit the Housing and Residential Life webpage at [www.sunymaritime.edu](http://www.sunymaritime.edu), Housing and Residential Life Tab.

**SECTION 1: GENERAL TERMS AND CONDITIONS**

The College does not discriminate against any student (with respect to housing eligibility or when assigning students to specific spaces) on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States Veteran.

The College reserves the right within established procedures and/or as outlined by the Student Code of Conduct, to suspend or withdraw accommodations, or access to a campus residence to any person(s) for violation of College regulations, housing regulations, for health and safety reasons, or for failing to pay all associated tuition and fees. The College may seek financial or other restitution for loss or damage to residence hall property.



The College has the right to conduct inspections at any time to ensure the health, safety, and general welfare of residents within the residence halls as well as ensure physical security and maintenance of College property. When able, 24 hour notice will be given, but is not guaranteed to residents prior to entering residence bedrooms or common areas. University Police, Residential Life personnel, Regimental staff, maintenance staff, and/or the Dean of Students may access student residences in the event of an emergency, to complete maintenance requests, to conduct housing tasks, to prevent harm or damage to persons or property, and/or to enforce regulations set by the Guide to Campus Housing, Rules and Regulations, the Student Code of Conduct without the courtesy 24 hour notice.

The College and/or College staff are not responsible for injury to any person or damage to any personal property caused by water, fire, steam, plumbing, laundry machines, or any other cause that may be beyond the control of the College. Liability for risks or injury and/or damage to personal property is assumed by the resident. Residents are encouraged to obtain appropriate insurance for personal property.

Students shall not assign/rent or sublet this License/room to any part or all of the Premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in discipline and/or housing revocation without compensation.

**STUDENT RIGHTS AND RESPONSIBILITIES:** As a member of the College's living and learning community, you are afforded certain individual rights that your roommate(s) and those living around you should respect; however, these rights carry with them a reciprocal responsibility for you. Your responsibilities ensure that your roommate(s), suitemates, floor mates, and other community members are afforded the same rights regardless of their race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States veteran. When you meet your responsibilities, you will be helping to make the College and residence halls a great place to live and work!

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your college experience. The College staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls.

The OHRL staff does not, nor cannot, guarantee you will retain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other community members. The choice is yours; you can choose to passively exist or to take full advantage of your living environment by participating in activities, standing up for yourself and others and speaking up for what you believe has value.

The following is a listing of your "rights" (things to which you are entitled as a student living in one of our housing communities) as well as your "responsibilities" (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but, they are meant to complement the formal Guide to Campus Housing.

1. You have the right to a safe and secure living environment.

2. You have the responsibility to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of community standards and procedures will put you and others at risk.
3. You have the right to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
4. You have the responsibility to let your roommate know of your wishes and preference for: hours of sleep, study, visitation, and resolving roommate disagreements in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your living space.
5. You have the right to a reasonably peaceful and quiet space in which you can sleep and study.
6. You have the responsibility to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them.
7. You have the right to reasonably discuss another person's behavior when it infringes on your rights.
8. You have the responsibility to examine your own behavior when approached by another and to work toward resolving conflicts.
9. You have the right to the assistance of a Resident Advisor, Building Managers, or other OHRL staff members when you request help with a problem.
10. You have the responsibility to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
11. You have the right to know what is acceptable and/or what behavior is inappropriate within your living environment.
12. You have the responsibility to read the information provided for you by the College. If you reside in Residential Housing, you agree to read and abide by the regulations set forth in the Guide to Campus Housing, Student Code of Conduct, and Regimental Rules and Regulations. You may report any violation, whether or not you were or were not personally affected by it.

## **SECTION 2: RESIDENCE HALLS AND HOUSING STAFF**

There are four residence halls on the College campus:

1st Battalion: A & B Companies, **Regimental**

2nd Battalion: C & D Companies, **Regimental**

3rd Battalion/Baylis Hall: E & F Companies, **Regimental**

4th Battalion/New Hall: G & H Companies, **Civilian and Regimental**

Standards are governed and enforced in each building by Resident Advisors residing on each floor, reporting to a Building Manager assigned to each building, reporting to the Assistant Director & Area

Coordinator, who reports to the Director.

**DIRECTOR:** The Director of Housing and Residential Life manages the College's housing and residence life operations; provides fiscal management for department budget; supervises professional and support staff, ensuring efficient operations and programming, and ensures compliance with all relevant policies, procedures, standards, and laws.

**ASSISTANT DIRECTOR:** The Assistant Director actively participates in large scale campus events, staff recruitment, selection and training activities, management of four residence halls, occupancy, and on-call for campus emergencies. Duties include: supervision of student staff; liaison with administrators, faculty, and staff; the development of specialized programming in the halls; daily administration and management of all facets pertaining to the Office of Housing and Residential Life.

**AREA COORDINATOR:** The Area Coordinator is responsible for developing a safe, intellectual, and social environment for residential students. Duties include: supervision of student staff and student mailroom operations; collaboration with Facilities Management on dormitory maintenance and repairs; liaison with administrators, faculty, and staff; daily administration and management of all facets pertaining to the Office of Housing and Residential Life.

**BUILDING MANAGERS (BM):** Each residential complex is supervised by a Building Manager. These live-in staff members are responsible for the overall management of each residence hall complex. The Building Manager oversees the RA staff, coordinates maintenance and programming, and is available to students to help with any problem or concern. One Building Manager will be on duty for all the residence halls every night. They are responsible for Residence Hall safety and security and can be contacted in case of an emergency.

**RESIDENT ADVISORS (RA):** Resident Advisors serve as mentors, mediators, organizers, policy enforcers and general points of contact living on each deck to maintain an appropriate study and living environment for all residents. The RA is a full-time student who has been selected for his/her outstanding leadership qualities. One Resident Advisor will be on duty in each Residence Hall every night. They are responsible for Residence Hall safety and can be contacted in case of emergency.

### **SECTION 3: HOUSING PROCEDURES**

#### **RESIDENCE HALL ELIGIBILITY DURING THE FALL AND SPRING SEMESTERS:**

Residency by a student is contingent upon his/her continuing state of good standing with the college and as a full-time student.

- Full time status for undergraduate students is defined as being registered for a minimum of 12 credits during the Fall/Spring semester.
- Full time status for graduate students is defined as being registered for a minimum of 9 credits during the Fall/Spring semester.

Residents must maintain their eligibility during the entire fall and spring academic semesters. Any change in eligibility status, from full-time student to part-time student, or non-student status may result in the termination of housing. Students not entitled to housing may include, but are not limited to:

1. Students who withdraw or take a leave of absence from the College.
2. Students in officially recognized off-campus academic programs for a designated period of time.
3. Students academically dis-enrolled or judicially dismissed from housing.

**RESIDENCE HALL ELIGIBILITY OUTSIDE THE FALL AND SPRING SEMESTERS INCLUDES:**

1. When a current student is actively employed within an office of the College.
2. When a current or former student is under contract within a sanctioned College program.  
Examples include but are not limited to:
  - a. EOP
  - b. INDOC
  - c. License Housing
  - d. International Orientation
  - e. Athletic Pre/Post Season
3. When a current student is awaiting graduation (graduation must be within one week).
4. When a current student is participating in Pre-Cruise and/or awaiting to go on Cruise-A.
5. When a current student is enrolled in Summer Session (must be taking a class in a classroom, excludes online classes) and may only reside in housing while in session.
6. Employed or participating in a summer camp program hosted by Conference Services.

\*Any student outside the parameters listed above will not be eligible to reside in the Residence Halls.\*

**APPLICATIONS:** The College is pleased to offer a paperless Housing Application platform (Residence™ by Symplicity). This multi-faceted online software is used by the Housing Office to communicate with students and most importantly collect Housing Applications. Students who wish to reside in on-campus housing must complete the online application. Check the Housing Calendar online for Housing Application due dates. Only upon acceptance by Admissions, may you apply for Housing. You will need your student email and password provided by Admissions in order to login and to complete the application. Link: <https://sunny-maritime-residence.symplicity.com>. Students will be assigned a space on a first-come, first-serve basis. Housing is not guaranteed. If no room is available and/or if the student has been placed on a waitlist, they will be notified via their student email.

**ASSIGNMENTS:** Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. New students, students coming back after a LOA/Disenrollment, or those participating in INDOC will be placed by the Housing Office. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (Civilian, Regimented, Day Student, Graduate). Regimented students are as best as possible, assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. Roommate requests will not be honored until the student has lived on campus for at least one semester and only if the request is for the fall semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are not guaranteed. Housing of Civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Housing Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

Those who live on campus in the Spring semester and who apply for the Fall semester may participate in the Housing Lottery. Check the Housing Calendar online for dates and times for the Lottery. The Lottery (all online) enables students to choose their desired room type (double/triple) and roommates for the Fall Semester. Roommate requests indicated on the Lottery will be considered, but are **not** guaranteed. Students should delegate a group leader who will complete the Lottery and choose the room type. The group leader should be the person with the best selection time. All potential roommates should give their roommate passcode to the group leader. The passcode is displayed on the Residence™ homepage of each student. Potential roommates should be in the same program (Reg/Civ) and if Regimental, the same class. If you are the group leader – choose a room from the dropdown menu displayed. A confirmation email will be sent to all parties after submitting your selection.

The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, and/or to apply for housing for the upcoming semester.

In general, room assignments and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple room. The student's account will be adjusted for the respective rate. As space is available, every attempt will be made by the OHRL to place residents in their desired room type (double/triple), although, there is no guarantee of availability.

**CHECK-IN:** Students should report to campus on their respective date and during their respective time slot (refer to the Housing Calendar online). Any student who does not officially check-in to Housing, satisfy their student account, and pick up their key within 5 business days of the start of the semester may be withdrawn from Housing, lose their Housing reservation and will be placed on a waitlist. Should a student vacate housing at any time during the semester, they must notify the Housing Office and complete all check-out procedures. All housing charges, fees and refunds are in accordance with SUNY Maritime College policies.

Key receipts will be provided to all residents at check-in. In signing a key receipt, residents are acknowledging their responsibility for that key and any charges applied to their account for its misuse or loss. *\*See Housing Fees.\**

During check in, residents will review the condition of their room and furnishings listed on the Room Condition Report (RCR) with the Resident Advisor. The RCR will be retained electronically or in the resident's housing folder in the OHRL. The Room Condition Report also functions as a Housing Agreement and shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the check-out process.

**CHECK-OUT:** Upon check-out and/or departure from campus housing, students are required to remove all personal items from room and common areas in the residence halls. Rooms are expected to be cleaned and left in move-in condition. The OHRL will discard all personal property left beyond 24 hours. To properly check out, residents must make an appointment with their RA or BM to have their room inspected. The resident is expected to schedule the appointment at least 24 hours prior their expected departure and provide at least 12 hour notice of appointment changes or cancellation. The RA will review the RCR and note the condition and presence of college property within the space. If necessary, charges will be applied to cover damages and cleaning. Room key(s) must be returned, as directed, to Housing in the approved return envelope. Any resident who fails to follow the proper checkout procedure will be assessed the current fees for improper check out and/or failure to return room key. Additionally, the

resident will be responsible for all damages that may have occurred to that room or suite. Improper check-out is defined as the failure to check-out or to follow check-out procedures publicized by the OHRL. In addition to, but not limited;

- a. Residents are expected to make check-out appointments, providing 24 hour notice.
- b. Residents are expected to keep appointments for Check-out.
- c. Residents must provide 12 hour notice to cancel or change appointment.

Failure to vacate a room in the designated period for check-out will incur daily room rates and room key charges. Any personal items left behind will be discarded. Any resident that needs to extend their stay due to travel arrangements must have specific consent by the Director of OHRL. Students who fail to receive consent for an extended stay are subject to fines, a daily room rate charge, and judicial action.

**ROOM ASSIGNMENTS:** Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (Civilian, Regimented, Day Student, Graduate). Regimented students are as best as possible assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are **not** guaranteed. Housing of civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Declaration of Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, Judicial Actions, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

In general, room assignment and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple room. The student's account will be adjusted for double/triple occupancy after the first 3 weeks of the semester. As space is available, every attempt will be made by the OHRL to place residents in a double room, although, there is no guarantee of availability.

**CONSOLIDATION:** The OHRL reserves the right to assign and consolidate rooms as necessary. All students will be consolidated to ensure each student has a roommate regardless of any vacancies. Students should be aware that this consolidation may affect their room rate and financial obligation. Students will be given a set time to move by their RA, Building Manager, or the OHRL. If a resident receives a Notice of Consolidation and fails to comply, the resident will be charged appropriate fees. Additional fees may also be added if a student fails to return their old room key after 48 hours of a consolidation.

Resident students that have vacancies in their room/suite are expected to keep their rooms ready for new students at all times. Pushing beds together, filling extra dressers and closets with personal belongings, attempting to dispose of extra furniture, or preventing new students from moving is unacceptable. Students who fail to meet this expectation will be subject to disciplinary action, including reassignment to another room and/or fine. In order to receive the proper room rate, the room must maintain the number of furniture pieces required for the designated occupancy and be set up according to the OHRL.

**FINANCIAL RESPONSIBILITY:** All students checking in to Housing must have a zero balance on their student account or assume responsibility for and commit to an authorized payment plan according to Student Accounts policies in order to receive their room key and be given access to their assigned room.

Students who fail to satisfy their student account obligation and who are found in the residence halls after the semester starts may be cited for loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, or a college or University building), which may jeopardize his/her housing eligibility. The roommate(s) who, after being notified (may be disseminated through email) that his/her roommate should NOT be allowed access to room, may be documented by Housing Office for having an unauthorized guest if the unauthorized student is given access by the resident against the Housing directive, shall also jeopardize his/her housing eligibility and such actions are subject to disciplinary actions.

Residents who fail to meet their financial obligations to the College by the dates determined and disseminated (may be disseminated through email) by Student Accounts and who have been unable or unwilling to arrange for proper deferment or who have failed to pay as agreed may have a hold placed on his/her student login until the payment is resolved. \*The full amount of the room will be billed regardless when the student checks-in.\*

**REMOVAL FROM HOUSING:** Students who fail to meet their registration requirements will be made aware of their Housing status via a signed letter from the Housing Office. The student will be afforded 24 hours from the time the letter is hand delivered and/or emailed (if off campus) to satisfy their registration as full-time. If the student fails to meet their obligations, they will have 24 hours to conduct a formal check-out and return their room key. Students are obligated for all fees and charges incurred through the date of check-out, in accordance with policies. Students who are withdrawing from housing are encouraged to do so by the first week of class to avoid charges on their account.

**ROOM CHANGES:** Due to space availability, Room Transfer Requests will not be offered in the Fall or Spring semesters. This applies to **ALL** residential students regardless of their program, class, or academic standing. Room vacancies will be filled by consolidation or by new applicants. Residents who need to switch their housing assignment must first meet with their Director of Housing and/or Dean of Students. It is then within the Director's discretion to determine if the change would be in the best interest of the student. The College is committed to promoting diversity; therefore, changes based on a lack of tolerance for others' lifestyle, race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States veteran, will not be considered or approved.

#### **SECTION 4: SECURITY**

**LOCKOUTS:** It is a student's responsibility to carry their key at all times. If you lock yourself out of your room, you should attempt to locate your roommate. If you cannot find your roommate, you should then attempt to locate a Resident Advisor in your building. All lockouts will be responded to in a timely manner, however, due to circumstances, response times may vary. Upon responding to key a resident in, the staff person will verify the student is the resident of the room, request identification first and evidence of key possession. Residents are permitted three lockouts for the academic year. After the third lockout the core will be changed and the student will be assessed the fee for replacement.

**KEYS:** Each resident is responsible for picking up their room key at the beginning of the semester (Check-in). Each resident is issued one room key, and if needed, one suite key and bears the responsibility

of issued keys until they have been officially returned, upon the termination of attendance, or the end of the semester (check-out). Room keys must be returned to an RA or directly to the OHRL upon check out. A key envelope and receipt will be provided. If key(s) are not returned on the day of vacating the room, a fee will be charged for parts and labor for the lock to be changed. Residents are responsible for securing their personal items by locking both windows and doors of their room and/or suite.

**KEY REPLACEMENT:** Lost, misplaced, or stolen keys must be reported to the OHRL immediately. A \$150 fee will be charged to the responsible resident, the lock or core will be changed, and a new key(s) will be issued to all residents assigned to the room.

**ACCESS:** Access to Facilities – Providing access to buildings, or rooms within buildings, to those other than residents, staff or guests by any means including, but not limited to: failing to lock or secure doors; propping entrance doors; lending a room key; or, allowing a person entrance into a building and leaving them unattended in a public place is not permitted. Students whose agreement has been revoked are not allowed access to any residential facility. Unauthorized entry into an assignment/living space other than your own (locked or unlocked) and/or presence on rooftops, offices, storage and/or maintenance rooms, ledges, or areas marked for restricted access in any residential building or Maritime facility is prohibited. Entrance into any building through a window/out onto the wall off a building, or entering an unoccupied/unassigned space is also prohibited. Key/Access Card Use – Unauthorized use, possession, provision, or duplication of access key/cards is prohibited, including having duplicate keys made for individuals who do not have a Housing Agreement for the specific space. Locks – Installation of any door or area locks other than those provided by the facility is prohibited/Any Access violations may result in removal from Housing.

**PROPERTY USE:** Unauthorized use, removal, and/or access of property belonging to or in the possession of SUNY Maritime College, Residence Life, any community member, or guest thereof is prohibited. Such violation may lead to judicial action/fees.

**THEFT:** Thefts should be reported immediately to UPD and your residence hall staff, regardless of value, as soon as possible.

**UNAUTHORIZED OCCUPANTS OR TRESPASSERS:** Unoccupied rooms and facilities (i.e. Common areas) not authorized for residence may not be used. Any person using the facilities of any residence hall without the special permission of the Director of OHRL and without a valid Housing Agreement may be considered **loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building)**. Unauthorized occupants shall be subject to a charge at the daily rate for the space during the entire period of improper occupancy, and may be subject to judicial action. If it cannot be determined how long the individual has occupied the space without a valid housing agreement, they will be billed to the last date that the space was occupied by another resident.

#### **SECTION 5: ROOM CHARGES, HOUSING VIOLATIONS AND FEES**

Every resident will be held accountable for any damage to their assigned room and furniture. The student will be financially liable for any damage incurred, including the full cost of labor and materials. In the event two or more students occupy the same room and it cannot be ascertained which student(s) were responsible for the damage, the assessment of charges will be made equally to all occupants. All residents shall exercise care so as to not damage or deface College property or the personal property of others, or to allow such damage or defacement by others. Upon investigation, if it is found that damage or defacement



is willful, the resident responsible will be subject to judicial action/fees. Room Condition Reports (RCR) will be completed at the beginning of the academic year or whenever a room change occurs. This will note any damages that may have occurred to the room previously so the current resident is not held liable. Loss/damage of any school property assigned to a resident must be reported within 24 hours of the occurrence. Damages can be reported to your Resident Advisor and/or OHRL.

Billing charges for missing or broken Items: *(fees subject to change)*

Room Charges		
Shared Suite Hallway	Suite number	\$100
	Door (front, back, knobs)	\$100-300
	Light switch	\$50
	Overhead Light in hallway	\$100
	Walls/Ceiling	\$200
	Hallway Floor/Carpet	\$100
Shared Bathroom	Door (front, back, knobs)	\$100-300
	Toilet	\$250
	Sink	\$200
	Mirror above sink	\$50
	Shower head	\$50
	Towel Rack	\$50
	Cleanliness	\$100
Room Condition and Furniture	Room Number	\$100
	Door (front, back, knobs)	\$100-300
	Light switch/Overhead Light	\$50-100
	Walls/Ceiling	\$200
	Floors	\$100
	Windows/Screens	\$50-300
	Window Blinds	\$75
	Bed Ends/ Capt. Bed	\$225
	Bed Spring	\$75
	Bed Mattress	\$175
	Bed Loft Kit	\$225
	Bed Safety Rail	\$65
	Bed Ladder	\$125
	Desk	\$300
	Desk Bookshelf	\$200
	Desk Chair	\$150
	Wardrobe/Armoire	\$435
	Mirror	\$50
	Dresser	\$300

	Closet	\$100
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Maritime College Housing Health and Safety Violations	Room:	1 <sup>st</sup> Inspection	<div>Items Removed</div> <div>✓</div>	Circle Fee per Infraction
	Date:			
Air Conditioner(s)				\$50
Any items hanging from fire detection equipment or covering a smoke detector				\$50
Appliances with open coils, hot plates, toasters				\$50
Blocking up, risers, or supports under a bed are prohibited, Unauthorized bunking of bed(s)				\$50
Candle(s)				\$50
(1) Carpet greater per room no greater than 8' x 10'				\$50
Cleaning/unsanitary/excessive garbage				\$50
Clearance needed from ceiling down must be (18" sprinkler/24" non-sprinkler)				\$50
Colored light bulbs (e.g. black lights)				\$50
Covering, tampering with, or disabling smoke detectors	Removal from Housing			
Deep fryers				\$50
Electric blankets				\$50
Extension cords/multiple plug adapter without built-in surge protection (electrical wire taped to floor)				\$100
Firework(s)/explosive(s)				\$50
Flammable or combustible item(s)				\$50
Furniture not supplied must conform to California Bulletin 117 & 133. and be approved by Housing				\$50
Halogen lamps/strobe lights/sun lamps/UV bulbs				\$50
High wattage equipment as determined by Housing				\$50
Holiday lights (only LED is permitted) must not block door/window, hang over bed or hang from ceiling				\$50
Hoverboards				\$50
Humidifiers/dehumidifiers greater than one gallon				\$50
Incense of any kind (burnt or unburnt)/hookahs				\$50
International converters must be surge protection type				\$50
Lava lamps or electric novelty items				\$50
Live holiday decorations (e.g. Christmas trees)				\$50
More than one arm chair (45" wide max.) per room				\$50
More than one fish tank (10 gal. max.)				\$50
No flag/tapestry; no sock (s)/cloths on door. Dart boards prohibited				\$50
More than one fridge (1.8 cu. ft. max.) per person or have more than one (2.5 cu. ft. max.) per room				\$50
More than one poster per person (2' x 3' max.). A wall covered > 20% as determined by Housing				\$50
Octo- lamps with plastic shades or lamp with no shade				\$50
Outdoor grills/electric grill or skillets, popcorn popper(s)				\$50
Piggybacking				\$50
Poster(s) hanging from ceiling, on or above doors/doorway, windows, over bed, etc.				\$50
Preventing egress (exit) from a room as determined by Housing				\$50
Propane or compressed gas, e.g. scuba tanks, paint ball tanks, etc.				\$50
Silly string/Holiday garland				\$50
Space heaters				\$50
Storage of bikes in hallway, ladder well, or prevents egress from a room				\$50
Waterbeds, personal mattress, air mattress, exceptions determined by Housing and Health Services				\$50
Other(s): Be specify				\$50
Details:		Total:		

**HEALTH AND SAFETY INSPECTION:** During a Health and Safety inspection, if a room is found in unacceptable condition, or the resident(s) is in violation of housing regulations, an official citation will be issued. Depending on the housing violation, students will be given two weeks to remove the prohibited item from the resident hall. A \$50.00 charge will be placed on the student's account if an item is not removed from residence within two weeks (14 days) of receiving a violation slip from Office of Housing and Residential Life. In the event that the noted changes are not made by a set date, in addition to the \$50 charge, the resident may lose his/her housing privilege and be evicted from the residence halls.

Please note that prohibited extension cords and candles will NOT be given a two week period to be removed. **All surge protectors must be UL-approved and equipped with an internal circuit breaker.** Any student found using a prohibited extension cord will be immediately assessed a fine of \$100. Second offenses will result in a fine of \$200, followed by termination from Housing for a third offense. Tampering with ANY fire safety system, which includes covering or disabling smoke detectors, will result in immediate dismissal from Housing and potential dismissal from the College. Unauthorized items in a room/safety violation will be confiscated by Housing. Weapons, dangerous items, candles and prohibited extension cords or dangerous items will **NOT** be returned. All unclaimed items found during inspection will be disposed of at the end of the academic year. Any weapon as defined in the Student Code of Conduct is prohibited within the Residence Halls

Housing Fees	
Unauthorized Room Change (Assessed Individually)	\$100.00
Failure to vacate per announced deadline	\$100.00 + Housing Daily Rate
Possession of pets not authorized (Billed Individually)	\$150.00
Violation of quiet hours (Billed Individually)	\$100.00
Tampering with windows, entering and/or exiting through windows, or throwing, etc. any item out of a window (Billed Individually)	\$100.00
Damage to School Property (Billed Collectively)	At Cost
Misappropriation/Use of College property. May include Artwork, Signage, Lounge Furniture, etc. (Billed Individually)	\$200.00

**This list is not exhaustive. Charges may be assessed for damages to any College property, including items that may not have been specifically listed.**

## **SECTION 6: YOUR ROOM AND COMMUNITY**

**CLEANLINESS:** To maintain a sanitary and healthy environment, residents are expected to keep rooms and common areas in a reasonable state of order and cleanliness. College housing spaces must be kept clean and free from dirt, garbage, and debris. Proper care, and use of community area and facilities, including restrooms, hallways, showers, stairs, stairwells, laundry rooms, and grounds are all residents' responsibility. All Regimental residents follow additional guidelines as set by the Commandant of Cadets. Room: Clothing and personal items should be put away and floor should be swept, mopped, and/or vacuumed. Bathroom Area(s): Floors should be clean (swept and mopped). The showers, toilets, sinks, and countertops areas should be clean, free of dirt and debris Suites/Hallways: All suite hallways should

be clear of any furniture, personal items (i.e. bags, sneakers, clothes and/or garbage) at all times. Suites/hallways should be vacuumed on a regular basis. There should not be any garbage outside of the receptacles. Garbage may not be left outside of rooms and/or suites; it must be disposed of in the designated receptacles. Residents shall not sweep trash from inside to outside of the room/suite. Stairwells, landings, and walkways must be kept clean and free of clutter from bikes, boxes, storage items, etc.

**COMMON AREAS:** Lounge furniture and lounge contents are for the use of all students; therefore they are not to be removed from any common areas and lounges under any circumstances. Fees for misappropriation/use of College property may apply.

**DELIVERY POLICY:** Any third party delivery from (e.g., restaurants, etc.) are **NOT** permitted in Residents Halls at **ANY** time. Any entry into the Residence Halls is considered **TRESPASSING**. All deliveries **MUST** be conducted outside of the **Residence Hall lobbies**.

**ELEVATORS:** Elevators are in place for convenience and assistance. Any tampering or damage can affect the elevator functioning, cause delays in service, and may result in judicial action/fees.

**HALL SPORTS:** Throwing/shooting objects or playing sports within residential facilities is prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages related to hall sports.

**LAUNDRY:** Washers and dryers are located in every Residence Hall. In 1st, 2nd, and 3rd Battalions the laundry room is located in the basements. In New Hall, the laundry room is located on the 1<sup>st</sup> floor. Maintenance concerns regarding washers and dryers need to be reported to the RA or the BM on duty. Do not attempt to repair machines on your own. Tampering of machines can be dangerous and is prohibited. The cost of repair can be passed on to the residents of who is found to be tampering with the machines.

**LITTERING:** Littering is prohibited. As a resident in this community, it is your responsibility to dispose of personal trash in the designated locations. For this reason, littering, leaving trash in common areas or locations not designated for waste disposal is subject to judicial action/fees and applicable removal/cleaning charges. Residents must maintain the cleanliness of their living space. Personal trash must be emptied into the receptacles in the trash rooms located at the end of each hallway in all residence halls. These trash rooms are cleaned daily to ensure the health and well-being of the College community.

**MANDATORY HOUSING/FLOOR MEETINGS:** Meetings are held by the Residence Life staff in order to transfer information from the OHRL to the residents. All residents must attend Housing Meetings without exception. In the event that a meeting is missed, residents are responsible for obtaining any missed information by making an appointment with the RA or BM. The ORHL is not responsible for the miscommunication of information from other residents.

**PERSONAL RESPONSIBILITY:** Residents should maintain good decorum at all times, behaving in a manner that is respectful to all members of the College community.

- No person shall create safety or health hazards in any residence halls. Residents may not engage in any activity that may injure persons, deface, or damage any part of any residence hall or nearby facilities.
- In the process of addressing community related issues and concerns, failing to comply with the reasonable directions of OHRL or Maritime staff, acting in accordance with Residence Life and/or College protocol, is considered non-compliance and judicial action/fees may apply.

- Passive Presence – Assisting in, remaining present during, or failing to report the performance of any act constituting a violation of established policies is prohibited.
- All community members and guests are held to standards of appropriate language when conducting College-related business. Individuals may be held accountable for inappropriate or offensive conduct.
- **Community Respect:** Respect for each other is the basis for a successful community. Each member of our community is expected to treat others in a courteous, respectful, and caring manner. Failure to show respect for members of the College community (students, faculty, staff, and/or guests) is not permitted.

**PETS:** No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls, caged or otherwise. Fish are authorized, except piranha, in a tank no larger than 10 gallons. Regimental rules may apply.

**POSTING POLICY: Distribution of printed information and/or solicitation:** The distribution or peddling of newspapers or handbills conveying a point of view in the public areas of a SUNY campus is protected by the 1<sup>st</sup> Amendment. Public areas do not include the residence halls. No organization may distribute any literature advertisement to solicit customers, recruit volunteers, employees or members, seek donations or make sales in the Residence Halls without explicit permission from OHRL.

Door-to-door solicitation is not permitted in the Residence Halls. Menu's, handbills, announcements, election flyers, or advertisements are **NOT** to be **PLACED ON, OR UNDER RESIDENCE HALL DOORS**. The only exception to this policy is OHRL announcements or information authorized by the OHRL.

Harassment or intimidation of members of the campus community by persons selling goods or services, or proselytizing points of view or causes, may require the removal of individuals from campus property in accordance with the rules of maintaining public order.

Announcements may be placed on established bulletin boards on campus only after approval has been obtained from the OHRL full time staff. Postings are not to be taped or placed on walls, windows, doors, outside of locked bulletin boards, etc. This policy excludes residential door name tags and materials posted on leadership doors including folders/dry erase boards, for job use. Residents must not use strong adhesive tapes or fasteners that cause damage. All 3/M and 3/E tape displays may only be done with 3M Command™ Strips and/or Scotch Blue™ Painters Tape. Violation of the posting policy may result in fees being levied against an individual, room, and/or group, and may lead to the loss of posting privileges.

- Enclosed Bulletin Boards – Permission required by OHRL. Key access by Resident Advisor. Designated for semi-permanent Regimental/ Housing Information.
- Cork Strips – Used for temporary postings for each floor.
- Wall Folder/Pockets – used to store floor folders, sign in/out forms, Regimental forms etc.

**Third Party Guidelines:** Third party advertising is prohibited within the residence halls without specific permission from the OHRL. This includes menus, posters, signs, ads, etc.

**Third Party Posting:** Commercial off campus vendors must bring material to be posted/ distributed to the OHRL. After approval from the Director, it will be made clear, where items may be placed or dropped off for distribution. Material will be required to comply with all College policies before distribution.

**PROJECTILES:** Throwing, dropping, or projecting objects from any residence structure is strictly prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages related to projectiles.

**QUIET, STUDY, AND COURTESY HOURS:** The sleep and study needs of residents are of paramount importance. In order to meet this need, the College has established regulations to govern the noise and disturbance levels in the residence halls. While the Housing and Residence Life staff assists with the enforcement of these regulations, it is necessary for the entire community to understand and live by these guidelines and speak with those who are in violation of them. To provide an environment that fosters the academic success of the students, 24 hour courtesy hours are in effect. Courtesy hours include all outside areas (the Quad and parking lots). It is expected that residents always honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. Noises, disturbances, playing games, or any action that could be considered as interference with the study routine of other students may result in disciplinary action and/or fines. Designated study hours on campus are from 7:30 p.m. through 11:00 p.m.

Quiet hours will be observed in the residence halls from 11:00 p.m. through 7:30 a.m. the following morning.

*Due to the development and growth of the Maritime College it is possible maintenance, construction, or other related noise that is beyond the scope of enforcement of OHRL may occur.*

**ROOM FURNISHINGS:** Basic bedroom furniture is provided by the College and is not to be removed from an assigned room without the express written permission of the OHRL Director/Associate Director. No furniture should be left in the hallways. Failure to adhere to this policy will result in Judicial Action/fees. Rooms shall be set up to allow easy entry and exit. Regimental residents: For more information and additional guidelines, see Regimental Rules and Regulations, which detail room furnishings for each regimental class. Residents of New Hall are responsible for providing their own bathroom furnishings including but not limited to toilet paper, shower curtains, etc. and are also responsible for the cleaning of their bathrooms and suite hallways.

- Bed loft configurations are only permitted and approved by the Director of OHRL.

**STORAGE:** The College does not provide storage space for student personal belongings unless approved by the OHRL Director. Bicycles should never be chained inside stairwells and motorized bikes are prohibited within a building. Bike chains may be cut due to improper storage. Bicycles may be discarded if left behind after the semester ends. Students will be notified via student email to remove bikes prior to discarding.

*\*Students who fail to abide by these standards may result in fines and/or judicial action.\**

## **SECTION 7: ROOM INSPECTIONS/SEARCHES**

In order to protect the health and safety of residential students, keep rooms in good condition and avoid fire hazards, student rooms and common areas in the residence halls are subject to inspection by Residential, Regimental, and/or Student Life staff at any time, **with or without prior notice**. Such inspections will be conducted on a periodic basis. During inspections, College staff will check for the following:

- a. General condition and safety of the room;
- b. Cleanliness and condition of the furniture;
- c. The presence of prohibited items.

Common Areas are defined as the semi-private bathrooms, common bathrooms, lobby areas, passageways/ hallways, ladder wells/stairwells, storage/cleaning lockers, laundry rooms, lounges, and club rooms located within residential facilities.

In addition, College officials, including Residential Life Staff, Regimental Staff (for Cadets Only), and/or the Dean of Students, may enter rooms at any time if there is a reason to believe that the room contains illegal drugs, unauthorized substances, alcohol, weapons of any kind, or if there is any other reason to believe that entry is warranted to protect the safety or well-being of a student or others. Students who fail to cooperate with an inspection or whose room fails inspection may be subject to disciplinary action.

All packages, boxes, bags, suitcases, foot lockers, closets, dresser, desk, captain's bed, wardrobe, and refrigerators that are in, or brought into a student's room are subject to a full inspection upon the request of any College Official.

**REFUSING ACCESS:** Residents may not refuse room access to any professional staff scheduled to execute their assigned responsibilities. Regimental students have mandatory weekly room inspections conducted by Cadet Regimental Officers, Regimental Duty Officers, and Residence Life staff.

### **SECTION 8: GUEST POLICY**

Given its history and heritage, Maritime College encourages students to respect and abide by the institution's values and tradition of valor and excellence. In the proper context, hosting guests/visitors is a *privilege* that can facilitate personal and social development as well as academic performance through joint study. Residents are advised to not abuse these privileges, as the College holds the right to revoke them at any time. Because students live by a variety of schedules, Maritime sets strict guidelines on guest visitation hours and policies on campus and in residence halls. Residents will be held accountable for the behavior of their guests and must accompany their guest(s) at all times during their visit.

Paramount in the goals of a residential community is the right of all students to have an appropriate level of privacy and the opportunity to sleep and study in one's room without being disturbed by their roommate(s) or other persons. All students pay fees and monies associated with their residence and must respect the rights of others in this area. Because there are no single rooms or bathroom facilities for students, it is especially important that all students observe the rules and policies designed to safeguard each person's right to rest, quiet, and privacy.

**RESIDENT:** is defined as a person who has a **current** and signed SUNY Maritime Housing Contract (for that term), currently authorized to live on campus, and has officially checked-in and received his/her room key.

**GUEST:** is defined as a person who is not a resident of SUNY Maritime and who does not have a signed Housing Contract (for that term), and/or who has not officially checked-in and/or not received his/her room key.

**OVERNIGHT:** is defined as 10:01 p.m. to 7:59 a.m.



Guest visitation hours within the Residence Halls:

Monday to Sunday 8:00 a.m. – 10:00 p.m.

Maritime College does NOT allow overnight guests in the dormitories. Any guest found in the Residence Halls during the overnight period is considered **loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building or grounds.)**, and may be escorted off campus. Guests are NOT permitted in student rooms and must remain in the lobby or lounge areas. Families of SUNY Maritime students may visit the dorm rooms of students, but only in order to help the student move items to or from the room.

From time-to-time, events on campus such as athletics, may end late and extend past the visitation hours. In the event that this occurs, the guests must depart no later than 30 minutes following the completion of that sanctioned event. No student shall at any time allow any guest (including residents not assigned to that room) to sleep in their room for any reason.

There are no exceptions to these rules except as expressly made by the College Administration to facilitate a special program use.

Violations to this policy can and will result in disciplinary action up to and including removal from the Residential Life Program and loss of ability to reside in housing. Guests may also be banned from the Residence Halls in the future. **This includes first offenses.**

Students who violate housing policy and are removed from the dorms will forfeit any and all funds and fees for the remainder of that semester associated with housing and the possible ultimate consequence is not being allowed to attend classes due to the inability to reside in the dorm as required by other Regimental regulations and policy. **Parents and students are urged to strictly adhere to all aspects in order to avoid consequences, which would lead to loss of monies, or other associated issues due to the loss of room occupancy.**

**SECTION 9: SAFETY**

**RESIDENCE HALL SECURITY AND DOOR ACCESS:** The safety and well-being of our students is paramount. To that end, we have installed new security measures in and around the Residence Halls. Only the **lobby doors** will be used for entrance and exit. Ladder well doors leading outside should only be used in the event of an emergency or fire drill. Please heed the posted signs to prevent judicial and unnecessary disturbance to fellow residents.

The lobby doors will be open (no card access needed) from 7:00 A.M to 10: 00 P.M (M-F). A Maritime ID card will be required to gain access to the **lobby doors** outside the time listed above including the weekends. Please remember to keep your Maritime ID card with you at all times.

**EMERGENCY MAINTENANCE:** Guidelines have been established to be used for responding to after-hours emergency maintenance problems. When the maintenance office is closed, the night and weekend maintenance staff is authorized to respond to emergency situations only when contacted by the **OHRL** staff. Such emergencies may result in charges when damage is the result of carelessness or is of a deliberate nature. An emergency is defined as a situation which will cause or potentially cause physical harm to residents and/or physical damage to the building structure. The following list of situations should be reported immediately to the RA on duty or other acting college officials:

- Heat problems

- No hot water
- No electricity
- Floods/leaks of any kind, clogged sewer lines (sinks, toilets, or showers)
- Being locked inside a room
- Locked out due to a broken lock or door

All other non-emergency maintenance requests can be directed to the RA on your specific floor.

**EVACUATION PROCEDURES:** Certain procedures have been established to prevent confusion and/or injury to residents in the event of a fire or other necessary evacuation. They are as follows:

It is the responsibility of all residents to be familiar with all posted evacuation information, maps, and procedures for the residence halls. This includes but is not limited to the location of all exits, fire extinguishers, and the Emergency Assembly Points (EAP) for each residence hall. Upon activation of the fire alarm, the facility should be vacated by all residents. State law requires that everyone immediately evacuates the building. **NO EXCEPTIONS.** University officials may enter rooms during fire alarms to ensure compliance with evacuation procedures. In the event of a fire alarm, all students must evacuate to the Emergency Assembly Points as stated in the Guide to Campus Housing. Any student who does not evacuate the dorm during a fire alarm will face adjudication.

Residents should immediately report to the Emergency Assembly Point for their residence hall and move away from the building. They are assigned as follows:

<b>BUILDING</b>	<b>EMERGENCY ASSEMBLY POINT (EAP)</b>
1st Battalion (A & B)	Under the overhang of Heritage Hall
2nd Battalion (C & D)	Under the overhang of Heritage Hall
3rd Battalion (E & F )	Under the overhang of Heritage Hall
4th Battalion New Hall	Under the overhang of Heritage Hall

- In the event a fire is close to the EAP, students should assemble in the front of the Gym farthest from the fire.
- Residents are to remain at their EAP until the building is cleared by the University Police Department and Emergency Personnel. Residents will not be allowed to re-enter the premises until directed to do so by the University Police Department and/or Fire Department.
- Residents must comply with directions given by Residential Life staff, University Police, Emergency Personnel, and/or other College officials.
- Failing to abide by the evacuation procedures are subject to judicial action/fees.

**FIRE SAFETY/DRILLS:** Each room and all public spaces within the residence halls are equipped with fire warning devices that are linked with the central fire alarm system. All are for the protection of the occupants. Tampering and/or interference with, as well as destruction or misuse of fire safety and fire prevention equipment is prohibited. This includes but is not limited to: fire extinguishers, fire hoses, fire alarms, pull station, heat and smoke detectors, sprinklers, and exit signs. Other prohibited behavior or items include, but are not limited to:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm

when no fire is evident.

- Setting a fire or possessing or using flammable or highly combustible materials.
- Failing to evacuate a building at the sound of a fire alarm or when directed by College staff.
- Overloading outlets.
- Smoking in non-designated smoking areas.
- Unauthorized uses of appliances in residence halls.
- Blocking access to hallway, window, or suite exits.
- All appliances must be free from frays or defects in wiring. The use of gas, alcohol, or other flame-producing chemicals is prohibited. Charcoal fires or barbecues are prohibited indoors. Grills must be at least 25 feet from buildings.
- Please see prohibited items listed above.

College policy and New York State law require the College to conduct a number of fire drills in the Residence Hall each semester. It is a violation of both State law and College policy to remain in the building during a fire drill. Any time the alarm sounds, students and any guests must leave the building immediately, closing any doors behind them, and following the specified evacuation route. Failure to vacate the building when the fire alarm sounds is a violation of policies.

#### **FIRE SAFETY TIPS:**

- Purchase and use only UL-rated electrical appliances and power cords.
- Avoid overloading extension cords, power strips, or outlets.
- Use extension cords only on a temporary basis; they are not intended as permanent solutions.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Never tack or nail an electrical cord to any surface or run cords across traffic paths or under rugs where they can be trampled or damaged.
- Use the correct wattage light bulbs for lamps and fixtures. If there is no indication on the product, do not use a bulb with more than 60 watts. Use cooler, compact fluorescent lamps (CFLs) when possible.
- Keep all electrical appliances and cords safely away from bedding, curtains, papers, and other flammable material.
- Make sure outlets around sinks are equipped with ground fault circuit interrupters (GFCIs) before use.
- Unplug small appliances when not in use and all electronics when away for extended periods.
- Older wiring in student housing and apartments may not be able to handle the increased electrical demand of today's college students.
- Ensure heavy current carrying devices (e.g., refrigerators, microwaves) are plugged directly into a wall outlet with no extension cord attached.
- If use of an appliance frequently causes the power to trip off, or if its power cord or the outlet feels hot, the appliance should be disconnected immediately and the condition reported to the landlord or campus housing staff.

**OPEN FLAMES/BURNING EMBERS/SMOKING:** No open flames or burning embers are permitted within the College residence halls. This includes, but is not limited to, candles, incense, smoking, fireworks, and the burning of any materials or any action that may cause sparks. Smoking is prohibited within the residence halls and within 25' of any operable door or window. E-cigarettes are not banned from campus; **however usages of e-cigarettes in rooms, common areas, bathrooms, or any other area**

**of the residence halls are strictly prohibited.**

\*The Guide to Campus Housing is subject to change.\*