

****This information is current as of July 2023** Students are advised that the information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein. In any such case, the College will provide appropriate notice as is reasonable under the circumstances. Each student is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document. **The most updated version can found here:** <https://www.sunymaritime.edu/student-life>

WELCOME TO STATE COLLEGE OF NEW YORK MARITIME COLLEGE

We at SUNY Maritime want students to become involved outside the classroom! Leadership opportunities are available in all areas of the campus we celebrate the extraordinary efforts of students in academics, leadership, athletics and service annually in ceremonies across campus. The Senior Awards Ceremony (held before spring graduation), the Student-Athlete Awards, The RA Banquet, and The SGA/Student Affairs Student Recognition Reception honor students and allow the larger community of faculty, staff, students, alumni and community partners to recognize their outstanding achievements. Visit the Student Affairs Office for information!

MARITIME COLLEGE MISSION STATEMENT

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

Vision

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

Core Values

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

ACADEMIC POLICIES AND INFORMATION

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

Academic Advising : New students are assigned a Freshman Advisor, through their LEAD 101 class, upon entering Maritime College. At the beginning of the sophomore year, students are assigned a faculty advisor from their major department. Advisors assist students in exploring academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study and semester schedules. Students should see their advisor to:

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

Academic Distress and Sanctions Policy

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

Students with a term GPA (Fall or Spring semester) below 2.0 shall be placed on “Academic Probation.” This sanction is noted on the transcript. Students on academic probation are required to meet with their academic advisor to choose appropriate courses in which to enroll. Academic Probation status cannot be appealed. Students who are placed on Academic Probation while “not in good standing” will be limited to 15 credits in the next semester and shall be encouraged to retake courses in which they earned a grade of D, F, or W.

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

- A cumulative GPA below 1.500 after two semesters at Maritime College.
- Placement on Academic Probation for a third consecutive term at Maritime College.
- Placement on Academic Probation for a fourth time during the student’s career at Maritime College.

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

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

Academic Honors: SUNY Maritime maintains several programs to honor students who have earned distinction in the area of academic excellence. A minimum of 14 credits must be carried during the semester for such recognition.

- Admiral’s List – Students with a semester average above 3.495 or higher 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.

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. Please refer to the Student Code of Conduct for the complete Academic Integrity Policy.

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

Accommodations may be granted for academic work only. 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 safety-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. .

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 “Self Service”. Your ID and PIN are required to access your record, including your schedule, grades, registration, bill and more.

Accreditations: Please visit our website/college catalog for all our accreditation information.

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*” 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 counseling services (all visits are confidential and free). In the event that a student experiences the death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below. For STCW courses, the student must work with their instructors to make up the actual class time and assignments as these courses have a strict attendance requirement to meet US Coast Guard certification requirements. Additional leave may be granted based on a recommendation by the mental health college counselor or the need for international travel. The student may wish to consider withdrawing from or requesting 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: 1 day
- Verified funeral services over 300 miles from SUNY Maritime: 2 days

Process:

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

Change of Status (Regiment to Civilian/Civilian to Regiment) If you wish to change your student status (Regiment to Civilian or Civilian to Regiment) you must file a "*Change of Status Form*" before you are authorized to switch programs with the Registrar's Office. A determination is made by the intended office (Dean of Students and/or Regiment) 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. Form can be found here:

https://www.sunymaritime.edu/sites/default/files/media/Documents/Change_of_Status_Form_2013.pdf

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 and associated units to understand the impact, if any, on these programs.

Concussion Policy

A structured concussion policy has been implemented and will be followed, according to the NCAA Position Statement Guidelines issued in April of 2010, to assure that the best possible care is taken of the student-athletes. The policy can be found in its entirety online. At the time of injury on campus or at a SUNY Maritime College athletic event: If the student is an athlete, a clinical evaluation and symptom checklist is administered by an Athletic Trainer - Certified (ATC). Once a concussion is diagnosed, the athlete is referred to Health Services.

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

- No student suspected of having a concussion is permitted to return to class the same day.
- No student with a concussion is permitted to return to class(es) or Regimental duties (i.e., ship work, formation) for at least 24 hours.
- If student is symptom free for 24 hours they may return to classes and/or Regimental duties the following day with academic accommodations (i.e. exam date change) IF deemed NECESSARY by MD/Physician's Assistant – Certified.

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

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

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

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

Credit Course Load

Undergraduate students The maximum number of credits an undergraduate can take in a Fall or Spring semester is 22 credits, and 8 credits in any Summer Session. Students who wish to take more credits must obtain permission on a Credit Overload form. Additional approvals and signatures are required. <https://www.sunymaritime.edu/sites/default/files/2022-07/Credit%20Overload%20032715.1%20fillable.pdf>

For Fall – Spring Semesters More than 22 credits require 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 require the Chairperson of the Department

Graduate Students The maximum number of credits a graduate student can take is 13 credits.

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

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

Drop/Add a Course Adding or dropping a course 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. Deadlines are published and communicated via email. Withdrawing from a course can 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. <https://www.sunymaritime.edu/academics/academic-calendar>

FERPA The Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, grants certain rights, privileges and protection related to students' educational records maintained by the college. Students' educational records maintained by the college will NOT be released to third parties (including parents) outside of the College, except with written consent of the student. FERPA rights began when the student is accepted, even if they are a minor. For more information on FERPA, and Maritime College specific policies on student records, please contact the Registrar. Additionally, the College and its faculty/staff will not discuss matters related to a student with a third party without the prior authorization and consent of the student. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

A. The right to inspect and review

This gives the student the right to inspect and review their education records within 45 days of the day the College 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 College 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 College 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 amendment

This gives the student the right to request an amendment of the student's education records that the student believes is accurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College 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 College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College 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 their 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 their professional responsibility.

Upon request, the College 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 court 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 student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA can be sent to:

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

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

- 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 Registrars Office 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 (half-/full-time)
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Good Academic Standing Undergraduate students with a cumulative GPA of 2.0+ (3.0 for graduate students) are considered in good academic standing. Students under this designation may be ineligible to participate in intercollegiate athletics, club sports, the student worker program or to represent the College.

Grade Appeal

The purpose of grading 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 standards and integrity. A student may appeal a grade assigned by a faculty member if the student believes that the grade is incorrect, unfair or arbitrary. Grade appeals must be initiated by the student within one academic year from when the grade was issued. Examples of acceptable reasons for a grade appeal include:

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

To appeal a grade, the student should first speak with the instructor of the course in question. If the instructor denies the appeal or is not available, the student may appeal to the Chair of the Department offering the course. If there is still no resolution, the student may appeal to the Dean of the School. If further mediation is required, the student may appeal then to the Provost.

The Provost may uphold the previous decision; the appeal process is then finished. Alternatively, the Provost may appoint a panel to review the documentation/materials. The Panel is comprised of two to three professors, deemed appropriate and impartial by the Provost, and forwards its recommendation to the Provost who may or may not then uphold the Panel's findings. The appeal process ends here.

Graduation Requirements Generally, in order to participate in commencement exercises 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 college, financial or Regimental obligations (where applicable) are generally ineligible to participate in commencement exercises.

To earn an undergraduate degree in all majors, a cumulative GPA rounding to at least 2.00 (i.e., $GPA \geq 1.995$ on transcript) is required at the time of graduation. To earn a graduate degree in all majors, a cumulative GPA rounding to at least 3.00 (i.e., $GPA \geq 2.995$ on transcript) is required at the time of graduation.

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

Additionally, License/STCW course certificates will not be issued to any student unless they 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.

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 (LOA) 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 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*” for further information.

Types of Leaves:

Mental Health Leave of Absence On occasion, a student upon preliminary investigation may be required to leave the College and its premises until the student procures a psychological/medical evaluation, a clearance to return to school, and a recommendation letter from a board-certified psychiatrist/psychologist. The information below has been *prepared to outline the necessary steps needed to return to SUNY Maritime College after a mental health Leave of Absence*. You must provide Maritime Counseling Services 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 medical information you provide is confidential and will not be shared with your professors, department chair, or parents, unless you have authorized this in writing. The summary should be a letter from the therapist and/or physician who has been caring for you.

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

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

A. Student Code of Conduct Violations

Hearings for students placed on involuntary leave for Student 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 ensure the safety and well-being of members of the College community or College property or to insure the student's own physical or emotional safety and well-being. If a student seeks an appeal following their initial hearing, the period of Involuntary Leave may be extended by the Dean of Students or Conduct 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 the College Counseling services. To return to school, the student must also be evaluated and recommended for continued attendance at the College by the College Counseling services who will make the final decision in writing to the student. If cleared to return to the College, a contract will be developed which prescribes responsibilities and terms of return to the student. This contract will be administered by the Dean of Students in conjunction with the College Counselor. Failure to comply with this contract would result in immediate suspension or dismissal from the College.

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

Official Grades and Calculation of GPA

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

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

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

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

I incomplete

P passed in pass-fail courses only

AP Advanced Placement

TC transfer credit

X exempted

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

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

Additional notations:

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

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

Grades not used under certain circumstances:

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

D and D+ are not utilized for Graduate courses

Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment

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

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

A student who has been academically disenrolled will be considered for readmission only after completing a “get well program” (successful completion of 12 transferrable credits with a grade of “C” or better). Official transcripts should be provided to Admissions for review. 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 Math placement exam.

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. A student's accounts must be cleared of all outstanding balances prior to registering. Students can view relevant holds through their Maritime Self Service account.

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

Satisfactory Academic Progress Policy for Financial Aid Withdrawing from classes could have an effect on your eligibility for federal financial aid; see Maritime's [Satisfactory Academic Progress Policy](#) and/or if receiving NYS aid see [TAP Academic Policy](#).

STCW (Standards of Training, Certification and Watch Keeping) *Issuance of STCW Training Certificates*

STCW training certificates shall be issued to cadets upon graduation from a license-option degree program. All original STCW training certificates shall be generated by the License Department and issued to qualified cadets at graduation. STCW training certificates shall not be issued to cadets who do not complete the USCG-approved deck or engine licensing programs. Cadets may not substitute training, nor will the academy accept training certificates from outside the academy's USCG-approved program. The only exception to this is transfer students from another maritime academy which requires a case-by-case review of the training completed at the other academy.

Sitting for the USCG exam

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

1. *Utilizing the process outlined in the Standard Operation Procedures for the Coast Guard's Interaction with State and Federal Maritime Academies (July 2022), each academy must certify that Cadets have met all Coast Guard approved program completion (graduation) requirements, subject to spot check and audit, including:*
 1. *Completion of an approved curriculum of study that includes all required training.*
 2. *Completion of the appropriate sea service.*
 3. *Completion of the appropriate Standards of Training Certification and Watchkeeping for Seafarers (STCW) competency assessments; and*
 4. *Completion of a comprehensive Coast Guard administered examination for the appropriate National Endorsement(s).*
2. *Time Sensitive Training: Cadets who have lapsed in their academy program enrollment may need to have recency requirements re-evaluated to ensure training has been completed within the required time period. Certain training elements are time sensitive. For example: if more than five years have elapsed since Basic Training was originally completed, either refresher*

or revalidation training is required. Time sensitive elements include, but are not limited to:

- 1. Basic Training (46 CFR 11.302);*
- 2. Basic Firefighting (46 CFR 11.201(h));*
- 3. Advanced Firefighting (46 CFR 11.303);*
- 4. Proficiency in Survival Craft (46 CFR 12.613); and*
- 5. Tankerman-PIC (46 CFR 13.201).*

The above training, if over five years old, may be satisfied by either repeating the applicable academy course(s) and assessments, or by completing any U.S. Coast Guard approved revalidation training for the endorsement(s). The specific course(s) approved to meet applicable requirements are specified in the academy's program approval from the U.S. Coast Guard.

- 3. Cadets who pass the comprehensive National Endorsement examination but are not program complete within one year of passing the examination will be required to reexamine in order to be program complete.*
- 4. Non-U.S. Citizens: Cadets who are not U.S. Citizens that complete the approved academy program and Coast Guard national exam are issued a Letter of Accreditation. If citizenship is gained within five years from the date of the letter, they may apply for a U.S. Merchant Mariner Credential (MMC) and will be eligible for all the endorsements in the academy's approved program.*

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:

- Contact information of instructor
- 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*” for further information.

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

- The student must submit proof of two doses of live MMR vaccine: the first dose given no more than 4 days prior to the student's first birthday and the second at least 28 days after the first dose; **or**
- The student must submit serological proof of immunity to MMR. This means the demonstration of measles, mumps, and rubella antibodies through a blood test performed by an approved medical laboratory; **or**
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.
- **COVID-19 vaccinations are recommended**

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

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

If the student has not received meningococcal vaccine within the past 10 years, then they must submit the signed response form.

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

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

Campus Safety/University Police Department

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. UPD is located at the main entrance to the campus and is staffed 24 hours a day, 365 days a year. In addition, UPD 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, etc.

The mission of UPD at 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 College Rules and Regulations and all local, state, and federal laws along with the Maritime College Student Code of Conduct.

Reporting Crimes or Other Emergencies on Campus: To report a Police, Fire or Medical Emergency on Campus **DIAL 911** from any campus phone.

Special Emergency Blue Light Phones are also located at the entrances to each of the four Residence Halls, in Parking lot 11 near the Jetty, Lot 8 under the bridge, and the walkway between Marvin Tode Hall, the Naval Reserve Center, waterfront area at McMurray Hall, and the walkway behind the Maritime Academic Center. To report an emergency by cellular phone or to contact UPD 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 (as assistance is coming from NYC).

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

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

Missing Student Policy -Most missing-person reports in the college environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in 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 UPD. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified immediately. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, UPD is required to notify a parent or guardian. If a student is over age 18, UPD is required to notify the emergency contact the student identified to the College.

Order of Protection - If a student has obtained an Order of Protection and/or believes that they are being or may be stalked while on SUNY Maritime College's campus, the student should advise UPD and the Dean of Students. If possible, in addition to any Order of Protection, the student should provide UPD and

the Dean of Students with a photo, description, and the vehicle information of the person(s) whose conduct is at issue. The student will be given the phone number of the UPD Office and Dean of Students to be utilized if the student feels threatened while on campus. Additional measures may be utilized to assist with safety for the student in such instances, as deemed feasible by UPD and the Dean of Students. The College will advise local police and cooperate with them if the person named in an Order of Protection or identified as a stalker, appears on campus.

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

Tips for Guarding Your Own Personal Safety:

- Keep the door(s) to your residence hall room always locked.
- Never leave your bags, books, laptop, or other valuables unattended.
- Be always aware of your surroundings.
- 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 do not 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 UPD. If you feel threatened or unsure, immediately call UPD.
- UPD may be contacted for an escort if the person feels uncomfortable walking alone at night.

SECTION 1 - PARENTAL NOTIFICATION

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

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

SECTION 2 - STATE & FEDERAL LAWS/POLICIES RULES & REGULATIONS FOR PUBLIC ORDER

Board of Trustees SUNY Maintenance of Public Order Statutory Authority Education Law 6450 – Information can be found https://www.suny.edu/sunypp/documents.cfm?doc_id=351

SECTION 3 - COLLEGE POLICIES/STUDENT CODE OF CONDUCT

Overview

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

Off Campus Misconduct Policy

The College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct, will be reviewed by either the Dean of Students and/or designee. Upon receipt of a complaint alleging off-campus student misconduct, the Conduct Officer 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.

Regimental Students Only:

Please be advised that regimental students are also obligated to follow all rules and regulations set forth by Regiment of Cadets. Students who violate the Student Code of Conduct MAY be required to attend a

Suitability Board, through the Regiment of Cadets, in addition to any conduct sanctions they may receive through the conduct process.

POLICIES

ABUSE OF THE CONDUCT SYSTEM

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

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

ACADEMIC INTEGRITY/NON-ACADEMIC INTEGRITY

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.

The first academic integrity violation may be handled and processed by the faculty member. However, the Dean of Students or designee may have concurrent jurisdiction to adjudicate any instances of academic integrity. Thus, all integrity offenses can be grounds for dismissal or other action initiated by the Dean of Students or designee and copies of all academic integrity violations are to be sent to the Conduct Officer. A second academic integrity violation may result in physical and academic removal from the College.

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

- The attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.
- Plagiarism, the act of presenting another person's ideas, research or writing as your own, resubmitting, AI.
- Obtaining an unfair advantage.
- Falsification of official documents.
- Collusion is lending assistance or failing to report witnessed acts of academic misconduct.
- Providing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Tampering with the election of an officer of any College-recognized student organization.

- Aiding, abetting, or procuring another person to violate a College policy.
- Academic Dishonesty (i.e. cheating, plagiarism, obtaining unfair advantage, falsification of official signature, falsification of college documents).
- Sabotage of Academic Activity (interfering with, or sabotaging an academic activity. Sabotage includes, but is not limited to: removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity; tampering with another student's work).

ALCOHOL

Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and /or any vehicle or craft belonging to or in custody of the College. Cadets returning to the training ship will be informed of the rules and regulations prior to SST. By enrolling at SUNY Maritime College, a cadet has implied consent to taking a breathalyzer test to determine their BAC. If UPD or a staff member asks a suspected intoxicated Cadet to yield to a breathalyzer, the cadet is required to do so; failure to submit to a breathalyzer will result in an automatic failed test result.

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 Conduct Officer for adjudication

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.

New York State laws can be found: <https://www.nysenate.gov/legislation/laws/ABC/65-C>

Alcohol Violations examples (not limited to):

- Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and/or any vehicle or craft belonging to or in custody of the College.
- Events at which alcohol is served may be authorized under certain special circumstances where the vast majority of attendees will be 21 years of age or older, individuals involved in the serving of alcoholic beverages must also be 21.
- The College will comply with the requirements of the New York State Alcohol Beverage Control Law. Amendments to the law provide that, “No person under the age of 21 shall possess any alcoholic beverage with the intent to consume such beverage.”
- Alcoholic beverages are not permitted in residence halls and no events will be approved in which alcohol will be served or consumed in the residence halls.

- It should be noted that the presence of unopened or empty alcoholic beverage containers in or about the College grounds is prima facie evidence of use, consumption, and/or transportation.
- The first alcohol violation may result in mandatory alcohol treatment with the College counselor. A second alcohol violation may result in offense and the student may be physically and academically removed from the College for no less than one (1) year. The student may apply for reinstatement to the College by making a formal application to either the Dean of Student Affairs. Under no circumstances shall a student be readmitted to the College without supplying proof of alcohol intervention from a health care provider.
- Any act of harassment, violence of any kind, vandalism, harassment, hate/bias crimes which may be the result of alcohol may result in suspension/expulsion.

ASSAULT

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

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

BIAS CRIMES/INCIDENTS 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, sex, gender identity, gender expression, age, political beliefs, disability, or sexual orientation. Biased 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.

The fact that the offender was biased against an individual's race, religion, ethnic/national origin, gender, age, political beliefs, disability, or sexual orientation does not automatically mean that a hate crime was committed. The act must have been motivated, in whole or in part, by a bias. Upon referral to conduct proceedings, the incident may be classified as a hate crime, a crime, prohibited conduct or violation under these policies and/or the Student Code of Conduct, a biased incident or an act of free speech.

BULLYING/CYBERBULLYING

Bullying is systematically and chronically inflicting physical hurt and/or psychological distress on one or more individuals. It is further defined as unwanted purposeful written, verbal, non-verbal or physical behavior. Violations may include (but not limited to)

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying (see below)
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property

- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods

COMPUTERS, TECHNOLOGY & SOCIAL MEDIA

Acceptable use of any computing, networking and communications resources provided by SUNY Maritime College is that use which strictly serves the mission of the College. Any other use is considered an unacceptable use of resources. SUNY Maritime College's computing, networking and communications resources are for the use of its students, faculty, staff and guests and are only provided for the academic, educational, business and approved research purposes of the College. Violations can include (not limited to)

- Unauthorized access or entry into a computer, computer system, network, software, or data
- Unauthorized alteration of computer equipment, software, network, or data.
- Unauthorized downloading, illegal downloading of music, copying, or distribution of computer software or data 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

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

- Misuse or abuse of the College computer system, voice mail or telephone services as defined by the College. This includes but is not limited to:
- Unauthorized use or abuse of your computer account (i.e. Digital Millennium Copyright Act).
- Sending abusive or threatening messages to students, faculty, or staff.
- Repeatedly sending messages with no appropriate intent (i.e. spam, etc....)
- Accessing a student or staff account without authorization.
- Using a College office computer account without authorization.
- Failure to comply with College policies on computer, voice mail and/or telephone service.
- Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

DAMAGE TO PROPERTY/RECKLESS ENDANGERMENT

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

- Taking any action that creates a substantial risk such that bodily harm could result to any person, including self.
- Any act that damages the College or another's property

- Leaving objects on window ledges
- Jeopardizing the physical or emotional safety of oneself or another.

DISRUPTIONS (IN/OUT OF CLASSROOMS) /DISORDERLY CONDUCT

An instructor has the right to remove 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 UPD depending on the gravity of the situation. When a student is ejected from a class for the first time, it shall be for that class period only. The instructor shall submit a written report of the incident to the Dean of Students. Charges may or may not be issued.

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

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

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

DRUGS

Student use, consumption, possession, or transportation of narcotics and/or illegal drugs is prohibited. “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 speed, amphetamines (Ritalin, Adderall, etc.), antidepressants (Prozac, etc.), sedatives and barbiturates, tranquilizers, and pain killers (Valium, Vicodin, etc.).
- Marijuana or THC oil,
- Narcotics, such as morphine, heroin, 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.

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

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

- Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bongs, etc.) are not allowed on campus property.
- It should be noted that possession of paraphernalia associated with drug use is prima facie evidence of use and/or possession

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

Cadets only:

Federal law requires periodic or random drug testing of students prior to classes beginning/during Indoctrination 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.

ALCOHOL AND/DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES (SEE SEXUAL MISCONDUCT)

DUMPING/LITTERING

Dumping and littering violations include but are not limited to:

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

FAILURE TO COMPLY/ABIDE

Violations of Failure to Comply/Abide include but are not limited to:

- Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in the performance of their duties and/or interference with faculty, staff, or student-staff acting in the performance of their official duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a school employee or UPD officer.
- Failure to show proper student identification or other identification to any faculty, staff, or student to staff in the performance of her/his official duties.
- Violation of federal, state, and/or local laws.
- Violation of published College policies, rules, and regulations (i.e. Student Code of Conduct, Academic Policies, etc....)
- Failure to carry student identification.
- Aiding, abetting, or procuring another person to violate a College policy.
- Failing to comply with a No Contact Order
- Failing to comply with/complete a conduct sanction

FRAUD

Fraud includes, but is not limited to:

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

GAMBLING

Gambling violations include but are not limited to:

- Gambling on College property and/or the training ship or at College-sponsored functions for money or stakes
- Organizing gambling games and/or encouraging others to participate

HARASSMENT

In addition to harassment on the basis of legally protected status, SUNY Maritime College prohibits harassment of students on any basis, which the College defines to include, persistent, severe, pervasive, unwelcome, and inappropriate conduct that actually or potentially interferes with a student's ability to work or learn. Harassment violations include but are not limited to:

- Action(s) which recklessly and/or intentionally endanger(s) the mental or physical health of any individual and/or results in a cessation of normal activities and operations of the College.

- Persistent, severe, pervasive, unwelcome, and/or inappropriate conduct that actually or potentially interferes with a student's ability to work or learn

HAZING

Hazing is a violation of College policy and New York State law:

<https://www.nysenate.gov/legislation/laws/PEN/120.16>

Hazing violations includes, but is not limited to:

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

HOUSING AND RESIDENTIAL LIFE

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

KEYS

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

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

POSTING POLICY (STUDENT GOVERNMENT CLUBS)

All posting must be approved by the Office of Student Affairs. All postings that are not in an approved location will be removed.

Approved Areas:

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

Prohibited Areas:

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

Violations include but are not limited to

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

SAFETY/FIRE REGULATIONS

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 include but are not limited to:

- Arson/committing acts of arson, willful or malicious burning of property especially with criminal or fraudulent intent.
- Creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
- Intentionally causing a false fire alarm.
- Tampering 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.

- Failure to 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.
- Blocking fire exits of any campus building for any reason.
- Hanging flags or other coverings under or over electric lights, heat-actuating fire detection devices, smoke detectors, fire extinguishers or sprinkler heads
- Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
- Unauthorized possession, use, or alteration of any College emergency or safety equipment.
- Actions that create a substantial risk such that the safety of an individual(s) is compromised.

SEXUAL MISCONDUCT/TITLE IX (*see Discrimination complaints & sexual violence reporting, policies and response online at <https://www.sunymaritime.edu/titleix>*
<https://drive.google.com/file/d/117EurqTBk9jBy2Jp3KPRovoY7kWY0D1i/view>

ALCOHOL AND/DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES (SEE SEXUAL MISCONDUCT)

The health and safety of every student at the State College 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 Student 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.

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, residence halls, corridors, study areas, stairwells and recreational areas. Smoking (cigarettes, electronic cigarettes, vaping, cigars, hookahs and pipes) is only permitted in designated areas. Smoking violations include but are not limited to:

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

THEFT

Theft violations include but are not limited to:

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

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

THREATS/INTIMIDATION

Threats and/or intimidation tactics are chargeable offenses. Violations include but are not limited to:

- Threatening use of force upon any person
- Any acts of intimidation
- Exploitation of any kind
- Digital/electronic threats

TITLE IX (*see Discrimination complaints & sexual violence reporting, policies and response online at <https://www.sunymaritime.edu/titleix>*
<https://drive.google.com/file/d/117EurqTBk9jBy2Jp3KPRovoY7kWY0D1i/view>

UNAUTHORIZED ENTRY/TRESSPASSING

Unauthorized entry violations include but are not limited to:

- Unauthorized entry to (or use) of a or private room, building, structure, vehicle, facility, or roof top.
- Gaining access to the campus via the seawall
- Organizing or carrying out unlawful or unapproved activity on College property.

VANDALISM

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

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

WEAPONS/DANGEROUS OBJECTS

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

Possession or keeping of a deadly instrument on campus (including in any vehicle) or use of any object with intent to harm another is prohibited. This includes, but is not limited to, firearms, explosives, explosive devices, knives, blackjacks, chukka sticks, brass knuckles, sling shots, 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 UPD and Dean of Students immediately. Weapons and dangerous objects violations include but are not limited to:

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

SECTION 4 – CONDUCT SYSTEM

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

ARTICLE I- CONDUCT PROCEEDINGS

Conduct 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 the Conduct Officer (in conjunction with the Deputy Commandant of Cadets where applicable) or a Conduct Board will consider all of the evidence available regarding a reported incident and decide what the most probable course of events were.

ARTICLE II - COLLEGE CONDUCT BOARD/ACADEMIC INTEGRITY BOARD

The College Conduct Board hears cases involving alleged violations of the Student Code of Conduct and/or violations of the Residence Hall Code. This Board hears cases involving students who either commute or reside on campus. The Conduct 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 Conduct Officer.

Composition of the College Conduct Panel:

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

Academic Integrity Boards

- Academic Integrity violations are handled by the Academic Integrity Board (AIB), drawn from the pool of Conduct Board members. An AIB is comprised of one staff member, two faculty members, one student, and the Associate Provost, for a total of 5 AIB members, as well as the Conduct Officer (non-voting, Chair).
- The reporting faculty member or a designated faculty member/department chair attends the AIB hearing and presents evidence; after presenting, the reporting faculty member's participation in the hearing is complete. After the departure of the reporting faculty member, the student under review then joins the AIB hearing to present their evidence. All five voting members of the selected AIB must be present to constitute a valid hearing.

ARTICLE III - DUE PROCESS, WITNESSES & ADVISORS

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 if requested. The only exception to this practice may occur in the case of an Involuntary Leave/Interim Suspension (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 conduct 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) emailed to student's SUNY Maritime email account.
- C. A student has the right to copies of written reports pertinent to the case, and review only when there is an alleged violation of sexual misconduct.
- D. A student has the right to have anyone on the Conduct Board replaced if the student can show a source of bias (final decision by the Conduct Officer).
- E. A student has the right to present information in their behalf, including the testimony of witnesses, and shall not be compelled to offer testimony against themselves.
- F. A student has the right to have an advisor present at the hearing. Said advisor may attend the hearing and advise the student during the hearing but may not address the hearing Board directly.

- G. A student has the right to written notification of the results of a hearing no later than ten (10) calendar days after the hearing. Proper written notification shall be defined as delivery by email to a student's on-campus email address or hand delivery by campus staff.
- H. A student has the right to appeal the outcome of a hearing (*see Appeals*)

WITNESSES/ADVISORS

- Only members of the college community (current faculty, staff and/or students) are able to serve as witnesses in a hearing. Character witnesses are typically not a part of Conduct Hearings.
- Anyone may serve as an advisor. The “potted plant” rule applies to Advisors throughout the Conduct process. While a FERPA release may allow college officials to answer general questions about a matter, college officials will not meet with Advisors separately or discuss particulars of the case with them. Any inquiries should come directly from the student. Further, Advisors may not speak on their party's behalf or otherwise interfere with meetings or proceedings, including the hearing. Where the Conduct Officer determines that an Advisor's conduct undermines the integrity of this policy or interferes with meetings or proceedings, an Advisor may be prohibited from continuing to serve in their role. Where there are unreasonable delays due to an Advisor, the Conduct Officer may elect to hold meetings or proceedings absent their presence. The affected party will be permitted to obtain a substitute Advisor.

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/Conduct Officer). Notices of expulsion or suspension from the College are reported to the Registrar, College Polices, Provost, and other appropriate officials of the College. Additionally, please note, that if a student admits responsibility or if found responsible for a Student Code of Conduct violation, campus department heads may be notified as appropriate including but not limited to Athletics, the Regiment of Cadets, Human Resources, and/or Academic Department Chairs/Deans.

Disciplinary sanctions can be imposed upon any student. In the case of a regimental student, any number of demerits and/or restriction can be issued. Sanctions will fall under one of the following:

- *Reprimand/Written Oral Warning*
 - A written or oral statement by an appropriate College official to the student that 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.

- *Demerits/Restriction (Cadets only)*
 - Any combination of demerits or restriction
- *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 Conduct Officer. All levels of adjudication may assign on-campus community service maybe assigned to all levels of adjudication. Record of on-campus community service will be signed by the Dean of Students and/or designee and maintained in students file.
- *Apology Letter*
 - Requires a student to complete an apology letter with specific recipients, content, length, submission requirements and a completion deadline.
- *Behavioral Contract*
 - Requires a student to complete and abide by a behavioral contract with specific behavioral restrictions, requirements and a completion deadline.
- *Campus Probation*
 - A student placed on Campus Probation, has jeopardized their privilege of accessing certain areas on campus
- *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.
- *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.
- *Denial or Restriction of the Use of College Facilities*
 - An official notification by the Dean of Students for denial or restriction of the use of specific College facilities.
- *Disciplinary Probation*
 - A trial period during which a student who has been found Responsible of a violation has the opportunity to demonstrate that they 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.
- *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 Conduct Officer when the mandated consultation has been completed, but will maintain confidentiality regarding the substance of all consultations.
- *Fixed Term Suspension from the Residence Halls*
 - The student may be suspended from the residence halls for a specific period of time (1-4 semesters, not including summer). Arrangements to vacate will be made by the proper College authorities. During this time, the student is restricted from the residence halls and

may also be restricted from the Mess Deck, Gymnasium, and all social activities. The student may apply for readmission to the residence halls via the established process following the period of suspension. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

- *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.

- *Fixed Term Suspension from the College*

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

- *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.

ARTICLE V- CONDUCTPROCEDURES

- A. Any member of the College community may file a report against any student for misconduct. Charges shall be determined and prepared in writing by The Conduct Officer as appropriate, who is in turn responsible for the administration of the student conduct system.
- B. The Conduct Officer, in conjunction with the Deputy Commandant of Cadets (and/or designee where applicable) may investigate to determine if charges have merit. Said investigation may include a disciplinary conference (either in person or via telephone/zoom) whereby the accused is informed of the charge made against them, their rights under the campus conduct process, and potential sanctions.
- C. The Conduct Officer issue a charge of student misconduct if the investigation and/or report discloses merit.
- D The accused shall receive written notification of all charges.
- E. In cases where the accused student acknowledges guilt and agrees to an administrative issuance of sanction, The Conduct Officer ~~can~~ issue such sanction(s) in a “Responsible Plea Proceedings.”

1. *Responsible Plea*: The Responsible Plea is a modified conduct proceeding designed for students who admit to misconduct and the allegation(s) referred against them. The Conduct Officer hears only from the accused student and general character witnesses. The Responsible Plea proceeding will convene with The Conduct Officer or their designee within one week following notification of the student under investigation or sooner.
2. *Responsible Plea Procedures*: The Conduct Officer will read the admission of the violation(s) and review all evidence relevant in the case. During the Responsible Plea, the accused student may have general character witnesses testify. The Conduct Officer also question the accused student. By admitting to the violation(s), the accused student will be required to sign a Responsible Plea Agreement which concisely summarizes the charges, guilt and assigned sanctions. This agreement is considered executed upon the signature of the student, Dean of Students and Provost **No further review or appeal will be granted after execution of the Responsible Plea Agreement.** Responsible Plea Agreements may be forwarded to any other relevant departments.

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

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

1. Persons other than those directly involved in the case are permitted to be present at the hearing as observers, provided they have prior approval from the Conduct Officer.
2. In violations involving more than one accused student, the Conduct 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 Conduct 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 Conduct Officer shall have the right to present witnesses. All witnesses are subject to questioning by the accused student, the Conduct Officer, and the members of the College Conduct Board.
6. Pertinent records, exhibits, and/or written statements may be accepted as evidence for consideration by the College Conduct 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 Conduct Board will move to a closed session to determine, by majority vote, whether the accused has violated the Student Code of Conduct.
9. The Conduct 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) Responsible 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 Conduct Officer only after judgment against the accused is made)
 - 10.2 Disciplinary precedent (Information on precedent will be presented to the Board by the Conduct Officer only after judgment against the accused is made)

- 10.3 Following deliberation by the members of the Board, its finding regarding responsible or not responsible of the accused, and any sanction recommended in those cases where the accused is found in violation, is to be presented to the Conduct Officer.
- 10.4 Within 10 calendar days of notification, the Conduct Officer then notifies the accused of the finding and any sanction. Proper written notification shall be defined as delivery by SUNY email address, 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 Conduct Officer learns, or is informed beforehand, that the student's failure to appear is for good cause, the Conduct Officer may grant a new hearing. Otherwise, the finding and any recommended sanction of the College Conduct Board shall stand if no appeal is filed within three days of notification. Extensions may be granted.

ARTICLE VI - APPEALS

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

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

Should the Student Wish to Appeal:

The finding and/or recommended sanction decision as determined by the Conduct Board may be appealed by the accused student to the Provost within three (3) calendar days of initial written notification of the result of the initial hearing. Extensions may be granted. Such appeals must be sent electronically. If an appeal cannot be filed in accordance with the 3-day filing deadline, the individual must contact the Conduct Officer 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 (Conduct 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 fact not brought out at the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

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

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

SECTION 5 – CONDUCT REPORTING

ARTICLE I - DISCIPLINARY RECORDS

All disciplinary records are maintained under the supervision of the Conduct Officer and Commandant of Cadets (where applicable) 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 their 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 Dean of Students or 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 Student Code of Conduct violation
- Expelled after a finding of responsibility for a Student 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 College 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’s website.

SECTION 6 - POWER & AUTHORITY

ARTICLE 1 – CONDUCT AUTHORITY

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

- Enacting, or authorizing another member of the College staff to enact, Memoranda of Understanding in those instances where the well-being of students, faculty, staff and/or property is deemed at immediate risk.
- Placing students on interim suspension pending a hearing.
- Hearing appeals concerning recommendations made during the campus conduct process.
- The Conduct Officer has administrative responsibility for the conduct process. Their actions may include any or all of the following:
- Investigating(s) into allegation(s) of student misconduct. Said investigation may include a disciplinary conference (either in person or via telephone/zoom) whereby the accused is informed of the charge made against him/her, their rights under the campus conduct 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 Conduct Board.

ARTICLE II - INTERPRETATION AND REVISION

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

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

GUIDE TO CAMPUS HOUSING
SUNY MARITIME COLLEGE JULY 1, 2023 – JUNE 30, 2024

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 3rd Battalion, Baylis Hall, 1st 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, 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 when appropriate, reasonable and 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. College officials (including but not limited to Public Safety/University Police, Fire Marshall, Residential Life staff, Student Affairs staff, Physical Facilities staff, and any other College employees or contractors who have a legitimate need to enter the space) 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, to seize contraband in connection with criminal charges, 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 officials 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 officials 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 their 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**

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 Resident Director, 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, and 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.

RESIDENT DIRECTORS (RD): The Resident Director assists in the managing of the day to day operations of the residence halls and the resident advisors/building managers. The Resident Director is directly supervised by the Assistant Director and the Director of Housing and Residential Life. The RD is instrumental in the selecting, training and supervising of the Residential Life Staff which includes Building Managers and Resident Advisors. They will be the primary on-call to respond on a daily basis.

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 their 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 their 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://suny-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 most often of the same gender and status (Civilian, Regimented, Day Student, and 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 any other Residential life staff member 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.

EXPRESS CHECK-OUT: To provide a smooth and convenient check out process, the OHRL also offers an **express check out** option before departing campus. This option allows students to depart at their leisure within the designated departing time period and not connect with a Housing staff member to be checked out. Students must remove their personal belongings from the room and return their assigned key before departing campus.

By participating in an express check out, students acknowledge that they waive their right to petition any room damages and/or charges discovered after they exit from the residence halls. A member of the OHRL staff will conduct a walk-through of rooms participating in the express check out process to complete a room condition report. Should a student account be charged for any damages and/or trash left in the room, photos will be taken as justification for the charge. Therefore, it is strongly suggested that students double check their room prior to returning the key. Students will not have access to their room once the key is returned.

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.

REQUEST FOR EXTENDED STAY/EARLY ARRIVAL: The Office of Housing & Residential Life (OHRL) establishes the dates governing students' stay in the residence halls prior to the start of each academic year. Therefore, students are expected to plan accordingly with respect to the check-in/check-out dates. Recognizing that students may need to return to campus early, or stay on campus late for various reasons, the OHRL will review requests for extended stay on a need basis. Considerations will be granted for the following students:

- International Students
- On-Campus Student Employment
- Student Athletes
- Students with Academic Related Reasons
- **Long-Distance Drive:** Students coming from a distance that requires significant travel may report a day earlier to allow sufficient time to make the trip to and from the College. A general guideline is anything over a five-hour, one-way trip (over 300 miles).

Request for extended stay/early arrival will not be considered for the following reasons:

- Leaving an apartment: Students who are renting or subleasing off-campus apartments in the summer need to be aware of when their lease agreement ends. **Students will not be allowed to move onto campus until the appropriate move-in date.**

- **Local, Non-Campus Responsibilities:** Students will not be allowed to return to campus early to pursue off-campus jobs or volunteer duties that would bring them back early. It is the student's responsibility to make plans concerning living arrangements prior to the move-in date.
- **Roommates on Campus Early** – Students whose roommates are approved to be on campus early may not move in with the roommate. If it has been determined that an unauthorized student is living in a residence hall prior to the move-in date, both the student and their unauthorized guest may face judicial action.
- **Improper Travel Date Arrangement:** It is the student's responsibility to make travel arrangements in respect to the check-in/check-out dates that are established by the OHRL. **Students will not be allowed to stay late/arrive early because of early/late flights/travel arrangements.**
- **Convenience:** Early arrival/extended stay requests that are made solely for the convenience of the student and are not related to the approved criteria mention above are typically denied.

Exceptions are rare –all pertaining departments will have input regarding exceptions

A written request for extended stay/early arrival must be made prior to the early arrival or extended stay of the student. Students who wish to arrive early/stay late must complete the online application for the respective semester. Approval of such requests is not automatic. In the event that permission is granted, a one-time \$50 administrative fee, plus the daily room rate will be charged to the student's account. All students granted permission to return to campus early, or stay on campus late, should realize that college services including, but not limited to, regular custodial services, dining services, residence hall offices, and mail delivery may be limited or unavailable. Students residing on campus must follow all College and Housing policies outlined in the Student Handbook. Early check-in/late check-out must occur during the OHRL operational hours, Monday to Friday, 8 a.m. to 4 p.m.

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, and 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.

DOUBLE OCCUPANCY ROOM BUYOUT: The Office of Housing & Residential Life reserves the right to consolidate any student with vacancy within all living units on campus. Residents who find themselves in a room without a roommate, for whatever reason, may be offered the following options:

- Move to another room to fill vacancy.
- Accept a roommate who is also being required to consolidate.
- “Buyout” the room at a premium rate.

****Room Buyout: Depending on the total resident population, the needs of incoming Maritime students and available spaces, students may be offered a “buyout” option. By this, residents may opt to “buyout” the vacant assignment(s) in their room, alleviating them from the chance of having other students assigned to that space for one semester. This option is only available after the two week room freeze period and comes at an additional cost.****

POLICIES

- We have a first come, first serve policy. Therefore, approval of “buyout” request is not automatic.
- After the two week room freeze period that occurs at the beginning of each semester, residents with vacancies in their room will be given the option of “buying out” those unassigned spaces in that room at an additional cost.
- Students who are eligible for a “Room Buyout” will be notified by the OHRL office.
- Residents who have bought out the room will be permitted to arrange furniture in their room to their liking. However, students will not be allowed to loft their beds. Additionally, the second set of furniture provided in the student bedroom cannot be removed. Students who remove room furniture may be charged the replacement value of the furniture and may face student conduct action.
- Should a “buyout” be granted for the fall semester, it is not guaranteed for the spring semester.
- Rooms will default to open doubles/triples at the end of each semester. Therefore, students should prepare the room back to its original configuration in preparation for a roommate once the semester has ended.
- A student cannot “buyout” an entire suite.
- Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to conduct action. This includes not responding to phone, e-mail or other attempts to make contact.

ELIGIBILITY

- First Year/Incoming students will not be given the option of “buying out” the space in a room at an additional cost. **Exceptions made to the eligibility requirements are rare –all pertaining departments will have input regarding exceptions**

- Only upperclassmen residents with vacancies in their room will be given the option of “buying out” the space in that room at an additional cost.
- If a student has a roommate(s), they cannot “buy out” their room. Students unsure of a roommate assigned status should log into their housing *Symlicity* account and select Roommates to see a list of roommate(s) after the two week room freeze period.
- Building limitations will still apply.

COST

- Current rate listed on SUNY Maritime housing website.
- In the event a “Room Buyout” occur mid-semester, the cost may be pro-rated based on the week a student commits to.

APPLICATION

- Students who wish to participate in the housing “buyout” process must complete the online application for the respective semester.

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 their housing eligibility. The roommate(s) who, after being notified (may be disseminated through email) that their 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 their 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 their 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

Failure to comply with any housing policies may result in a "failure to comply" charge under the Student Code of Conduct.

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 |

| Maritime College Housing Health and Safety Violations | Room: | 1 st Inspection | Items Removed | Circle Fee per Infraction |
|---|-------|--|---------------|---------------------------------|
| | Date: | | | |
| Air Conditioner(s) | | 48-hr removal is mandatory. If item is still present within 48-hrs, resident(s) will be charged \$50 | | |
| Appliances with open coils, hot plates, toasters; Deep and/or air fryers | | | | \$50 |
| Blocking up, risers, or supports under a bed are prohibited, Unauthorized bunking of bed(s) | | | | \$50 |
| Candle(s); Incense of any kind (burnt or unburnt)/hookahs | | Immediate confiscation and fee of \$100 | | |
| 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 | | Immediate fee of \$100; Possible removal from Housing | | |
| Electric blankets | | Immediate confiscation and fee of \$100 | | |
| Extension cords/multiple plug adapter without external circuit breaker/resettable switch | | Immediate confiscation and fee of \$100 | | |
| Firework(s)/explosive(s) | | Immediate fee of \$100; Possible removal from Housing | | |
| Flammable or combustible item(s); Lava lamps or electric novelty items | | | | \$50 |
| More than one fish tank (10 gal. max.) | | | | \$50 |
| Halogen lamps/strobe lights/sun lamps/UV bulbs; Octo- lamps with plastic shades or lamp with no shade | | | | \$50 |
| High wattage equipment as determined by Housing & Facilities | | | | \$50 |
| Holiday lights (only LED is permitted) may not block door/window, or hang over door or from ceiling | | | | \$50 |
| Humidifiers/dehumidifiers greater than one gallon | | | | \$50 |
| International converters must be UL-approved and equipped with an external circuit breaker/resettable switch | | | | \$50 |
| Live holiday decorations (e.g. Christmas trees) | | | | \$50 |
| The only outside furniture that is authorized are computer/gaming chairs (e.g. no couches, futons, coffee tables, etc) | | | | \$50 |
| Furniture not supplied must conform to California Bulletin 117 & 133. and be approved by Housing | | | | \$50 |
| No sock (s)/cloths wedged between door frames. No tampered with door latches and strike plates (e.g. stuffing paper to prohibit door from closing.) | | | | \$50 |
| One refrigerator per person no larger than 5 cubic feet. Must be energy efficient. | | | | \$50 |
| No wall coverings > 20% as determined by Housing, Facilities, and/or Fire Marshal | | | | \$50 |
| Outdoor grills/electric grill or skillets, popcorn popper(s) | | | | \$50 |
| No decorations hanging from ceiling, on or above doors/doorway, windows, over bed, etc.: Dart boards prohibited | | | | \$50 |
| Preventing egress (exit) from a room as determined by Housing, Facilities, and/or Fire Marshal | | 48-hr removal is mandatory. If item is still present within 48-hrs, resident(s) will be charged \$100 | | |
| Propane or compressed gas, e.g. scuba tanks, paint ball tanks, etc. | | Immediate confiscation and fee of \$100 | | |
| "Piggybacking" – plugging extension cords and/or surge protectors into each other | | Immediate confiscation and fee of \$100 | | |
| Silly string/Holiday garland | | | | \$50 |
| Space heaters | | 48-hr removal is mandatory. If item is still present within 48-hrs, resident(s) will be charged \$100 | | |
| Storage of bikes in hallway, ladder well, or prevents egress from a room | | 48-hr removal is mandatory. If item is still present within 48-hrs, resident(s) will be charged \$50 | | |
| Waterbeds, personal mattress, air mattress, exceptions determined by Housing and Health Services | | | | \$50 |
| Other(s): Be specific: | | | | \$50 |
| Details: | | Total: | | |
| Occupant(s): Last, First Student ID: _____, _____, _____ _____, _____, _____ _____, _____, _____ _____, _____, _____ _____, _____, _____ _____, _____, _____ _____, _____, _____ | | Each occupant will be assessed the total fee. All occupants are responsible for the shared space. Fees will remain on all accounts until an occupant takes full responsibility in writing. Once confiscated, extension cords, fireworks, explosives, propane tanks, candles/incenses/hookahs will NOT be returned at any point. Occupants that have repetitive violations will be documented and charged accordingly. Those violations will not be given the same grace period for removal. Items can be confiscated and discarded. Occupants will immediately be fined \$100 for the possession and/or use of an extension cord in the residence halls. | | |

| | | |
|--|-------|-------|
| Housing Staff Name: | Date: | Date: |
| Witness Name: | Date: | Date: |
| Multiple Housing and/or College violations may lead to removal from the Residence Halls. | | |
| Unless noted otherwise, residents are allotted 14 days from the date of infraction to remove items before being re-inspected and charged | | |
| <i>White Copy: Office Yellow Copy: 2nd inspection receipt Pink: 1st inspection receipt</i> | | |

HEALTH AND SAFETY INSPECTION: In the spirit of safety on campus, SUNY Maritime College, is compliant with New York State Fire Code for residence halls. Per NYS Fire Code, there are several items that are not allowed in residence hall rooms. Periodically, our Residence Life staff will conduct health and safety room inspections to check for NYS Fire Code Compliance. During these inspections, our Residence Life staff will enter all student rooms on campus and do a plain-view inspection for items that are not allowed per NY State Fire Code and University Policy. Additionally, the New York State Office of Fire Prevention and Control (OFPC) and Physical Facilities staff routinely inspects all SUNY Maritime College facilities' common areas and some randomly selected rooms and apartments for fire code violations. Any infractions/fines resulting from a routine inspection from the OFPC may be assessed to the individual student(s).

If a room is found in unacceptable condition, or the resident(s) is in violation of housing regulations, an official citation will be issued by a Residence staff Life staff. Depending on the housing violation, students will be given up to 48 hours and/or two weeks to remove specific prohibited items from the resident hall. A charge will be placed on the student's account if the prohibited item(s) is not removed from residence within the period indicated on the violation slip from the Office of Housing and Residential Life. In the event that the noted changes are not made by a set date, in addition to the charge, the resident may lose their 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 protector outlet/power strip must be UL-approved and equipped circuit breaker/resettable switch. Any student found using a prohibited extension cord will be immediately assessed a fine of \$100. First offenses will result in a fine of \$100. Second offenses will result in a fine of \$200, followed by termination from Housing for a third offense. Any student found in possession of a candle will be immediately assessed a fine of \$100. Once confiscated, prohibited extension cord(s) and or candle(s) will be discarded and not returned. 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 will be confiscated by Housing. Weapons, candles and prohibited extension cords or dangerous items will **NOT** be returned. Other confiscated items may be claimed prior to semester closing date. All unclaimed items found during inspection will be disposed. Any weapon as defined in the Student Code of Conduct is prohibited within the Residence Halls

*Students who need air conditioners in the room for medical reasons must go through the appropriate approval channels prior to bringing the appliance onto campus. Students who are found in violation of possessing an air conditioner in their room and have not done the proper paperwork, will be charged \$50 if the appliance is not removed within 48 hours.

| 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. If lounge furniture and lounge contents are moved to a student's room, it will be regarded as stolen. Fees for misappropriation/use of College property may apply.

COMMUNITY SANCTION(S): Respect for the residential environment common areas is crucial to creating a community in which residents can live, learn and enjoy. Therefore, all damage(s) and sanitation concern(s) that occurs in a public or common area in the residential hall may be assessed within the community. A professional staff member will first work with students and staff to determine, if possible, who is responsible for any damage(s)/sanitation concern(s) and its associated cost to repair. If the individual(s) responsible for the damage has not been identified, then the cost of the damage/community sanction(s) or addressing the area of concern (materials and labor), will be divided evenly among all residents of the affected area. Note that community sanctions does not have to be monetary.

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 1st 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 1st 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 7:00 p.m. through 11:00 p.m. Quiet hours will be observed in the residence halls from 11:00 p.m. through 7:00 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 6B: SERVICE AND ASSISTANCE ANIMAL POLICY

DEFINITIONS

A. SERVICE ANIMAL

“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 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 wheelchair; or fetching dropped items. (28 Code of federal Regulations (CFR) Part 26, 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. Student 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 area 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.

B. PET

A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. They are not covered by this policy. Residents are not permitted to keep pets, other than fish, on College property or in College housing.

C. APPROVED ANIMAL

An “Approved Animal” is a Service Animal or Assistance Animal that has been approved as a reasonable accommodation under this policy.

D. OWNER

The “Owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

CONFLICTING HEALTH CONDITIONS: Housing personnel will make a reasonable effort to notify students in the residence building where the Approved or Service Animal will be located. Students with medical condition(s) that are affected by animal (e.g., respiratory disease, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The College is prepared to reasonably accommodate individuals with medical conditions which require accommodations when living in proximity to Service or Assistance Animals. We will attempt to resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodation requests of all persons involved.

OWNER’S RESPONSIBILITIES IN COLLEGE HOUSING

1. The Owner is responsible for assuring that the Approved/Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for the students who reside there.
2. The Owner is financially responsible for the actions of the Approved/Service Animal including bodily injury or property damage. The owner’s responsibility includes but is not limited to replacement of furniture, carpet, windows, screens, doors, paint, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or when the move-out.
3. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the Owner for unmet obligations.
4. The Owner must notify Accommodative Disability Service and Residence Life if the Approved/Service Animal is no longer needed as an Approved Animal or is no longer in the residence. To replace an Approved Animal the owner must file a new request.
5. The Owner’s residence may be inspected for fleas, ticks or other pests once a semester or as needed. The applicable housing office for the residence hall will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
6. All roommates or suitemates of the Owner must sign an agreement allowing the Approved/Service Animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, wither the Owner or the non-approving roommates or suitemates, as determined by the appropriate Housing office the residence location, may be moved to a different location.

7. Service Animals may travel with their Owner throughout College Housing. Assistance Animals are to be contained within the privately assigned residential area (room or suite) except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
8. Approved/Service Animals may not be left overnight in College Housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period.
9. College Housing has the authority to relocate Owner and Approved Animal as necessary.
10. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through a Judicial Process.
11. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract

GUIDELINE FOR MAINTAINING APPROVED/SERVICE ANIMAL AT MARITIME COLLEGE

CARE AND SUPERVISION: Care and supervision of the animal are the responsibility of the person/Owner who benefits from the Approved Animal's use. This person is required to maintain control of the approved animal at all times. This person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College consistent with the reasonable capacity of the person. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces

ANIMAL HEALTH AND WELL-BEING:

1. Vaccination: In accordance with rules and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.
2. Health: Animals, other than cats and dogs, to be housed in College Housing must have an annual clean bill of health from a licensed veterinarian's statement regarding the animal's health. The College had authority to direct the Owner to have the animal receive veterinary attention.
3. Licensing: The College reserves the right to request documentation showing that the animal has been licensed.
4. Training: Approved Animals must be properly trained.
5. Leash: The Assistance Animal must be on a leash. In the case of a Service Animal, if the leash inhibits the animal's ability to be of service, the Owner must maintain control of the Service Animal through voice, signal or other effective means.

REMOVAL OF APPROVED ANIMAL: The College may exclude/remove an Approved Animal when 1) the animal poses a direct threat to the health or safety of others, or 2) the animal's presence results in a fundamental alteration of the College program, or 3) the Owner does not comply with the owner's Responsibilities pursuant to College Housing requirements, or 4) the animal or its presence creates an unmanageable disturbance or interference with SUNY Maritime College.

SECTION 7: ROOM INSPECTIONS/SEARCHES

It is the College's intention to assure all reasonable privacy in student rooms. When appropriate, reasonable and or 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 College officials (including but not limited to Public Safety/University Police, Fire Marshall, Residential Life staff, Student Affairs staff, Physical Facilities staff, and any other College employees or contractors who have a legitimate need to enter the space) at any time, **with or without prior notice**. Such inspections also will be conducted on a periodic basis. During inspections, College officials 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 but not limited to Public Safety/University Police, Fire Marshall, Residential Life staff, Student Affairs staff, Physical Facilities staff, and any other College employees or contractors who have a legitimate need to enter the space.), 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 College officials (including but not limited to Public Safety/University Police, NY State Fire Marshall, Residential Life staff, Student Affairs staff, Physical Facilities staff, and any other College employees or contractors who have a legitimate need to enter the space.) scheduled to execute their assigned responsibilities. Regimental students have mandatory weekly room inspections conducted by Cadet Regimental Officers and Regimental Duty Officers.

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 their 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 their room key.

OVERNIGHT: is defined as 10:01 p.m. to 8:00 a.m.

Guest visitation hours within the Residence Halls:

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

Friday to Saturday 8:00 a.m. – 12:00 a.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

LOFT BED/BUNK SAFETY: The Office of Residential Life recognizes the need for lofting beds to increase space availability and helps students personalize their room. Therefore, the OHRL will allow students to convert beds into lofts or bunk beds upon assessment of need and approval by a full-time professional staff member.

Students must adhere to the use of safety rails, ladders, bed placement, procedures for getting into and out of bed, and fire safety precautions if assigned or approved for a loft/bunk bed. Ladders, safety rails and/or other specifically designated equipment helps prevent students from rolling out of their beds and offers a safe way to get into or out of a bunk or loft bed. Students who decline to use the safety rails and/or ladders assume the risk of any injuries associated with noncompliance to the lofting policies.

Loft/Bunk beds may not impede exit from the room and may not interfere with the operation of sprinkler systems. All items (including the top of a bed) must be a minimum of 18 inches below any sprinkler head.

Students are not permitted to remove any college-owned furniture from their rooms as a result of lofting/bunking and there is no storage available for extra furniture items.

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 evacuate 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:

| BUILDING | EMERGENCY ASSEMBLY POINT (EAP) |
|------------------------|---------------------------------------|
| 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.

EMERGENCY INCIDENTS/DISASTERS/WIDE-SPREAD DISRUPTION: In times of extreme emergency, wide-spread disruption and/or life-threatening crisis, the OHRL is authorized to institute measures/systems to protect and preserve the health, property, and wellbeing of our students, faculty, staff, as well as our neighboring communities. As a condition of remaining in on-campus housing, students are expected to comply with all procedures, systems, and measures formed to respond to emergency conditions. College officials have the right to enforce all measures of emergency response at any point to ensure the protection of lives, assets, and the environment. Failure to comply with these expectations during any emergency condition may result in student conduct action and/or removal from on-campus housing.

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 POLICY

1. All surge protectors/power strips must be UL-approved and **equipped with an external circuit breaker/resettable switch.**
2. 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.
3. *Please note that prohibited extension cords found within the residence halls will be confiscated, and will **NOT** be returned to the student.
4. Candles found will not be returned and students will be assessed a fine of \$100
5. Due to the recent fire concerns surrounding hover boards, E-scooters and other electrical powered vehicles/ devices, The Office of Housing & Residential Life has chosen to prohibit the use and possession of these items within the residence halls.
6. **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.**
7. An unannounced Health and Safety check will be conducted once a month to ensure compliance to our fire safety regulations

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