

## **Section 98: Supplemental Policies**

### **1. Academic Policies and Information**

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

#### **a. Academic Advising:**

Each student is assigned a Freshman Advisor upon entering Maritime College through the LEAD 101 course / program. At the beginning of the second semester freshman year, students are assigned a faculty advisor from their major department. (Note: transfer students typically work with the Registrar, School Dean, and/or Senior Academic Advisor for their major upon entering Maritime College; the Director of the Student Engagement and Advising [SEA] Center is also a valuable resource to all students). Advisors assist students in exploring academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study.

Students should see their advisor to:

- Address any problems which affect academic performance
- Select courses for the upcoming semester
- Discuss academic performance
- Explore academic or professional concerns
- Discuss departmental requirements and course sequences
- Discuss elective coursework in the major and other departments

#### **C. 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 and associated Academic School Dean. A student who wants to change major should appeal to the Chair of the program they wish to enter. If the appeal is unsuccessful at the Chair level, the student may appeal to the appropriate Academic School Dean and then, if needed, to the Provost. The Provost's decision is final and there are no more appeal opportunities beyond the Provost level.

*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.

**D. 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.

President's List – Students with a semester average above 3.495 or higher are eligible for President's List.

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

**e. 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.

**f. 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 safeties-

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

**g. Accessing your Student Records**

Students can access their own record, at any time, even if the Registrar’s Office is closed by utilizing the Maritime College website at [www.sunymaritime.edu](http://www.sunymaritime.edu) “Self Service”. Your Username and Password are required to access your record, including your schedule, grades, registration, bill and more.

**h. Accreditations:**

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

**i. 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.

**j. 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.

**k. 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](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.

**l. 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. Credit Overload 091423. fillable.pdf (sunymaritime.edu)

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.

**m. Declaring a Major**

Undergraduates at 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.

**n. Drop/Add a Course**

Adding or dropping a course can be processed online through the student's Maritime Self Service account. 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 School Dean. 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>

**o. 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.

**p. 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.

**q. 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 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.

**r. 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

**s. 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, the 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 or designee.

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.

#### **t. 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.

#### **u. 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.

#### **v. 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.

#### **w. 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:*
  - a. *Completion of an approved curriculum of study that includes all required training.*
  - b. *Completion of the appropriate sea service.*
  - c. *Completion of the appropriate Standards of Training Certification and Watchkeeping for Seafarers (STCW) competency assessments; and*
  - d. *Completion of a comprehensive Coast Guard administered examination for the appropriate National Endorsement(s).*
2. *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:*
  - a. *Basic Training (46 CFR 11.302);*
  - b. *Basic Firefighting (46 CFR 11.201(h));*
  - c. *Advanced Firefighting (46 CFR 11.303);*
  - d. *Proficiency in Survival Craft (46 CFR 12.613); and*
  - e. *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.*

#### **x. 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

#### **z. 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.

**aa. Immunizations: Measles, Mumps, and Rubell:** 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.

**bb. COVID-19 vaccinations are recommended.**

**cc. 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.

**dd. 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.

**ee. 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 Maritime College, if cadets

choose to do cadet shipping or any internships, private companies DO have the right to require the Meningococcal vaccine. \*\*

## **5. Alcohol Policy**

Student use, consumption, possession, or transportation of alcoholic beverage containers 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 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 unless expressly approved by the Dean of Students.

**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.
- 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 the Dean of Students. 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.

Please note: 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. Authorized events will be determined by the Dean of Students in advance of the event.

## **6. Bullying/Cyberbullying Policy**

Bullying is defined as 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

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 the following:

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.

## **7. 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

## **8. 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 Trainor - 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 a 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.

## **9. Conduct Reporting Policy**

All disciplinary records are maintained under the supervision of the Dean of Students and the Commandant of Cadets utilizing the Advocate System. All disciplinary files are maintained 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.

Transcript Notation - Students that are found responsible for Maritime College – Student Code of Conduct violations of a Level 1 Conduct Code 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 and with sanctions that result in the suspension or expulsion from Maritime 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.

## **10. Disruptive Behavior Policy**

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.

## **11. 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.
- Failed Drug Test. This includes a positive result on a drug test and/or the failure to report to test as outlined by the Federal Drug Testing Policy guidelines and regulations after being duly notified in writing via Maritime College email or verbal directive from a member of the Maritime College Staff.

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. 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.

## **12. Failure to Comply Policy**

Violations of Failure to Comply Policy include but are not limited to:

- Failure to comply with reasonable and lawful requests or directives of Maritime 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. Maritime College - Student Code of Conduct, Regiment of Cadets – Rules & Regulations, 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.

### **13. 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 College'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 conduct order or lawfully issued subpoena. Effort will be made to give advance notice to the student of such an order before compliance by the College.

#### **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 Registrar’s 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

#### **14. Good Samaritan Policy**

a. The health and safety of all Maritime College students is our priority. This policy empowers bystanders to respond to potentially dangerous situations without fear of reprisal. It supports the students who act responsibly and the students who need help. This policy applies to students and student organizations, and to emergencies on campus and off campus.

b. If someone needs immediate medical attention, anyone who calls for help and anyone who receives emergency medical care is not subject to disciplinary sanctions for any violations related to alcohol or drugs. A student protected under this policy may still receive educational sanctions including but not limited to intervention programs offered by the Office of Counseling Services.

c. Campus community members should know the following:

i. [Sexual violence support and advocacy](#) is available to all students.

Students reporting sexual misconduct will not be sanctioned for drinking and/or using drugs — voluntarily or involuntarily — at the time of the incident.

ii. Students can use this policy more than once. However, repeated incidents will cause a higher level of concern for a student's well-being. In those cases, staff will follow up on each individual situation and use their professional judgement regarding amnesty.

iii. Maritime College may contact a student's parents if the student is under 21 years of age and there is evidence of risk to their health, welfare, or safety

— such as being taken to the hospital after using alcohol or drugs.

iv. Maritime College may record the names of students involved so staff can follow up on the students' well-being after the incident.

#### **15. Hate or Bias-Related Crime**

a. Maritime College strives to protect all members of the Maritime College community by prosecuting hate or bias-related crimes that occur within the campus jurisdiction. Criminal offenses may include, but are not limited to, assault, endangerment, imprisonment, manslaughter, murder, stalking, rape, kidnapping, burglary, larceny, and robbery.

- b. The full text of the applicable NYS law may be found in Section 485 of the NYS Penal Code. As with any conviction for a misdemeanor or a felony under NYS law, the punishment for hate crimes may include fines and/or imprisonment, depending on the underlying crime.
- c. If you are a victim of, or witness to, a hate or bias-related crime on campus, report it to the College Police by calling 911 in an emergency, using a Blue Light Phone, or campus telephone at 718-409-\_\_\_\_\_. You may also report to the Office of the Dean of Students at [studentaffairs@sunymaritime.edu](mailto:studentaffairs@sunymaritime.edu).
- d. Nothing contained in this policy shall be construed to limit or restrict freedom of speech and peaceful assembly.

## **16. Housing and Residential Life Policy Guide**

The **Department of Housing and Residential Life (DHRL)** is excited to have you as a member of our on-campus living community. This Guide to On Campus Living 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 Maritime College (“College”) is to provide safe accommodation 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 community member means understanding and adhering to community standards, policies, regulations, and procedures, and 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 DRL policies and regulations. By signing the Residential Life Agreement (physical signature or electronic acknowledgement), you are contractually entering into 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 conduct 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 Residential Life, and/or Dean of Students. 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 comply 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 DRL is 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 Residential Life webpage at [www.sunymaritime.edu](http://www.sunymaritime.edu), 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 survivor 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 it is not guaranteed to residents prior to entering residence bedrooms or common areas. College officials (including but not limited to Public Safety/College 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 on Campus Living, 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 do not assume the role of campus parent, and you will seldom be told what to do or not to do with 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 DRL 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 On Campus Living.

- a. You have the right to a safe and secure living environment.
- b. You are responsible for keeping your living space secure and not for prop doors open or allowing strangers in. 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.
- c. 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.
- d. You are responsible for telling your roommate your wishes and preference for: hours of sleep, study, visitation, and resolving roommate disagreements peacefully. 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.
- e. You have the right to a peaceful and quiet space in which you can sleep and study.
- f. 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 from them.

g. You have the right to discuss another person's behavior when it infringes on your rights.

h. You are responsible for examining your own behavior when approached by another and for resolving conflicts.

i. You have the right to the assistance of a Resident Advisor or other DRL staff members when you request help with a problem.

j. You have the responsibility to notify staff 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.

k. You have the right to know what is acceptable and/or what behavior is inappropriate within your living environment.

l. You are responsible for reading the information provided by the College. If you reside in our Residence Halls, 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 you were or were not personally affected by it.

## **SECTION 2: RESIDENCE HALLS AND RESIDENTIAL LIFE 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**

New Hall: **Civilian**

Standards are governed and enforced in each building by Resident Advisors residing on each floor, reporting to the Resident Director, Assistant Director & Area Coordinator, who reports to the Director.

**DIRECTOR:** The Director 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 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 residence halls maintenance and repairs; liaison with

administrators, faculty, and staff; daily administration and management of all facets pertaining to the Office Residential Life.

**RESIDENT DIRECTORS (RD):** The Resident Director assists in managing the day-to-day operations of the residence halls and the resident advisors. The Resident Director is directly supervised by the Assistant Director and the Director Residential Life. The RD is instrumental in the selecting, training, and supervising of the Residential Life Staff which includes Resident Advisors. They will be the primary on-call staff member 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 floor 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 his/her continuing state of good standing with the college and as a full-time student.

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

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

1. Students who withdraw or take a leave of absence from the College.
2. Students in officially recognized off-campus academic programs for a set time period.
3. Students academically dis-enrolled or removed through the student conduct process.

#### **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.
3. Examples include but are not limited to:
  - a. EOP
  - b. INDOC
  - c. License Housing
  - d. International Orientation

- e. Athletic Pre/Post Season
- 4. When a current student is awaiting graduation (graduation must be within one week).
- 5. When a current student is participating in Pre-Cruise and/or awaiting to go on Cruise.
- 6. 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.
- 7. Employed or participating in a summer camp program hosted by SUNY Maritime College.
- 8. \*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. This multi-faceted online software is used by the DRL 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 Residential Life Calendar online for Housing Application due dates. Upon acceptance by Admissions, may you apply for Housing. You will need your student email and password provided by Admissions to login and complete the application. 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 DRL. New students, students coming back after a LOA/Disenrollment, or those participating in INDOC will be placed by the Department of Residential Life. Due to the Residence Halls' layout, 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. 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 DRL 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) can 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 DRL cannot guarantee accommodation 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 DRL, 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 Residential Life 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.

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 DRL 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 acknowledge their responsibility for that key and any charges applied to their account for its misuse or loss. *\*See Residential Life 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 DRL. The RCR 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 rooms and common areas in the residence halls. Rooms are expected to be cleaned and left in move-in condition. The DRL 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 to 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 Residential Life 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 DRL. 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 appointments.

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 from the Director of DRL. Students who fail to receive consent for an extended stay are subject to fines, a daily room rate charge, and will be referred to student conduct.

**REQUEST FOR EXTENDED STAY/EARLY ARRIVAL:** The Department of Residential Life (DRL) 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 DRL 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 an unauthorized student is living in a residence hall before the move-in date, both the student and their unauthorized guest may be referred to student conduct.
- 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 DRL. **Students will not be allowed to stay late/arrive early because of early/late flights/travel arrangements.**
- Convenience: Early arrival/extended stay requests made solely for the student's convenience and not related to the approved criteria mentioned above are typically denied. *\*Exceptions are rare –all pertaining departments will have input regarding exceptions\**

A written request for early arrival/extended stay must be made prior to the student's early arrival or extended stay. Students who 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 Residential Life policies outlined in the Student Handbook. Early check-in/late check-out must occur during the DRL operational hours, Monday to Friday, 8 a.m. to 4 p.m.

**ROOM ASSIGNMENTS:** Students are assigned to rooms at the discretion of DRL. Due to the Residence Halls' layout, 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 DRL 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) can 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 DRL cannot guarantee accommodation 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 DRL, 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, residents may 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 DRL to place residents in a double room, although there is no guarantee of availability.

**CONSOLIDATION:** The DRL 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, or the DRL. 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 (about 2 days) of a consolidation.

Resident students with vacancies in their room/suite must always keep their rooms ready for new students. 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 DRL.

**DOUBLE OCCUPANCY ROOM BUYOUT:** The Department of 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 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 DRL 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 and may face student conduct.
- 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.
- Only upper-class 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 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 On Campus website.
- In the event a “Room Buyout” occurs 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 Residence Halls 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 College building), which may jeopardize their housing eligibility. The roommate(s) who, after being notified (may be disseminated through email) that their roommate can NOT be given access to the room, may be documented by DRL for having an unauthorized guest if the unauthorized student is given access by the resident against the Residential Life 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 of 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 DRL. 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 policy. Students who are withdrawing from the residence halls 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 Residential Life. 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 a student locks themselves out of their room, they should attempt to locate their roommate. If the student cannot find their roommate, they should then attempt to

locate a Resident Advisor in their building. All lockouts will be responded to promptly, but response times may vary. Upon responding to key, a resident in, the staff 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 DRL 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 DRL 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 the students 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 of 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 will lead to a referral to Maritime's Conduct Department

**THEFT:** Thefts should be reported immediately to UPD (718) 409-7311 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 DRL 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 College 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 divided equally to all occupants. All residents shall exercise care not to 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 damage 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. Damages can be reported to your Resident Advisor and/or DRL.

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

<b>Room Charges</b>		
<b>Shared Suite Hallway</b>	Suite number	\$100
	Door (front, back, knobs)	\$100-300
	Light switch	\$50
	Overhead Light in hallway	\$100
	Walls/Ceiling	\$200
	Hallway Floor/Carpet	\$100
<b>Shared Bathroom</b>	Door (front, back, knobs)	\$100-300
	Toilet	\$250
	Sink	\$200
	Mirror above sink	\$50
	Shower head	\$50
	Towel Rack	\$50
	Cleanliness	\$100
<b>Room Condition and Furniture</b>	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:	1st 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 <b>without external circuit breaker/resettable switch</b>		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 <b>only outside furniture</b> 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
<b>Details:</b>			
Occupant(s): Last, First      Student ID:		<b>Total:</b>	
_____, _____, _____, _____, _____, _____, _____,		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 <b>NOT</b> 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:
<i>White Copy: Office Yellow Copy: Regiment Pink: Room</i>	

**HEALTH AND SAFETY INSPECTION:** In the spirit of safety on campus, SUNY Maritime College is compliant with the 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 College Policy. Additionally, the New York State Office of Fire Prevention and Control (OFPC) and Physical Facilities staff routinely inspect 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 violation, students will be given up to 48 hours and/or two weeks to remove specific prohibited items from the resident hall. A \$50.00 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 DRL. In the event that the noted changes are not made by a set date, in addition to the \$50 charge, the resident may lose their housing privilege and be removed 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 removal from residence halls for a third offense. Any student found in possession of a candle will be immediately given a fine of \$50. 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 be referred to Maritime's conduct office, may be removed from the Residence Halls on an individual basis.

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 of. 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.

<b>Housing Fees</b>	
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 Maritime's 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 the 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 regularly. 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 of 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 do not have to be monetary.

**DELIVERY POLICY:** Any third-party delivery from (e.g., restaurants, etc.) is not permitted in Residence Hall 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 service delays, and may result in conduct action.

**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 the 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 with machines can be dangerous and is prohibited. The repair cost can be passed on to residents tampering with the machines.

**LITTERING:** Littering is prohibited. As a resident in this community, it is the student's 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 conduct action 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 DRL to the residents. All residents must attend mandatory 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. DHL 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 Maritime 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 DRL or Maritime staff, acting in accordance with Residence Life and/or College protocol, is considered non-compliance and may be taken to conduct.
- 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 behavior 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 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 DRL.

Door-to-door solicitation is not permitted in the Residence Halls. Menus, handbills, announcements, election flyers, or advertisements are **NOT** to be **PLACED ON, OR UNDER**

**RESIDENCE HALL DOORS.** The only exception to this policy is DRL announcements or information authorized by the DRL.

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 DRL 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 DRL. Key access by Resident Advisor. Designated for semi-permanent Regimental/Residential Life Information.
- Cork Strips – Designated area for temporary postings for each floor.
- Wall Folder/Pockets – Intended 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 DRL. This includes menus, posters, signs, ads, etc.

**THIRD PARTY POSTING:** Commercial off campus vendors must bring material to be posted/ distributed to the DRL. 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 damage related to projectiles.

**QUIET, STUDY, AND COURTESY HOURS:** The sleep and study needs of residents are

of paramount importance. To meet this need, the College has established regulations to govern the noise and disturbance levels in the residence halls. While the Department of 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 beyond the scope of enforcement of DRL 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 DRL Director/Assistant Director. No furniture should be left in the hallways. Failure to adhere to this policy will result in Conduct Actions. 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. New Hall residents are responsible for providing their own bathroom furnishings including toilet paper, shower curtains, etc. and for cleaning their bathrooms and suite hallways.

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

**STORAGE:** The College does not provide storage space for students' personal belongings unless approved by the DRL 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 conduct 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; altering 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. Students can reach the Office of Accommodations at 718-409-7348.



A service animal may be removed from a Maritime facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

#### **B. ASSISTANT ANIMAL (A.K.A) EMOTIONAL SUPPORT ANIMAL**

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 the Residence Halls.

#### **C. APPROVED ANIMAL**

An "Approved Animal" is a Service Animal or Assistance Animal that has been approved by The Office of Accommodation 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:** Residential Life personnel will make a reasonable effort to notify students in the residence halls where the Service or Assistance Animal will be located. Students with medical condition(s) that are affected by animals (e.g., respiratory disease, asthma, severe allergies) are asked to contact Residential Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The College is prepared to accommodate individuals with medical conditions which require accommodation 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 Service or Assistance 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 Service or Assistance 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 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 Accommodation Service and Residential Life if the Service or Assistance Animal is no longer needed as an Approved Animal or is no longer in the residence. To replace a Service or Assistance 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 beyond standard pest management in the residence halls.

6. All roommates or suitemates of the Owner must sign an agreement allowing the Service or Assistance Animal to be in residence with them. If one or more roommates or suitemates do not approve, either the Owner or the non-approving roommates or suitemates, as determined by the appropriate Residential Life the residence location, may be moved to a different location.

7. Service or Assistance Animals may travel with their Owner throughout The Residence Halls. Service or 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. Service or Assistance Animals may not be left overnight in the Residence Halls 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 Service or Assistance 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 Conduct Process.

11. Should the Service or Assistance Animal be removed from the premises, the Owner is expected to fulfill their housing obligations for the rest of the housing contract.

## **GUIDELINES FOR MAINTAINING SERVICE OR ASSISTANCE 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 must always maintain control of the approved animal. 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. Proof of vaccination must be provided to DRL prior to the Animal entering the Residence Halls.
2. Health: Animals, other than cats and dogs, to be housed in the Residence Halls must have an annual clean bill of health from a licensed veterinarian's statement regarding the animal's health. The College has the 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: Service or Assistance Animals must be properly trained.
5. Leash: The Service or Assistance Animals must be on a leash. If the leash inhibits the animal's ability to be of service, the Owner must maintain control of the Service or Assistance Animal through voice, signal, or other effective means.

**REMOVAL OF APPROVED ANIMAL:** The College may exclude/remove a Service or Assistance 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/College 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 will also be conducted periodically. 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 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/College 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/College 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 not to 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 people. 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 Residence Halls. 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 College 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 students' dorm rooms only to help them 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 Dean of Students to facilitate a special program use.

Violations to this policy can and will result in disciplinary action up to and including removal from the Residence Halls 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 Residence Halls will forfeit 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 residence halls as required by other Regimental regulations and policy. Parents and students are urged to adhere to all aspects 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 Department of Residential Life recognizes the need for lofting beds to increase space availability and helps students personalize

their room. Therefore, the DRL will allow students to convert beds into lofts or bunk beds upon assessment of need and approval by Residential Life 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 help prevent students from rolling out of their beds and offer 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 injuries associated with noncompliance of 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 allowed to remove any college-owned furniture from their rooms due to 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 emergencies or fire drills. Please heed the posted signs to prevent 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 DRL staff. Such emergencies may result in charges when damage is the result of carelessness or deliberate. 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 DRL Staff:

- 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 the location of all exits, fire extinguishers, and the Emergency Assembly Points (EAP) for each residence hall. Upon activation of the fire alarm, the facility should be vacated by all residents. State law requires that everyone immediately evacuates the building. **NO EXCEPTIONS.** College officials may enter rooms during fire alarms to ensure compliance with evacuation procedures. In case of a fire alarm, all students must evacuate to the Emergency Assembly Points as stated in the Guide to On Campus Living. 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 College Police Department and Emergency Personnel. Residents will not be allowed to re-enter the premises until directed to do so by the College Police Department and/or Fire Department.
- Residents must comply with directions given by Residential Life staff, College Police, Emergency Personnel, and/or other College officials.
- Failing to abide by the evacuation procedures will be referred to the Conduct Office.

**EMERGENCY INCIDENTS/DISASTERS/WIDE-SPREAD DISRUPTION:** In times of extreme emergency, wide-spread disruption and/or life-threatening crisis, the DRL 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, possessing, or using flammable or highly combustible materials.
- Failing to evacuate a building at the sound of a fire alarm or when directed by UPD, FDNY, Maritime 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 several 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 policy.

#### **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 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. \***

## **17. Leave of Absence**

A *Leave of Absence* is permission to be away from the college temporarily, for medical, financial, military, or personal reasons, including study at another educational institution. Students must file a *Leave of Absence* form with the Office of the Registrar. Students may be on leave for up to two consecutive semesters. Students planning to take courses at another institution during their LOA should obtain pre-approval by submitting a *Request to Take Course Off Campus* form. Students who 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:**

#### ***Medical Leave of Absence - (Physical or Mental)***

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 or medical professional. The information below has been prepared to outline the necessary steps needed to return to SUNY Maritime College after a Medical Leave of Absence. You must provide Maritime Counseling Services or Health 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, and/or a medical professional, please have all professionals forward their letters to Counseling Services or Health 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 and/or Health Services. After the phone consultation with your health care provider(s), an appointment will be scheduled with you to meet with the Counseling Services and/or Health Services. Based on the recommendation from the Counseling Services and/or Health Services will determine if you should be reinstated and notify you in writing their decision via Maritime College email.

## **18. 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.

## **19. College Police Department**

Campus safety and security is provided by the College 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 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; 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.

**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.

**20. Hazing**

Hazing is a societal problem that is not limited to fraternities or sororities but can occur in any organization. Hazing is a pre-meditated act of power and control over others and is considered victimization. It is abusive, degrading, and often life- threatening.

Soliciting, directing, aiding, or otherwise participating, actively or passively, in such activities constitutes hazing. In addition, apathy or acquiescence in the presence of hazing is not a neutral act and is considered approval of the hazing behavior.

Examples of hazing activities include, but are not limited to:

- a. Forced or required participation in physical activities such as calisthenics, exercises, games or “make work” activity;
- b. Forced consumption of food, alcohol, water, illegal substances;
- c. Forced, required or condoned application of foreign substances to the body resulting in lewdness or a potential for ridicule or bodily harm (such as tattooing or branding);

- d. Participation in activities that involve illegal acts such as “pledge ditches” and kidnappings, scavenger hunts and thefts;
- e. Creation of excessive fatigue and stress through deprivation of privacy or sufficient sleep (defined as a minimum of six consecutive hours per day) or decent and edible meals;
- f. Deprivation of access to means of maintaining personal hygiene;
- g. Forced or required conduct that would embarrass or negatively affect the dignity of the individual, such as forced nudity or partial nudity, including coercing or allowing an individual to dress in a degrading manner as part of initiation or affiliation with a group;
- h. Use of physical brutality (including paddling; striking with fists, feet, open hands or objects; and branding);
- i. Participation in or creation of situations that cause psychological harm or substantial emotional strain, such as causing a member or pledge to be the object of malicious amusement or ridicule or other verbal abuse, causing embarrassment or shame to a member or pledge, or compromising the dignity of a member or pledge.

If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report your observations confidentially. You can do this by contacting the Office of Student Involvement at 518-442-5566 or you can report your observations using the [public report form](#). This website also has additional information about hazing.

## **21. Investigation of Violent Felony Offences**

a. Violent felony offenses are defined in subdivision one of section 70.02 of the New York State Penal Law to include, but are not limited to, degrees/classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc.

b. All members of the Maritime College community are expected to immediately report all suspected or actual violent felony offenses occurring at or on the grounds of the College, to the College Police Department by dialing 911 from a Maritime College telephone or 718-409- [REDACTED] from a cell phone.

## **22. Investigation of Missing Students**

a. A missing student is defined as any currently registered student of Maritime College who has not been seen by friends, family members, or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of Maritime College staff or faculty member.

b. The College Police will initiate an investigation when they are notified that a student, who resides in a Maritime College operated residence is missing, with no reasonable explanation for their absence.

Ordinarily, the investigation will be initiated immediately after this notification.

c. In the event the student does not reside in a Maritime College residence, the appropriate municipal local police authorities should be notified. In the event of a missing student residing on campus, College Police will notify the parents/family members regarding the student's whereabouts.

### **23. Smoking Policy**

The College is primarily smoke free. Smoke free zones include all Maritime 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 Maritime College property.

### **24. Unapproved Posting Policy**

All posting must be approved by the Office of the Dean of Students or by the Student Government Association. 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

## **25. Weapons and Dangerous Items Policy**

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 pocketknife 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 pocketknife 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
- Any toy gun, including paintball guns
- Any toy weapon or item that resembles/can be misconstrued as a weapon